



Trinity Christian School
“Teaching the Truth”

FACULTY-STAFF HANDBOOK
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INTRODUCTION

Trinity Christian School was founded in 1970 with a devotion to quality Christian education. In 1984, parents and individuals interested in this preferable alternative to secular education formed an independent, non-denominational, not-for-profit corporation to oversee the Trinity operation.

Three areas of personal development are identified as the focal points for the Trinity administration, faculty, staff, coaches, parents, and students.

- Provide a superior academic education
- Pursue strong character development through consistent discipline
- Promote spiritual growth in Christ

It is the desire of the Board of Directors and Headmaster that you will observe a school which practices its stated mission and you will be a team member that helps the mission to be accomplished.

This document is provided for the purpose of helping employees to understand the concept of the Trinity Christian School experience. While no employee handbook can predict every circumstance or question that may arise this should be the first resource available to school personnel to assist them. Its purpose is to ensure the efficient operation of the school.

STATEMENT OF PURPOSE

Trinity's purpose shall be to operate schools on the preschool, elementary, and secondary levels. The School's employees shall train students in accordance with these basic goals of education in preparation for a college preparatory diploma:

1. Command of fundamental processes.
2. Development of character.
3. Citizenship and health.
4. Commitment to family values.
5. College/vocational preparation.

All training shall be integrated with the knowledge that God and His Word are truth. Students shall be taught His authorship of all things and the principle that His Holy Scriptures reveal Himself to us.

One of the ultimate goals of the School shall be to bring each student to a saving faith in Jesus Christ and to assist them toward Christian maturity. There shall be no attempt to impose on anyone the minor doctrinal differences of various denominations.

MISSION STATEMENT

The mission of Trinity Christian School is to provide a quality education for each child in a safe, diverse, God-centered environment. We are dedicated to the preparation of our students for a life of maximum contribution to the cause of Christ either in Christian service or in living a successful and meaningful life in a secular field where honesty, discipline, and awareness of others guide daily life. The School strives to foster Christian excellence in scholarship, leadership, sportsmanship, and character. This mission is commonly known as "Teaching the Truth."

STATEMENT OF FAITH

- a. We believe there is one (1) Triune God, eternally existent in three co-equal persons: Father, Son, and Holy Spirit. He is eternal, almighty, infallible, unchangeable, wise, holy, and just. He is Spirit, Light, Love, and Truth. He has revealed Himself to us by the Bible.
- b. We believe the Bible is the inerrant, inspired, infallible Word of God.
- c. We believe that, by His Word, the Triune God created out of nothing the universe and all that is therein.
- d. We believe God created Adam in His own image, and that man did not originate through the process of evolution. Adam was tempted by Satan and sinned; and because of this, all men are totally depraved and unable to save themselves.
- e. We believe in the deity of Jesus Christ through whom alone salvation occurs.

- f. We believe salvation is the remission of sins through the work that Jesus Christ accomplished by his death, burial, and resurrection, and is the gift of God available to all who repent and place their complete faith in Him.
- g. We believe the indwelling of the Holy Spirit enables each believer to live a holy life, separate from sin, and should cause us to seek to win others to Christ.
- h. We believe in the imminent return of Jesus Christ.
- i. We believe in the resurrection of the saved and the damnation of the lost.
- j. We believe in the spiritual unity of believers in the Lord Jesus Christ.

STATEMENT OF PHILOSOPHY

Trinity Christian School espouses the historic Christian world-view. Since God created and sustains everything through His Son, Jesus Christ, man's responsibility in life is to glorify Him. However, man, being a sinner by nature and choice, cannot in this condition glorify or know God. He can glorify and know God only by committing his life to Jesus Christ as Savior and Lord (Romans 1-8). Therefore, the total process of education must seek to direct students to knowledge, righteousness, and holiness in Christ (Colossians 3:10, Ephesians 4:24). This process stems from the Biblical fact that "For by Him (Christ) were all things created, that are in heaven, and that are in earth...and He is before all things and by Him all things consist" (Colossians 1:16-17). This education is God-centered and presents all truth as God's truth.

Principles that must be practiced at Trinity Christian School include the following:

- a. School personnel must recognize each student's unique intelligence in order to help the individual reach his/her God-given potential.
- b. Students must be guided toward responsibility by allowing them to exercise expression of initiative and creativity within the limits of accountability.
- c. A student's self-esteem is augmented by positive relationships with faculty, staff, administrators, and fellow students.
- d. We must provide students with a superior education because God expects Christians to do their best academically and in all aspects of life.
- e. We believe parents must be vitally involved in the student's education since God holds them accountable for their children. Each parent is considered a partner in education with Trinity Christian School (Deuteronomy 6, Ephesians 6).

MEMBERSHIP AND ACCREDITATION

Trinity Christian School holds membership in the Southern Association of Independent Schools (SAIS). The SAIS is a regional organization whose membership is composed of over 300 independent schools in eleven different states. Trinity Christian School also holds membership with the Georgia Independent Schools Association (GISA). This is an organization of over 100 independent schools in the state of Georgia. This association also has over 60 schools that participate in interscholastic competition.

Trinity maintains accreditation with three different recognized accrediting organizations. They include:

- Southern Association of Colleges and Schools (SACS)
- Southern Association of Independent Schools (SAIS)
- Georgia Accrediting Commission (GAC)

Trinity enjoys the many benefits of these respected entities including guaranteed admission to the University of Georgia for the Valedictorian and Salutatorian of each graduating class. Additionally, all Trinity graduates who meet the proper student criteria will be eligible for the HOPE Scholarship.

TRINITY CHRISTIAN SCHOOL

POSITION DESCRIPTION

DEPARTMENT: Faculty and Staff

TITLE: *Teacher*

REPORTS TO: Director of Academics

DUTIES and RESPONSIBILITIES:

Understanding the vital role every employee has at the school, no role takes on more importance than that of a teacher. The School's existence largely depends on the teacher to deliver the appropriate instruction in a professional manner to the students. It is essential that this position is occupied by a qualified and capable individual. The person should possess a genuine love for young people. Each teacher is responsible for the daily implementation of the school's philosophy and academic program. The position must be occupied by a person who possesses a love of learning and the ability to effectively communicate to students and parents. This person must be highly motivated and able to function within a group setting and to a certain degree independently.

1. Holds and maintains proper credentials supported by education and experience
2. Practices a lifestyle that truly represents Christ and the school's philosophy including demonstrating support for the mission of the school
3. Prepares course materials such as syllabi, homework assignments, handouts, and weekly lesson plans
4. Prepares and delivers class lessons on subject topics using a variety of methods of delivery (lecture, group work, class discussion, etc.)
5. Evaluates and grades students' class work, assignments, and papers
6. Monitors student achievement and progress and communicates this information to parents on a regular basis through progress reports, report cards, and parent-teacher conferences
7. Compiles, administers, and grades mid-term and final examinations
8. Maintains student attendance records, grades, and other required records
9. Advises students on academic, vocational, career, and spiritual matters
10. Monitors current developments in teaching field by reading appropriate literature, talking with colleagues, and participating in professional conferences
11. Plans, evaluates, and revises course content and course materials and methods of instruction
12. Reviews sample curricula on a periodic basis and upon request from the Administration
13. Serves on academic or administrative committees that deal with departmental matters, academic issues, or institutional policies
14. Participates in campus and community events
15. Advises student organizations
16. Performs related duties as assigned

EMPLOYEE BENEFIT SUMMARY

Trinity Christian School places a high value on the most important resource in education...the human resource. Effective administrators, faculty, and staff who are able to properly provide and care for the needs of their families will enable the continued success of Trinity. Striving to practice the Biblical example of I Timothy 5:18...“the laborer is worthy of his reward” the school will consistently review and evaluate the compensation and benefits package. This will allow for the school to offer each employee reasonable and competitive options for their respective needs.

1. Contracts – Each employee of the school must agree to and sign a contract to be authorized for compensation and benefits. Typically, contracts will be executed for twelve (12) or ten (10) months. Administrative (12 month) contracts will be in effect for the duration of the fiscal year (June – May). All ten month contracts (190 days) will be in effect from August – May. Ten month contract personnel will receive compensation over a 12 month period (August – July).
2. Salary – Employees will be paid monthly. The Business Manager will provide employees with a check or direct deposit receipt after 2:00 PM on the final working day of each month. Trinity uses a compensation scale with salary ranges. This scale has been developed using educational credentials, teaching experience, employee accountability and accomplishments, non-teaching responsibilities, and other factors as criteria. It is the responsibility of the Headmaster or his designee to provide a contract and salary proposal to each employee.
3. Major Medical Insurance (with dental, vision, and bridge options) – Each employee may participate in an individual major medical insurance plan. This benefit is administered through an insurance agent who represents several major insurance carriers. This plan is not a true group program but does offer many of the same benefits. Various options provide each employee the opportunity to select products which best serve their personal needs. The school provides 30 % of the total premium cost.
4. Life Insurance – Working currently with the Nationwide Insurance Company, employees may select various life insurance products. The school provides 30 % of the total premium cost.
5. Retirement – Since 1993, Trinity has participated with Lincoln National Life Insurance Company to provide the opportunity for employees to establish and maintain a retirement fund under a 403 (b) agreement. Based on the employee’s level of participation the school will contribute up to 3 % of the employee’s annual salary.

Vesting – Employees are always 100 % vested in their own retirement contributions. Employer contributions will be vested according to the following schedule:

Year 1 of service	20 %
Year 2 of service	40 %
Year 3 of service	60 %
Year 4 of service	80 %
Year 5 of service	100 %

6. Long term Disability – Through Independent School Management, Inc., Trinity provides at no charge to the employee a long term disability plan. Each employee, while under contract, is able to qualify for benefits related to long-term illness. The details of this plan are available in the office of the Business Manager. These benefits are only available after being absent from work for 90 days.
7. Employee absence provisions – Recognizing the need for employees to be absent from work periodically the following provisions include:

Sick days – these days are provided to each employee for personal illness/medical appointment or medical appointment/illness/death of immediate family member (defined as spouse, child, parent, or sibling).

- a. At the beginning of each year, nine days are provided for each employee.
- b. At the end of each year, unused sick days may be carried forward to the next year, not to exceed 33 days.

- c. If balance is exceeded during the term of employment, the daily rate will be deducted from any amount due the employee at the normal daily rate.
- d. In no case may sick days be borrowed in excess of what would be allowed during that school year or accumulated from previous school years.
- e. The Headmaster reserves the right to require certification of illness.
- f. Extenuating circumstances will be considered on an individual basis.

Personal days – provided to employee with prior approval of Director and Headmaster.

- a. At the beginning of each year, two days are provided for each employee.
- b. At the end of each year, unused personal days may be carried forward to the next year as sick days.
- c. If more than 2 personal days are taken during the school year, the daily rate will be deducted from the employee's salary.

Professional day – provided to employee for professional development related to employment at TCS.

- a. At the beginning of each year, one day is provided for each employee.
- b. At the end of each year, an unused professional day may be carried forward to the next year as sick leave.
- c. Professional day is subject to prior approval by Director and Headmaster.

Explanations:

- Total days accumulated (personal, sick, professional) at the end of each year will not exceed 33 days to be carried forward to the next year as sick leave.
- Personal, sick, and professional days for the year will be applied to employee's account on June 1. Any employee who does not complete the contracted term of employment will have pay adjusted for absences at a monthly rate of days earned.
- Absentee requests must be submitted 3 days in advance of a planned absence. For any unplanned absence, form is to be submitted to office the day of return.
- All absences will be calculated on a ¼ day rate/basis, according to the contracted work day.
- Accumulation and use of days applies to the contract period beginning June 1 and ending May 31. Any negative account balances will be settled by May 31.
- For all types of absences, employees must make appropriate arrangements for their classes/areas of responsibility.
- An employee's contract may be terminated after a period of fifteen (15) days of unexcused absence.

In addition to those listed above the following provisions for twelve month employees are made:

- Five vacation days – provided to employee with prior approval of Headmaster
 - Two sick days
 - One-half personal day
 - The School office will be closed the week of July 4th each year.
 - During school year holidays employees will report to work on an as needed basis.
8. Tuition discount – Each full time employee whose children attend Trinity Christian School receives a 50 % discount on tuition. All employees are responsible to pay for admission, registration, and other applicable fees. Families are eligible to receive one discount. Employee families choosing to pay in full for the entire year are ineligible to receive any additional incentive discount.
 9. PAGE Membership – Employees are eligible to join the Professional Association of Georgia Educators. For those who join the association, the school annually provides one-third of the membership fee.
 10. Lunchroom Voucher – Each school day the lunchroom program is in operation, employees, if they choose, may eat at no charge up to the equivalent of \$4.00 per day from the posted menu prices. This benefit is not transferable to any other person and is only available at lunch time. Any items taken during “break time” are the responsibility of the employee.

ATTENDANCE

Attendance is an important requirement of all personnel for the efficient operation of the school. The hours for full-time instructional personnel are 7:45-3:40 each day. The daily schedule is as follows:

	School day begins	School day ends
Kindergarten	8:15 AM	3:00 PM
Elementary	8:15 AM	3:10 PM
Middle/High School	8:00 AM	3:20 PM

If you will be tardy, please notify the Receptionist and provide the estimated time of arrival.

All designated school personnel must use the time clock module on School Dynamics upon arrival and departure each school day.

Teachers should not make appointments that would conflict with their school day unless it is an emergency. School day duties are scheduled by the Administration (see Duties).

A teacher who finds it necessary to be absent should notify the school office. It is the responsibility of the employee to secure a substitute from the approved list provided by the school. Employee Absentee Request Forms must be submitted to appropriate supervisor for approval 3 days in advance of a planned absence. For any unplanned absence, form is to be submitted the day of return.

CLASS ORGANIZATION AND APPEARANCE

1. Punctuality is a duty. Approach this responsibility seriously.
2. The classroom is the teacher's office and workshop. It is the teacher's direct responsibility for cleanliness, orderliness, displays, organization and arrangement.
3. Bulletin boards should display attractive subject matter and should be changed at least every month.
4. Doors should be closed and lights turned off at times when teachers are out of the room.
5. A teacher should not leave a classroom unsupervised. If you must leave the classroom, acquire another teacher to help you monitor the class.
6. Teachers should make certain that desks are cleaned and the room is free of litter and paper, and has an overall appearance of neatness and order. We want to present a premier campus appearance.
7. Teachers will start and stop classes according to scheduled times unless otherwise notified.
8. Teachers dismiss students at the end of the period. Do not cause students to be tardy to the next class.
9. Upon departure, turn the temperature control switch to the "off" position and turn off all lights.

CLASSROOM PROCEDURE

For Middle School and High School, all periods will be 50 minutes in length. There will be an additional 30 minute activity period during each school day. During each class period, the teacher **in a timely manner** should do the following:

1. Make an accurate report of absentees in School Dynamics. (Early dismissals will be given out in the main office.)
2. Make a general inspection of students' physical appearance and general condition. (Follow guidelines in the Parent-Student Handbook.)
3. Make announcements.
4. **Cell phone usage limited to times of the day when you do not have direct responsibility for the supervision of students.**

During first period (or at the beginning of the day for Kindergarten and Elementary) the teacher should do the following:

1. Take lunch orders.
2. Perform other administrative tasks (prayer, pledges, distribution/collection of report cards, etc.)

DAILY BULLETIN

Daily announcements will be communicated electronically via email and/or School Dynamics. Typically, the Headmaster or his designee will read the announcements in the morning. Please direct the students' attention when the announcements are being read. Faculty and staff will be able to post and access announcements on School Dynamics throughout the day. **Teachers need to check their announcements and email messages frequently each day as this is the main communication method for parents.**

DUTIES

In order to help in the efficient operation of the school, designated personnel must assist in the following duties:

1. Attending faculty meetings and appropriate school functions (graduation, annual meeting, etc.)
2. Attending PTF meetings
3. Sponsoring clubs and student organizations
4. Chaperoning school groups on trips
5. Attending gate at interscholastic events (a minimum of 5 per year; sign-up with Athletic Department)

Duties assigned on a rotating basis include the following:

1. Before and after school supervision
2. Break and lunch duties (Middle School and High School teachers)
3. Playground duty (Kindergarten and Elementary teachers)
4. Afternoon detention
5. Bulletin boards in hallways

EVALUATING STUDENT ACHIEVEMENT

1. Philosophy: One of the most important responsibilities of the teacher is to evaluate each student's progress and assign a grade to represent his achievement. The course, the teacher, the student, the parent, and the school itself are scrutinized by grading.
2. Conduct: Teachers are reminded that conduct is not to be reflected or included in the academic grade. Good classroom behavior is usually enhanced by well-organized, well-planned, interesting classroom situations. Conduct problems should be reported to the appropriate director when they cannot be corrected with normal teacher suggestion. If the teacher assigns a conduct grade of *N* or *U*, a conference should be held with the parent to discuss specifics.
3. Teachers should use a system that carefully explains grades, type of evaluations, projects, etc., and is available for examination. School Dynamics Gradebook: This system is used to record student achievement. It should be updated daily, but it must be updated **3** times per week at a minimum so that information made available to parents is current.
4. Grade Reporting: Report cards will be issued every quarter. Students will return report card envelopes the following day signed by the parents. Report cards are printed through the office and only those should be used. Grades are available on a daily basis through the use of InfoDirect; therefore teachers should understand the importance of keeping grades current in their electronic gradebook.
5. Frequent evaluations of the individual student will be made in order to substantiate the quarterly grade. A minimum of 3 major tests is required each 9 weeks grading period. It should be the practice of each teacher to evaluate achievement in a variety of ways including but not limited to: tests, quizzes, homework, class work, writing assignments, etc. In addition, the teacher should develop assignments that ask questions at a variety of learning levels. The quantity and quality of assignments should provide to the school and parents an adequate reflection of the student's overall mastery of the subject matter. A careful balance must be struck between having too few or too many grades per grading period. It is recommended that students are given an average of two graded activities per week. The administration understands that some subjects will vary from that number slightly but it is to serve as an overall guideline in our grading policies and provide some consistency in student evaluation. Required weighting for tests is in the range of **30-40%**. Teachers of grades 6-12 must post all tests on the calendar in the workroom and limit tests to 2 per grade per day. It is **required** to announce tests at least two days in advance. Short periodic quizzes are appropriate. Semester exams will be given in all classes in grades 6-12 and will count 20% of the total semester grade.

- Teachers should return graded assignments to students in a timely fashion. This feedback is a crucial step in the learning process.

Exemption Policy

- A student may exempt the Second Semester exam for any class in which he/she has achieved a cumulative yearly average of 90 or above for both semesters. This only applies to a two semester course.
- Students who have missed more than seven class periods during Second Semester or have missed more than 14 class periods for the entire year (excluding school-related events) will not be allowed to exempt the exam for the class in question. No exceptions and no appeals.

Grade Scale

<u>CP Scale</u>			<u>Honors</u>			<u>Dual Enrollment</u>		
A+	100-99	4.0	A+	100-99	4.5	A+	100-99	5.0
A+	98-97	3.9	A+	98-97	4.4	A+	98-97	4.9
A	96-95	3.8	A	96-95	4.3	A	96-95	4.8
A	94-93	3.7	A	94-93	4.2	A	94-93	4.7
A-	92-90	3.5	A-	92-90	4.0	A-	92-90	4.5
B+	89-87	3.25	B+	89-87	3.75	B+	89-87	4.25
B	86-83	3.0	B	86-83	3.5	B	86-83	4.0
B-	80-82	2.75	B-	80-82	3.25	B-	80-82	3.75
C+	79-77	2.25	C+	79-77	2.75	C+	79-77	3.25
C	73-76	2.0	C	73-76	2.5	C	73-76	3.0
C-	72-70	1.75	C-	72-70	2.25	C-	72-70	2.75
F	69-0	0.00	F	69-0	0.00	F	69-0	0.00

Homework

Homework should be meaningful to students. It should be sufficient and not excessive. Homework should be checked to see that it is complete and acceptable. Records should be retained which give evidence of the quality of work.

Honor Roll Criteria

In an effort to acknowledge student achievement, Trinity Christian School recognizes students who have earned Honor Roll and High Honor Roll status. In Grades 6-12 this recognition is done on a **semester** basis; in Grades 1-5 this is done on an annual basis at the Elementary Honors Day. The criterion for MS/HS Honor Roll is an overall average of 90 or above in the six Core Academic Courses. The criterion for High Honor Roll is an overall average of 95 or above. In addition, a student must maintain a passing grade in all subjects to qualify for Honor Roll or High Honor Roll.

FACULTY DRESS

Teachers must set the example for students. Please abide by the following guidelines:

- Dress professionally. When selecting appropriate professional attire, modesty is the key word.
- Appropriate dress for Administrative Staff and Middle School/High School faculty on Middle School/High School chapel day will be the following: Men—shirt and tie, dress slacks; Women—appropriate length dress or skirt, or dress slacks (not capri-length or casual style pants) with suitable tops.
- On Fridays and Teacher work days appropriate casual pants/jeans and shirts may be worn. Trinity spirit wear is encouraged.

FACULTY MEETINGS

General faculty meetings will be held during pre-planning, post-planning, on teacher workdays, and at other announced times. Do not schedule any appointments on these days. All faculty members are expected to attend. Please make appropriate arrangements for childcare during meetings.

FIELD TRIPS

Educational field trips should be limited to two per teacher per year. To request approval and transportation, teachers will need to do the following:

1. Request the use of the bus through the Athletic Department, if needed.
2. Submit a field trip request to the appropriate director.
3. Secure a qualified, licensed driver for the bus.
4. Put an announcement of the field trip dates, time leaving, time returning, type of transportation, list of students, etc. on the bulletin at least one week prior to the trip for teacher information. This information should be submitted in writing to the school receptionist upon receipt of approval from the Director of Academics.

FISCAL MANAGEMENT

Trinity Christian School must operate within the framework of sound fiscal management principles. It is incumbent upon all school personnel to use these principles and guidelines so that we may be wise stewards of the resources that God has given to us and ensure the financial success of Trinity. This will be accomplished by properly planning and budgeting within specific cost centers for the entire operation of the school.

Budgeting and Accounting

The fiscal year at Trinity is June 1st – May 31st. Each year Trinity should have a budget that is prepared and accepted by the Board of Directors prior to April 1st. The preliminary budget should be prepared under the direction of the Headmaster in conjunction with the Finance Committee. This budget should be presented at the regularly scheduled Board of Director's meeting during March.

Purchasing

There are two methods available to all personnel for the proper recording of expenditures. These are the Purchase Order Request (green) and the Request for Payment (blue). Typically, the purchase order request is to be used on any purchase over \$ 50. Each expenditure must be documented as follows:

1. Designated personnel must obtain appropriate financial folder from supervisor.
2. Complete the Purchase Order Request (green) or Request for Payment (blue).
3. Submit form to supervisor in folder with appropriate cost center and detail codes.
4. If request is less than \$ 100 and within budget appropriations, the supervisor may approve and assign purchase order number. If more than \$ 100 supervisor will submit to Headmaster for approval.
5. Once approved, a copy of the request will be returned to requestor for ordering and acquisition.
6. Supervisor will submit completed original form to Business Manager for recording purposes.

INVENTORIES

Inventories should be taken at the beginning and end of each school year. This includes the number, name, and condition of the physical equipment in the classroom. It will include textbooks and materials furnished by the school. The teacher should keep a copy and one will be given to the secretary.

LESSON PLANS

Lesson plans must be submitted on School Dynamics by 8:00 AM each Monday for the current week. This plan should include, as a minimum, the daily assignments and course OBJECTIVES. Teachers teaching the same course should coordinate plans.

STUDENT ABSENTEEISM

Due to Compulsory Attendance laws, students who miss more than 20 days in a school year may be subject to truancy proceedings by the school and local authorities.

Each semester, students in 6th-12th grades who accumulate more than 10 absences in any class period will not receive credit for the course or will not be promoted to the next grade level. Students in K4-5th grade who accumulate more than 20 absences in a school year will not be promoted. School-sponsored events are exceptions to this policy and will not be included in the 10 absences for 6th-12th grades or the 20 absences for K4-5th grades. Extenuating circumstances will be handled on an individual basis. If you believe such circumstances have occurred, please send written documentation to the Headmaster supporting your child's situation. This information will be considered to determine if course credit is attained. The opportunity may be given to earn back credit by making up the missed class time after school or during exam week.

Upon returning to school following any absence, a standardized absentee form explaining the absence must be completed and returned to the school office. Students will have 3 days to present the necessary written documentation. K-5th grade students must be in school from 8:00-12:00 or from 11:00 until the end of the school day to be considered present for the day.

Middle/High School students must be in school for at least four (4) class periods in order to participate in school practices or events (athletic, literary, etc.) or to receive credit for perfect attendance. A Middle School/High School student must be in class for at least 25 minutes in order to be considered present for that class.

If a student is absent, homework assignments requested before noon may be picked up in the school office at the end of that school day. This allows the classroom teacher time to get the assignments ready. Please do not go directly to the classroom teacher during class time for make-up work.

Key points concerning absenteeism:

- Excessive absence is considered truancy and may result in suspension or truancy proceedings from the school or local authorities.
- Parents are encouraged to help their children avoid absences, particularly during the last two weeks of each semester due to reviews and exams.
- Trinity uses a standardized Pre-Arranged Absence Form for doctor's appointments, church trips, family trip, etc. that must be completed at least one week in advance in order to give the teachers notice.
- Trinity also uses a standardized Absentee Form to be completed by the parent and returned to the school within 3 days of any absence that is not pre-arranged.
- College Visitation Days for Juniors and Seniors are considered school-related events; however, the student is required to bring a signed form from the college's Admissions Office verifying the official campus visit. There is a maximum of three visits allowed each year, and they must be completed by May 1.

Make-Up Work

A student who is absent is responsible for any announced or regularly scheduled tests, quizzes (announced and unannounced), reports, assignments, etc., on the day of his/her return to school. Extenuating circumstances will be handled on an individual basis such as too sick to study for an assignment while out for an illness. A grade of "0" will be given for all work that is not completed within two days for each day missed. Students are encouraged to contact classmates or teachers to obtain information regarding missed assignments. A class session should not be interrupted by a parent or student to obtain assignment information from a teacher.

Students missing classes for a school event (athletic team, literary competition, etc.) or for a planned (pre-arranged) absence (doctor's appointment, church trip, etc.) will be required to make up their work on the next day of class.

Tardiness

Promptness is an indicator of good character. Students are expected to be on time to classes, chapel, and all High School/Middle School functions. Students will report to 1st period by 8:00 AM (First bell – 7:55; Tardy Bell – 8:00). Students who arrive after the 8:00 AM bell will be considered tardy. All students arriving after 8:00 AM should report to the school office to receive a pass to class. The following policy will be administered for students who are tardy to each class during a quarter:

1 st – 4 th Tardy	Warnings issued
5 th Tardy	Detention
6 th Tardy	Detention
7 th Tardy	Detention
8 th Tardy	One day suspension
9 th Tardy	Detention
10 th Tardy	Detention
11 th Tardy	Detention
12 th Tardy	One day suspension

For K-5th grade students, school will begin at 8:15 AM. 8 tardies in one quarter will count as one absence and will disqualify students for the perfect attendance award.

Early Dismissals

If a student in Grades 6-12 needs to leave the campus while school is in session, the following procedure will need to be followed.

- A. For a previously scheduled medical appointment or any other absence request, the student will bring a note from his/her parent(s) to the school office. The school office will provide an Early Dismissal Form for the student to present at the beginning of the class from which he/she must leave early. When leaving for the appointment, the student will take the form to the school office and sign out.
- B. If a medical appointment or other absence occurs during the day and the student is not aware that he/she will be leaving school, the parent will need to call the school to give the student permission to go to the appointment. Upon notification, the student will receive an Early Dismissal Form and follow the early dismissal procedure.
- C. Except for designated Senior lunch days, no off-campus lunch dismissal is allowed.
- D. Upon returning to school, the student will sign in, obtain an Admit Slip from the school, and take it to the teacher whose class he/she is entering.

Parents of students who do not drive to school will need to personally sign their children out/in at the school office.

SUPERVISION AND EVALUATION OF INSTRUCTION

Understanding the value of supervision and evaluation of instruction, the Headmaster designates the Director of Academics to maintain this as a primary responsibility. The purpose of supervision and evaluation of instruction of teachers at Trinity Christian School is to assist them in being able to perform better in and out of the classroom. Supervision and evaluation are to be positive and professional.

Specific areas supervised and evaluated are as follows:

1. Discipline, appearance, organization, and physical facilities within the classroom.
2. Interest, preparation, participation and response of students in the class.
3. The teacher's utilization of time, presentation, subject knowledge, use of instructional materials, ability to motivate and evaluate, and variety of instructional techniques.

Teachers should only discuss problems with their immediate supervisor, the Director of Academics, or the Headmaster. Each teacher will be evaluated on a periodic basis during the year. Formal evaluations will be coordinated by the Director of Academics and the teacher. Other classroom visits will be on a regular basis.

TEACHER-PARENT RELATIONSHIP

A teacher should be considerate and patient in his relationship with parents.

When conferring with parents, the teacher should communicate with the administration as much as possible. He should be both tactful and truthful; he should carefully avoid any generalized remarks about the student's behavior, his conduct or his possible future accomplishments.

Parents have been instructed to report to the School office upon arrival in order to keep Trinity as safe and secure as possible. Therefore, all teachers should direct parents to check in through the office for a conference or any other classroom visit. Teacher-arranged conferences should be reported to the appropriate supervisor.

TEACHER-STUDENT RELATIONSHIP

Teachers must be above reproach in dealing with parents and students, and they must understand the importance of being the consummate professional. All teachers should work diligently to teach students good manners. A teacher should avoid showing either partiality or prejudice toward any student. A teacher should be firm, yet friendly and fair, in his relationship with students, both within and outside the classroom. Teachers should always encourage open communication concerning grades and behavior. A teacher should attempt to establish a favorable rapport with each student. He should endeavor to develop empathy with the student but be careful to avoid complete identification with a student or group of students. A teacher should attempt to develop the total child.

A teacher must avoid the following:

1. Humiliating a child
2. Calling a student by any uncomplimentary names
3. Using any corporal punishment
4. Using sarcasm
5. Discussing other teachers with a student
6. Discussing school policies with students
7. Discussing students or other teachers, school policy, etc. in front of students
8. Entering into any financial arrangements with students

- Although this list is not exhaustive, these are mistakes that must be avoided in dealing with students.

CONCLUSION

Recognizing the infinite worth of each child in God's eyes, we also acknowledge the value of teachers and the impact they have on the lives of students. A quote from Ivan Welton Fitzwater states this significance well: "The future of the world is in my classroom today, a future with the potential for good or bad... Several future presidents are learning from me today; so are the great writers of the next decades, and so are all the so-called ordinary people who will make the decisions in a democracy... Thank God I have a calling to the greatest profession of all! I must be vigilant every day, lest I lose one fragile opportunity to improve tomorrow."

To reiterate from Trinity Christian School's Statement of Purpose: *One of the ultimate goals of the School shall be to bring each student to a saving faith in Jesus Christ and to assist them toward Christian maturity.* This goal is embodied in Henry Brooks Adams' acknowledgement: "A teacher affects eternity; he can never tell where his influence stops."