

Trinitas Christian School

A Classical and Christ-Centered Education

Board of Governors Policy Manual



First Approved – March 24, 2003
Last Revised – October 17, 2022

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Part I - Introduction

1.0 Purpose and Use of This Document

1.1 Purpose

Date last revised: October 17, 2022

Date first approved: March 24, 2003

This Policy Manual is compiled and maintained as the central repository for policies and statements of Trinitas Christian School as set forth by the Trinitas Christian School Board of Governors. Revisions, deletions and additions to Trinitas Christian School policies and statements will be reflected in this document and the date of such events recorded herein. Other documents such as the Family Handbook and the Faculty Handbook, although updated periodically to reflect changes in this Policy Manual, are subordinate to this document, and in the unlikely event of a conflict between documents the Policy Manual will take precedence. The Trinitas Christian School By-Laws take precedence over this document. This Policy Manual provides guidelines and directives from the Trinitas Christian School Board of Governors to the Headmaster and faculty regarding to the guiding philosophy, general policies, and operations of the school. As such, this document contains critical information for implementing management plans and operations essential to achieving the Trinitas Christian School objectives stated in this manual.

1.2 Policy on Policies

Date last revised: October 17, 2022

Date first approved: March 24, 2003

Policies approved by the Trinitas Christian School Board of Governors shall be included in this policy manual using an appropriate numbering scheme organized under the following headings which correspond to the major committees of the Board of Governors: Finance, Academic Affairs, Student Affairs, Personnel, Buildings and Grounds, and Development. The date the policy was approved shall be included along with the dates of all subsequent revisions. Part III of this policy manual shall include a list, by school year, of all policies approved, revised, and deleted and the dates of those actions by the board.

2.0 Structure

2.1 Organization

Date last revised: October 17, 2022

Date first approved: March 24, 2003

Trinitas Christian School, Inc. is a private, nonprofit organization registered as such with the State of Florida and is the owner of Trinitas Christian School, a private education ministry. The principal office of Trinitas Christian School is at 3301 Johnson Avenue, Pensacola, Florida. Trinitas Christian School is managed by the Trinitas Christian School Board of Governors and its appointed Headmaster. The Trinitas Christian School Association By-Laws govern the actions of the Trinitas Christian School Board of Governors. The Headmaster is appointed and hired by the Trinitas Christian School Board of Governors to manage the day-to-day operations of the school in accordance with the policies, procedures, and statements in this policy manual. The

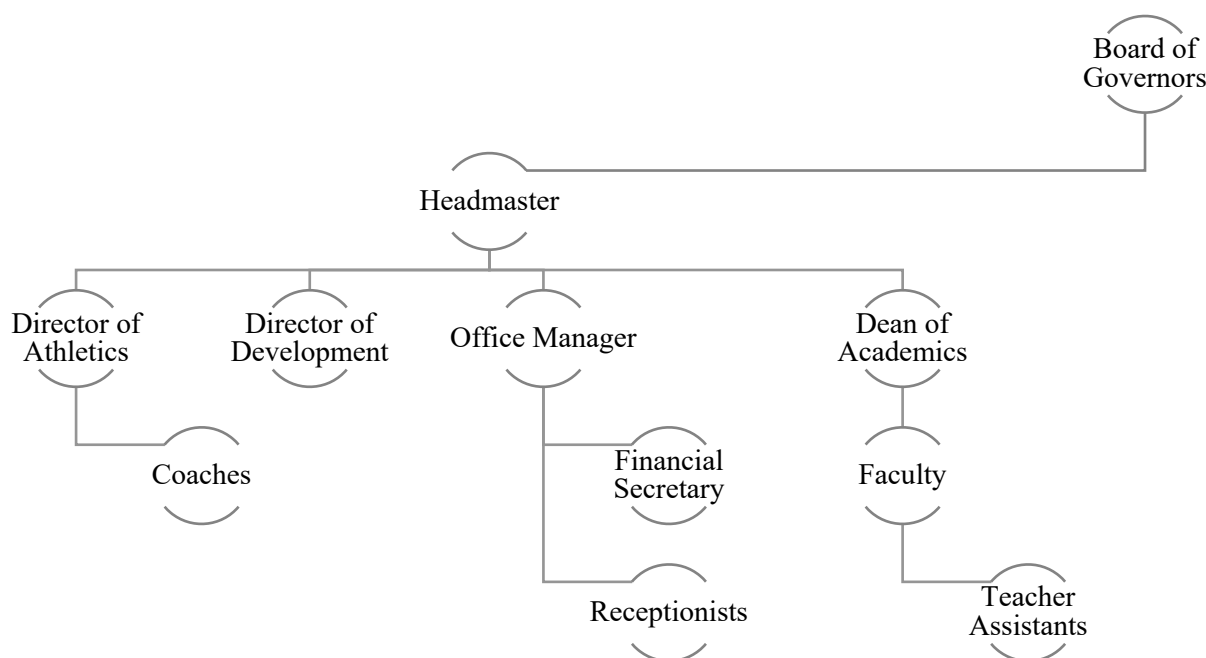
Headmaster's duties include hiring and managing teachers and office staff, class scheduling, student discipline, and interviews with prospective new students and parents, as well as providing input to the board regarding curriculum, school policies, budgeting, and facilities planning.

2.2 Organizational Chart

Date last revised: October 17, 2022

Date first approved: March 24, 2003

An organizational chart of the management and operation of Trinitas Christian School is presented below:



2.3 Board of Governors

Date last revised: October 17, 2022

Date first approved: March 24, 2003

Trinitas Christian School will be recognized as a board-directed school. The Board of Governors has complete authority and accepts responsibility for all aspects of operation of Trinitas Christian School. There shall be three appointed board seats and two elected seats. The three appointed seats will be filled when necessary, by appointment from the existing board. There will be four persons appointed to fill the three seats, with the extra person taking a one-year sabbatical leave from the board. This "sabbatical seat" will rotate through the complete board every four years. The two elected board seats will have three-year terms; elected seats will be filled by election as necessary. New board members may be nominated for their terms of service by two or more sitting board members. Any two sitting board members may remove a nominee from consideration. Election will be affirmed by a majority of the ballots returned to the board by the date set and written on the ballot. The board will make ballots available to association members not less than one week prior to the election date (normally no later than June 30). Elected members of the board shall serve for a maximum of three calendar years. No elected board

member may serve more than two consecutive elected terms. The Board of Governors may designate non-voting, ex-officio members of the Trinitas Christian School board by a two-thirds majority vote of the full board. Their term of service will continue at the discretion of the board. At the direction of the board, non-voting ex-officio members may be designated as board Secretary.

The full Board of Governors of Trinitas Christian School shall meet not less than eight times per year at a regularly designated place at a pre-announced time. All regular meetings of the board shall be open to guests and conducted from a pre-published printed agenda, posted outside the administrative offices at least two days in advance. Special meetings of the membership of the board may be held at a time and place designated by the board to address such issues as may come before the board and shall be called by the president or whenever a petition requesting such special meeting, signed by twenty or more members, has been submitted. All meetings of the board shall be conducted according to Roberts' Rules of Order using a printed, pre-published agenda. Minutes of all regular board meetings will be published and maintained in a permanent binder in the administrative offices.

2.3.1 Conflict of Interest Policy

Date last revised:

Date first approved: October 17, 2022

It is imperative that the Board of Governors remain above reproach and free from public ethical scandal. To that end, board members will review and sign the Trinitas Christian School Conflict of Interest policy when they join the board and annually thereafter.

2.3.2 Committees of the Board of Governors

Date last revised: October 17, 2022

Date first approved: March 24, 2003

Each committee of the Board of Governors will consist of one or more board members, assigned by the President of the board, and may also include staff or parents. The Headmaster may, when directed by the board, assist or serve on a committee, but he does not report to the committees, nor the committees to the Headmaster. Committee assignments will be made annually no later than the first meeting of the new board. The normal term of committee assignments will be from the beginning of the first meeting following assignment until the end of the first meeting of the new committee the next year.

Each committee reports directly to, and is under the direct authority of, the Trinitas Christian School Board of Governors. The committees' roles are to assist the board as it makes decisions, sets policy, and guides the school toward achieving its mission. Each committee is responsible for reviewing policy, performing studies, collecting data, and making recommendations to the board in regard to their defined area. The Chairman of each committee is responsible for submitting items for consideration on the board agenda at least one week prior to the next board meeting. Each committee shall keep the minutes of its meetings.

Following is a sample list of committees: Finance, Academic Affairs, Student Affairs, Personnel, Building and Grounds, and Development.

2.3.3 Board of Governors Calendar

Date last revised: October 17, 2022

Date first approved: March 24, 2003

The following events or benchmarks summarize the time-table for major activities of the board during a one-year period beginning in July:

July	Annual Strategic Planning Meeting Establish tuition for following year Initiate annual document review per schedule Evaluate/extend Five Year Strategic Plan Brief regular meeting to follow Strategic Planning meeting to approve Consent Agenda
Aug	Regular BOG Meeting Prepare Annual Report Prepare for Annual Parent Meeting
Sept	Annual Parent Meeting
Oct	Regular BOG meeting Review admission policies and procedures Review admissions report with metrics for current year Install ex-officio members (if any)
Nov	Regular BOG meeting Review staff compensation package
Dec	No regular board meeting
Jan	Regular BOG meeting Review/Approve initial school calendar for following year
Feb	Regular BOG meeting Senior thesis presentations
Mar	Regular BOG meeting Review draft budget
Apr	Regular BOG meeting
May	Regular BOG meeting Approve budget Evaluate headmaster Honors and Awards, Graduation
June	Regular BOG meeting BOG officer elections and rotations Review proposed Family Handbook changes

2.3.4 BOG Rotating Annual Document Review Schedule

Date last revised: October 17, 2022

Date first approved:

Bylaws	2021-22	2024-25 & every three years thereafter
BOG Policy Manual	2022-23	2025-26 & every three years thereafter
Family/Faculty Handbooks	2023-24	2026-27 & every three years thereafter

Note: Any document may be reviewed at any time such a need arises as determined by the BOG.

2.3.5 Guidelines for Recording Board of Governors' Minutes

Date last revised: October 17, 2022

Date first approved: July 27, 2015

Objective: To provide guidance to the Trinitas Christian School (TCS) board Secretary on what are the expected minimum requirements for TCS board meeting minutes.

Scope: These guidelines apply to all regular board meetings.

Guidelines: The minutes of TCS board meetings are the official record of all business transacted by the board and all reports received as information by the board.

1. The minutes should contain what is done and not what is said. They should be written in the third person and include the following:

- The name of TCS, date, place, time of meeting, kind of meeting (regular, special, etc.), name of moderator (President, Vice President), person taking minutes (Secretary or another), and members present, as well as those who are absent.
- The minutes should record that the meeting was opened with prayer, including the name of the person praying, followed by the approval of all minutes not previously approved. Corrections shall be noted.
- All main motions whether adopted or lost along with names of the persons making the motions and seconds.
- All appointments of commissions, committees, etc. with their final report attached when received by the board.
- The number of votes on each side should be recorded when a count was requested or where the vote is by ballot.
- The time of adjournment and that the meeting was closed in prayer, including the name of the person praying.

2. The minutes should be “signed” by the person taking them (listing the person’s name electronically is suitable), followed by the date of the next scheduled meeting at which they are to be approved. They should be sent as soon as they are available (ideally within three days of the board meeting being recorded) to each member so they may be read and action items completed.

3. All persons assigned action shall have their name typed in bolded font in the minutes, as well as the action and due date.

2.3.6 Guidelines for Board Preparation

Date last revised:

Date first approved, July 27, 2015

Objective: To provide guidance to the Trinitas Christian School (TCS) Headmaster and TCS Board of Governors on the expected minimum requirements for TCS board meeting preparation.

Scope: These guidelines apply to all official board meetings.

Guidelines: TCS board meetings are the venue through which all official TCS board business is completed. The board and the Headmaster should strive to make these meetings efficient and productive.

1. The board president, in consultation with the Headmaster, shall set the agenda for the upcoming board meeting far enough in advance that the Headmaster can publish a board packet. Board members may submit items for consideration to the board president.
2. The Headmaster in consultation with the board president, shall produce and publish a board packet for the upcoming board meeting at least five days in advance of the meeting. The board packet should, at a minimum, contain the following:
 - a. Minutes of the previous meeting
 - b. Financial statements
 - i. Income statement and Balance sheet
 - ii. Budget (if on the agenda)
 - c. Headmaster's report
 - d. Development Director's report
 - e. Committee reports (as applicable)
 - f. Useful information associated with other items on the agenda (such as proposed curriculum changes, thesis process changes or updates, etc.)
3. Each board member shall acknowledge receipt of the published board packet and read it prior to the board meeting to facilitate efficient use of time at the meeting.
4. Each board member leading an ad-hoc Committee established by the board shall supply a status report to the Headmaster at least one week prior to the board meeting date.

2.4 Staff

Date last revised: October 17, 2022

Date first approved: March 24, 2003

Trinitas Christian School may employ the following board approved administrative and faculty positions to effectively operate the school in respect to the mission and vision established by the Board of Governors. The Headmaster, with assistance from the Chairman of the Personnel Committee, shall develop a detailed job description for each board approved position. The Job Description shall be distributed to the employee with the Faculty and Staff Handbook upon hire.

2.5 History

Date last revised: October 17, 2022

Date first approved: March 24, 2003

Trinitas Christian School was established in the fall of 1999 as a private, Christ-centered school committed to providing a classical and biblically-based education to Christian families. Several dedicated families (Dr. and Mrs. Gary Cumberland, Dr. and Mrs. Edward Noland, Mr. and Mrs. George Suffern, Mr. and Mrs. Kenneth Trotter) sought God for direction and prayed that He would provide the necessary resources for their children and other like-minded families to experience the benefits offered by the classical method of education. Following the acquisition of an Headmaster/Principal and the establishment of the Board of Governors, the task of locating the site for this ministry was initiated. On Tuesday July 6, 1999, the site of Northeast Presbyterian Church was approved and designated as Trinitas Christian School. On August 23, 1999, Trinitas Christian School began its first year of ministry. Northwest Florida's first classical school welcomed twenty-seven enthusiastic students in K-5 through sixth grade. It was a wonderful year in which students learned and loved learning.

The Lord continued to bless this ministry by increasing our enrollment to fifty-four students the second year and meeting our every need. As growth occurred in our student population and as course offerings were added, it became apparent that a larger and more aptly designed facility would be required. Through God's direction and generosity such a place was found in a new location, Summit Park United Methodist Church. On Friday, June 1, 2001, that site became Trinitas' home until it sustained extensive damage from Hurricane Ivan in September of 2004.

In 2005, Trinitas built a new 24,000 sq. ft. school building on Johnson Avenue where it is located to this day. Also in 2005, Trinitas graduated its very first students and has had a graduating class each year since. In 2009, Trinitas Christian School became fully accredited by the Association of Classical Christian Schools. Trinitas has matured from a start-up to a well-respected classical Christian school celebrating over two decades of service to like-minded Pensacola area families who desire a Christ-centered, biblical education for their children but refuse to compromise on academics.

By and through God's grace the founding members and Trinitas Christian Board of Governors humbly accept the vision God has placed in their hearts and look forward to the challenges and victories that lie ahead. United we stand on the premise that "Under the Divine Will of God it Thrives" and through faith believe that Trinitas Christian School is God's will.

3.0 Why We Exist and What Distinguishes Us

3.1 Mission Statement

Date last revised:

Date first approved: March 24, 2003

By God's grace we endeavor to assist Christian families in the education of their children, by providing a stimulating academic program in a distinctly Christ-centered environment expressly designed to equip students to a life of moral and spiritual integrity, personal and social responsibility, and a zeal to know and serve a Holy God.

3.2 Vision Statement

Date last revised: December 3, 2009

Date first approved: March 24, 2003

Statement

We graduate classically educated ladies and gentlemen with abiding faith and whose life's works are joyfully submitted to the Lord Jesus Christ.

Vision

We aim to graduate young men and women who think clearly and listen carefully with discernment and understanding; who reason persuasively and articulate precisely; who are capable of evaluating their entire range of experience in the light of the Scriptures; and who do so with eagerness in joyful submission to God. We desire them to recognize cultural influences as distinct from biblical, and to be unswayed towards evil by the former. We aim to find them well-prepared in all situations, possessing both information and the knowledge of how to use it. We desire they be socially graceful and spiritually gracious; equipped with and understanding the tools of learning; desiring to grow in understanding, yet fully realizing the limitations and foolishness of the wisdom of this world. We desire they have a heart for the lost and the courage to seek to dissuade those who are stumbling towards destruction; that they distinguish real religion from religion in form only; and that they possess the former, knowing and loving the Lord Jesus Christ. And all these we desire them to possess with humility and gratitude to God. We likewise aim to cultivate these same qualities in our staff and to see them well paid so that they may make a career at Trinitas Christian School. We desire them to be professional and diligent in their work, gifted in teaching, loving their students and their subjects. We desire they clearly understand classical education, how it works in their classroom and how their work fits into the whole; that they possess a lifelong hunger to learn and grow; and that they have opportunity to be refreshed and renewed. We desire to see them coach and nurture new staff and to serve as academic mentors to students. We look to see them mature in Christ, growing in the knowledge of God, their own children walking with the Lord. We aim to cultivate in our parents a sense of responsibility for the school; to see them well informed about the goals of our classical and Christ-centered approach. We desire them to grow with the school, involved in and excited about the journey. We aim to help them to follow biblical principles in addressing concerns, to be inclined to hearing both sides of a story before rendering a verdict, and to embrace the Scripture's injunctions to encourage and stir up one another to love and good works. Finally, in our relationship with our community, we aim to be above reproach in our business dealings and supportive of the local business community. We further seek to exemplify the unity of the body of Christ, to develop greater fellowship and understanding with the churches, and to bring honor to our Lord in all our endeavors.

3.3 Statement of Faith

Date last revised: October 17, 2022

Date first approved: March 24, 2003

Trinitas Christian School shall be based on the following Statement of Faith. The statements are also the key elements of Christianity that will be unapologetically taught in various ways through all grade levels. The substance of these statements is that which will be considered the primary doctrine of Trinitas Christian School. Secondary or divisive doctrines and issues will not be

presented as primary doctrine. When these types of doctrines or issues arise, they will be referred back to the family and local churches for final authority.

- We believe that the Bible is the very word of God in its entirety and, therefore, is our final authority in matters of faith and practice.
- We believe that there is one God, eternally existent in three Persons: Father, Son and Holy Spirit. He is omnipotent, omniscient, and omnipresent.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- We believe that God created man in His own image, and when man disobeyed God, he fell from innocence and brought sin to all mankind.
- We believe that, for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary.
- We believe that salvation is by grace through faith alone.
- We believe that faith without works is dead.
- We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
- We believe in the resurrection of both the saved and the lost; they that are saved to the resurrection of life and they that are lost to the resurrection of damnation.
- We believe in the spiritual unity of all believers in our Lord Jesus.
- We believe the term “marriage” has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other.
- We believe that God wonderfully and immutably creates each person as a male or female. These two distinct, complimentary genders together reflect the image and nature of God. Rejection of one’s biological gender is a rejection of the image of God within that person.
- We believe in the sanctity of God-given life, that it begins at the moment of conception, and that it is a violation of God’s Sixth Commandment to purposefully and willfully end a life before birth.

Please Note: The Trinitas curriculum reflects a theological position that is best regarded as historic Protestantism, or Reformed. This is by choice and under the conviction of the Board of Governors.

Additionally, the Trinitas Board of Governors has adopted the following statement on creation for the purposes of instruction at the school.

- In the beginning, God created the material universe from nothing in six ordinary days. He spoke, and by the Word of His power, it was. Our science on the nature and time of this event must be determined in full submission to God’s Word.

3.4 Statement of Final Authority

Date last revised:

Date first approved: October 17, 2022

For purposes of school practice, policy, and discipline, the Board of Governors is the school's final interpretive authority on the Bible's meaning and application.

3.5 Educational Philosophy

Date last revised:

Date first approved: March 24, 2003

Trinitas Christian School shall be established on the following important philosophical elements.

- We believe that the Bible clearly instructs parents, not the Church or State, to “bring children up in the discipline and instruction of the Lord.” The Church’s commission is essentially to spread the Gospel and train believers (Matthew 28:18-20). The State has been directed to enforce God’s laws and protect the innocent (Romans 13). The Church trains parents and the State protects families. The Family raises and educates children (Ephesians 6:14). Therefore, under the delegation of the family, we seek to teach and discipline in a manner consistent with the Bible and a godly home environment.
- We believe that God’s character is revealed not only in His Word but also in every facet of the creation. Therefore, we teach that all knowledge is interrelated (integrated) and can instruct us about God himself.
- God wants us to love Him with our minds, as well as with our hearts, souls, and strength (Matthew 22:37). Therefore, we seek to individually challenge children at all levels and teach them how to learn, by using the centuries-old, proven classical method incorporating instruction in Latin.
- We want to help parents teach their children that all they do should be done “heartily, as unto the Lord.” Therefore, we seek to encourage quality academic work and maintain high standards of conduct. This includes biblical discipline principles.
- We have committed to offering a full K-12 program because we believe that as long as a child is under the parents’ authority and undergoing formal education, he should be trained biblically (Deut. 6:6,7; Prov. 22:6). Above all, parents can be confident that their student, at every stage of his development in school, will be loved with Christ’s love at Trinitas Christian School.

3.6 Objectives and Strategies

Date last revised: October 17, 2022

Date first approved: March 24, 2003

The Board of Governors believes that meaningful objectives and strategies provide the roadmap necessary to reach the established vision. The following objectives shall provide the necessary framework to develop short and long range plans essential in seeing our vision become a reality. The Board of Governors and headmaster shall maintain a five-year strategic plan that designates the strategies to be employed by the administration and staff to ensure the objectives are met. A copy of the strategic plan shall be available in the school office. The Headmaster shall assume responsibility for the implementation of all strategies.

- Ensure that the parental authority over the education of their children is respected and reinforced (Deuteronomy 6:4-9).
- Manifest the basic presupposition that the inerrant Scriptures truthfully reveal God as the Creator of all things (Genesis 1:2, Colossians 1:15).
- Teach all subjects as a part of an integrated whole with the Scriptures at the center
 - (II Timothy 3:16-17).
- Encourage every student to examine and develop his relationship with God the Father through Jesus Christ the Son (Matthew 28:18-20).
- Provide a clear model of the biblical Christian life through the actions of our staff and Board of Governors (Matthew 22:37-40).
- Promote principled thinking by helping each student develop a biblical worldview to be consistently applied to every area of life.
- Cultivate in each student a lifelong love of learning and pursuit of academic and moral excellence, for the purpose of bringing glory to God alone.
- Utilize a Classical model of education emphasizing the grammar, logic, and rhetoric in each subject.
 - Definitions:
 - Grammar: The fundamental rules of each subject.
 - Logic: The ordered relationship of particulars in each subject area.
 - Rhetoric: The clear expression of the grammar and logic of each subject.
- Train and equip each student to be a servant-leader who has an impact on those God puts within reach by living a God-honoring life.
- Provide an orderly atmosphere conducive to the attainment of the above goals.

3.7 Distinctives

Date last revised:

Date first approved: March 24, 2003

The Trinitas Christian School Board of Governors and administrative staff shall define the following subjects and place in appropriate school publications and/or documents. It is the intent of the Board of Governors to clearly identify the direction and personality of the school and to present it in such a way as to attract like-minded families. The administration and teaching staff shall agree in principle to the position. The positions shall be carefully reviewed with all staff and presented in the appropriate publications.

- Christ-Centered Approach
- The Apostle's Creed
- Accreditation
- Governance
- Classical Methodology
- Curriculum
- Latin
- Logic & Rhetoric
- Parental Involvement
- Effective Discipline
- Uniforms

3.8 Positions on Issues of Importance to our Families

Date last revised: March 9, 2015

Date first approved: March 24, 2003

The Board of Governors and administration shall provide further clarity to the direction and personality of the school by publishing school positions on significant issues of our day. The positions shall be carefully reviewed with all staff and presented in the appropriate publications. The administration and teaching staff shall agree in principle to the position. The issues include, but are not limited to:

- Discussion of Sensitive Topics in the Classroom
- Dating Relationships
- Societal Sins
- Pop Culture
- Government Education

3.9 Non-Discriminatory Statements

Date last revised: October 17, 2022

Date first approved: March 24, 2003

Trinitas Christian School is a Christ-centered organization and therefore operates from a Statement of Faith (3.3) that defines, further clarifies our purpose, and provides boundaries to the following Non-Discriminatory Statements. The administrative staff shall use the following statements to inform the community and the Trinitas family of the Board of Governors position on this important issue.

- General Advertisement Tag:
Trinitas Christian School does not discriminate on the basis of race, sex, color, national or ethnic origin.
- Student Admissions/Programs:
Trinitas Christian School admits students of any race, sex, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, sex, color, national or ethnic origin in the administration of the education policies, scholarships and athletic or other school-administered programs.
- Employment:
Trinitas Christian School does not discriminate in its employment practices against any person because of race, sex, color, national or ethnic origin, or disability

Part II - Policies and Procedures

4.0 Finance

4.1 Budget

Date last revised: October 17, 2022

Date first approved: March 24, 2003

The Headmaster and Finance Committee shall develop an annual budget no later than March 31 for the Board of Governors review. A final budget shall be submitted to the board for approval no later than May 31. The Headmaster and office staff shall maintain appropriate records and present a monthly and year-to-date Profit/Loss and Balance Sheet to the Board of Governors at each regularly scheduled meeting.

4.2 Audits

Date last revised: December 3, 2009

Date first approved: March 24, 2003

The Board of Governors has established a five-year audit/financial review cycle during which time the Chairman of the Finance Committee or the President of the board, may upon approval of the board, initiate an off-cycle audit or financial review for cause.

4.3 Tuition and Fees

Date last revised: October 17, 2022

Date first approved: March 24, 2003

Tuition and fees shall be established by the Trinitas Christian School Board of Governors. The Finance Committee shall review data relevant to the respective tuition and fees and make a recommendation to the Board of Governors by the Annual Planning meeting in July. Tuition and fees for the following year will be published prior to the start of each school year.

4.4 Financial Aid

Date last revised: October 17, 2022

Date first approved: March 24, 2003

Trinitas Christian School shall offer financial aid to qualifying families. Financial aid shall be need-based and must be demonstrated by the use of an independent assessment program. The total amount of financial aid awarded in an academic year may not exceed 10% of the total tuition revenue for that year without approval from the Board of Governors.

4.4.1 Financial Needs Assessment

Date last revised: October 17, 2022

Date first approved: March 24, 2003

In an effort to assist families with a demonstrated financial need and/or families with multiple children, Trinitas Christian School has elected to participate in the FAST financial aid assistance program, a third party confidential financial assessment organization. FAST is Trinitas Christian School's general financial aid program. FAST will review the prospective families' financial data and recommend to the Trinitas Christian School Financial Committee a percentage amount

of financial aid to be applied to the families' tuition package. FAST will forward the financial aid recommendation directly to Trinitas, who will then inform the prospective family of the amount of aid granted. The maximum amount of financial aid will not exceed 40% of the tuition owed per family (this policy does not apply to the families of full-time faculty).

4.4.2 Step Up for Students (SUFS)/Educational Savings Account (ESA) Scholarships (formerly Corporate Tax Credit)

Date Last revised: September 26, 2023

Date first approved: December 3, 2009

In March 2023, the passage of House Bill 1 (HB1) rendered Florida a School Choice state. As Florida now has universal tuition support, the Federal Tax Credit (FTC) and Family Empowerment Scholarship for Educational Opportunities (FES-EO) ESA scholarships, administered by Step Up for Students (SUFS) and established under Florida law, are approved under the following guidelines: the Headmaster will monitor compliance requirements to ensure they do not adversely affect the implementation of the Trinitas mission, vision, and objectives; the Board of Governors will seek to limit receipt of these funds to as small a percentage of budgeted revenue as possible (although total revenue from this scholarship source may exceed 20% of total tuition in an academic year as long as tangible measures are in place to mitigate against the potential loss of these funds); and at the discretion of the Board of Governors, Trinitas may limit (cap) the maximum amount of the awarded SUFS scholarship money accepted per student and/or establish a reserve fund for the purpose of ending participation in these programs when the school's mission and vision is threatened. The reserve fund (e.g. Endowment) shall be funded internally by the Board of Governors through the school's budget which may include annual donations solicited from parents participating in the ESA scholarship programs, and externally through fund-raising efforts. Clear and concise policy concerning the funding and distribution of these reserve funds must be established in writing and communicated annually by the Board of Governors to parents.

4.4.3 State Entanglement (formerly Government Vouchers and State Entanglement)

Date Last revised: September 26, 2023

Date first approved: October 21, 2019

Trinitas Christian School will seek to minimize all forms of entanglement with the civil government, including but not limited to local, state, or federal Educational Savings Account (ESA) scholarships and accreditation. While the school will comply with local, state, and federal laws governing private schools, the board has a strong conviction that unmitigated, over-reliance on state ESA scholarship programs may prove to be a modern Trojan Horse. Participation in these programs could be the first step in bringing the school under the direct control of an unbelieving civil magistrate and thus hamper its independence and freedom to teach the undisputed Lordship of Jesus Christ. Long-term use of ESA scholarship funding requires the Trinitas Board of Governors to take proactive measures which will limit the school's exposure to risk, increase parental financial investment in the school and allow the school to remain in a sound fiscal position to end participation in the ESAs if/once strings are attached to the funding.

4.5 Compensation/Benefit Plan

Date last revised: October 17, 2022
Date first approved: March 24, 2003

Trinitas Christian School shall provide a compensation plan/package for the administration, teachers and support staff that is competitive with other private schools in the Northwest Florida area. The Compensation Committee shall establish a plan in concert with the administrator and full Board of Governors and lead the annual review. The Board of Governors will review the compensation plans/packages in the November board meeting. The administrator shall be responsible for implementing the adopted plan.

Trinitas Christian School personnel fall into one of four categories:

- Straight Hourly Wage
- Part-time Instructional Hourly Wage
- Full Time Instructional
- Administrative

Straight Hourly Wage staff

- Teacher assistants, music instructors, administrative, etc
- Music teachers starting at \$18.75/hr
- Non-degreed \$15.00/hr
- Degreed \$17.50/hr

Part-time Instructional Hourly Wage staff

- Bachelors - Starting at \$1000 per instructional hour
- Masters- Starting at \$1250 per instructional hour
- Doctorate - Starting at \$1500 per instructional hour

Full-time Instructional Hourly Wage staff

- Base pay:
Starting Salary \$30,000

- Earned Degree:
 - Masters, in-field additional 6%
 - Masters, out-of-field additional 3%
 - Doctorate additional 8%

Experience adjustments: The base rate of pay will be increased by a minimum of two percent (2%) for each year of qualified teaching experience (up to ten years) and the type of school and its relationship and/or affiliation with the regionally/nationally/internationally recognized school association.

Compensation addition for benefits:

Full time teaching staff receives a \$3,000.00 per year stipend to be used to purchase health insurance, invest for retirement, tuition assistance or additional personal income.

Faculty/Staff tuition discounts

- Full time - discount of up to one full-price tuition

Part time - discount of up to one-half of a full-price tuition

- If the employee has more than one enrolled child they must apply to need-based school tuition assistance (FAST)

Administrative Staff

The Finance Committee of the Board of Governors shall review the administrative packages annually.

4.6 Paychecks

Date last revised: October 17, 2022

Date first approved: March 24, 2003

All full-time and part-time employees are paid by direct deposit on the 15th day of each month on a twelve month basis. Federal tax withholdings will be made according to requests on the employee's W-4.

4.7 School Office Procedures

Date last revised: October 17, 2022

Date first approved: March 24, 2003

The Headmaster shall be responsible for establishing and maintaining office procedures that reflect and support the Trinitas Christian School mission, objectives and vision. The Headmaster shall develop an Office Policies and Procedures Manual containing all relevant office policies and procedures. Office policies and procedures that directly impact the Trinitas Christian School family shall be included in the Family Handbook.

4.8 Capital Expenses

Date last revised: August 19, 2019

Date first approved: March 24, 2003

Capital expenditures will be defined as money spent to purchase buildings, grounds, or equipment. Capital expenditures in excess of \$3,000 will not be made without the prior approval of the Board of Governors. To the extent possible, these expenditures should be budgeted in advance and identified as capital.

4.9 Accessing Line of Credit

Date last revised:

Date first approved: October 17, 2022

Before accessing the funds, the headmaster will contact the board president via face-to-face or telephone communication and explain the need to transfer the funds as well as the amount needed to avoid a shortfall. The board president will, or will deputize the headmaster to, put the explanation in an email and send it to the rest of the board for their approval. The board will be obliged to respond by the close of business for the school (4:00pm central) that same day if the request was submitted before noon (central) of that day. If the request was submitted after noon (central), the board will be obliged to respond by 9:00am (central) the following day. The vote via email will stand at the deadline. If the board has not responded by the deadline, the headmaster and board president will make the decision by default.

4.10 Leasing of Facility

Date last revised: March 9, 2015

Date first approved: March 24, 2003

Trinitas Christian School may advertise or seek to lease the school building to community organizations, church groups, or any other entity. The Headmaster shall supervise all aspects of the facility lease contract.

4.11 Contracts

Date last revised:

Date first approved: March 24, 2003

All contracts intended to bind Trinitas Christian School, other than commitments to educate students in exchange for tuition, must be approved by the Board of Governors and signed by the President of the board or his designee.

4.12 Purchasing

Date last revised: August 19, 2019

Date first approved: March 24, 2003

The Headmaster shall supervise all purchases made in the name of Trinitas Christian School. The Headmaster shall develop a purchasing system for teachers and/or staff members to use for any school-related purchase. The system must require administrative oversight for all school-related purchases.

5.0 Academic Affairs

5.1 Academic Program

Date last revised: October 17, 2022

Date first approved: March 24, 2003

Trinitas Christian School shall offer an academic program that is classical in methodology and distinctly Christ-centered. The following will outline the class structure, core subjects and electives offered.

- School of Grammar (Grades JK through 6th)
- School of Logic (Grades 7th through 9th)
- School of Rhetoric (Grades 10th through 12th)

The core subjects shall be:

- Bible
- English (Grammar, Reading, Literature, Poetry, and Handwriting)
- History
- Science
- Mathematics
- Latin (2nd through 9th)
- Greek (10th through 12th)
- Logic (8th and 9th)
- Rhetoric (10th through 12th)

* 7th through 12th grade classes will employ the *Magna Traditio* format

When possible, the enrichment program shall consist of:

- Art (JK through 12th)
- Music (JK through 12th)
- Physical Education (K-5 through 12th)
- Private Music lessons may be offered at an additional cost to families before, during, or after school hours.

Dual Enrollment:

- Students may participate in dual enrollment classes at area colleges.
- The course of study selected should complement the Trinitas Christian School academic program.
- A selected dual enrollment course may not replace a Trinitas course that is designated as a requirement for graduation.

- Students may not participate in the early admission program of either dual enrollment institution.

The pedagogy utilized in each classroom will be determined by the grade level and identified subject. The Headmaster is responsible for the academic program.

5.2 Textbooks, Library Resources, and Curriculum Materials Selection

Date last revised: December 3, 2009

Date first approved: March 24, 2003

The Board of Governors is committed to maintaining the materials necessary to operate Trinitas Christian School according to the philosophical and scriptural principles outlined in the Mission Statement, Statement of Faith, and Vision Statement. The Board of Governors may appoint an Academic Affairs Committee to assist the Headmaster and administration with the selection of all curriculum, resources, and materials for all academic programs and library utilizing the following selection guidelines/procedures.

- Curriculum, resources, or materials with a secular worldview may not be recommended for student use unless all the following conditions have first been considered:
 1. Following significant research there appears to be no biblically based materials of equal or better quality available when compared to the secular curriculum, resources and/or materials.
 2. The secular material's primary document status necessitates it be used to fulfill adopted course objectives (e.g. Darwin's *On The Origin of Species by Means of Natural Selection*).
 3. After a thorough examination, it is determined that while secular in intent, the texts, resources and/or materials do not undermine, but rather support broad biblical truths (e.g. a high quality, secular mathematics text or a high quality, timeless work of literature).
 4. After a thorough examination, it is determined that the text, resources and/or materials do not contain too much offensive language or too many offensive situations.
- All core texts, resources and/or materials for student use may only be adopted through the following procedures:
 1. The administration researches and presents a text, resource, or any relevant materials to support a course, program, or function of the school to the Academic Affairs Committee. Upon review, the Academic Affairs Committee makes a recommendation to the full Board of Governors in a regular or special Board of Governors meeting. The Board of Governors reviews the information and votes accordingly.
 2. A teacher may make a recommendation to add or delete a student text, resource, and/or materials. This may be done at any time, but is normally submitted at the end of an academic year prior to the annual Board of Governors meeting in June. The teacher's recommendation should be made to the administration. The administration may then proceed through the approved review/selection procedure.

3. A member of the Parent Association may make a recommendation to add or delete a student text, resource and/or materials at any time, but is normally submitted at the end of an academic year prior to the annual Board of Governors school evaluation meeting in June. The recommendation is made by the parent to the administration. The administration may then proceed through the approved review selection process.

Should a member of the Parent Association or school staff wish to challenge the use/selection/adoption of a particular text/resource/material on the basis that the selection would conflict with rather than support the previously adopted course objectives or the School's Mission, Vision or Objectives, the Parent Association member or staff member shall make their challenge in writing to the Academic Affairs Committee. The Academic Affairs Committee shall carefully review the challenge and make recommendations to the Board of Governors. The Board of Governors will be the final decision authority on all such matters.

- Library media will be selected in accordance with the Library Media Selection and Review Manual.

5.3 Textbooks, Library Resources, and Curriculum Materials Management

Date last revised: October 17, 2022

Date first approved: March 24, 2003

All classroom textbooks, library books, and reusable curriculum materials belong to Trinitas Christian School and are loaned to our students for a portion of, or for the entirety of, the school year unless purchased by the student (e.g. Traditio texts). Students are to respect the materials as borrowed property. Students will be charged the replacement value of any material which is lost or which is determined to be damaged (e.g. pages torn or writing in book) or excessively worn (hardback texts must be covered). In the case of overdue library books, a late fee will be charged as prescribed in the Library Procedure Manual. If a lost book is found subsequent to being replaced, the student may keep the book or may receive the used book value from the school if the school has need of the book. The administration shall maintain an inventory of all textbooks and reusable curriculum materials. These materials shall be evaluated each summer and updated as required.

5.4 T.V./Films/Movies/Music/Internet

Date last revised: March 9, 2015

Date first approved: March 24, 2003

Television, films, movies, and Internet use are prohibited in the classroom unless approved by the Headmaster. The Headmaster must review and approve any audio or visual materials prior to their use in the classroom. Teachers will not use an entire movie or audio as instructional material in the classroom. The Headmaster may approve a short selection to emphasize a point or develop a concept that is important to the lesson/lecture. The Headmaster shall develop guidelines to be published in the Family and Faculty Handbooks. Music labeled as "Classical" (e.g. Beethoven, Bach) may be played for the students in the classroom in a non-distracting manner. All other types of music must be approved by the Headmaster prior to use inside or outside the classroom setting.

5.5 Class Size

Date last revised: October 17, 2022

Date first approved: March 24, 2003

Class size at Trinitas shall be approximately eighteen (18) students. The Headmaster may admit more or fewer students to a class as he deems appropriate.

5.6 Homework

Date last revised: October 17, 2022

Date first approved: March 24, 2003

The Board of Governors defines homework as additional class-related work that is assigned by the teacher to be completed outside of class, including work not completed in class during the allotted time. Test preparation, personal review of subject materials, and *Boni Libri* reading are not considered homework. Homework at Trinitas Christian School shall be designed around three premises.

1. Priority of family time
2. Completion of assigned class work
3. Review of material

In general, teachers may assign homework on Monday, Tuesday and Thursday evenings. No homework shall be assigned on Wednesday, weekends or on holidays, unless approved by the administration. Homework is assigned for specific and beneficial purposes. The amount of homework will vary from student to student. The guidelines provided below should be regarded as approximate maximum times for the diligent, not as required minimum times.

JK/K	15 minutes
1 st Grade:	15 minutes
2 nd Grade:	30-45 minutes
3 rd Grade:	30-45 minutes
4 th Grade:	45-60 minutes
5 th Grade:	45-60 minutes
6 th Grade:	45-60 minutes
7 th Grade:	45-60 minutes
8 th Grade:	45-60 minutes
9 th Grade:	90 minutes
10 th Grade:	90 minutes
11 th Grade:	90 minutes
12 th Grade:	90 minutes

5.7 Make-Up Work

Date last revised: October 17, 2022

Date first approved: March 24, 2003

Students who are absent from class are responsible for making up all missed work and exams. The Headmaster shall maintain guidelines for makeup work, including tests/examinations and publish the guidelines in the Family and Faculty Handbooks.

5.8 *Boni Libri* (Trinitas Reading Program)

Date last revised: March 9, 2015

Date first approved: March 24, 2003

The Trinitas Christian School Board of Governors believes that the development of reading skills and the enjoyment of good books and quality writing is the first step to embracing a love of learning. Therefore, Trinitas Christian School shall employ a two phase-minimum/maximum reading program called *Boni Libri* (“Good Books”) designed to compel our students to read quality age-appropriate works that are in many cases considered classics by the literary world.

1. Each student will be required to read a minimum of two books per nine weeks period and submit a brief book report on each book (as specified by the respective grade level teacher) before the end of the grading period. The student must select the book from the designated grade level reading list or must have the book approved by the appropriate grade level teacher. The teacher may, depending upon the size of the book selected, allow the student to read one book instead of two. Failure to complete this program will result in a failing grade in literature or English.
2. The optional maximum reading requirement is built around the student reading for thirty (30) minutes per day. On the reading calendar provided, the student will keep track of total minutes read, and the parent will initial that the goal of two and one-half hours (2 1/2) per week has been met. The student must select the book from the designated grade level reading list or must have the book approved by the appropriate grade level teacher. The book the student reads in order to meet the minimum requirement can also count toward the maximum requirement. In addition, when a student completes a book beyond the minimum of two books per nine weeks (or one book, with permission), he is to list the name and author of the book on the reading calendar provided. Although Trinitas Christian School is not interested in teaching students to read and/or obey for reward, we firmly believe that students who complete the *Boni Libri* maximum requirement deserve recognition. Therefore, all students who complete the maximum reading requirement will be appropriately recognized at the Promotion and Honors Night. *Boni Libri* is for all grade levels, K-4 through 12th grade. Details of the *Boni Libri* reading program will be posted in the Family Handbook.

5.9 Field Trips

Date last revised: March 9, 2015

Date first approved: March 24, 2003

The Board of Governors believes that field trips are an important element in the learning process. Hands on, experiential based learning enhances the mastery of materials and concepts. The following guidelines should be followed when a field trip is considered beneficial in the learning process.

- Cost for field trips should be kept to a minimum. Cost of field trips will be viewed as a budgeted item and not passed on to families.
- Each child must have a field trip permission form on file before he or she will be able to participate in any field trip.
- We encourage parental participation and believe that a parent’s attendance enhances the

learning process and the moral development of our children. Parents who wish to chaperone and/or transport Trinitas children must submit proof of automobile insurance and follow the Administration's Driver and Chaperone Procedures.

- Behavioral and dress standards at the event site should mirror our expectations in the classroom. Students should show respect and honor to other classmates, the audience, performers, and parents.
- All release and insurance forms must accompany the teacher on all off campus activities.

The Headmaster shall make the final decision on all field trip requests.

5.10 Academic Assessments

Date last revised: October 17, 2022

Date first approved: March 24, 2003

Students in all grades shall participate in regular and periodic tests in all subjects and skill areas. Students and parents will be informed ahead of time of approaching test dates and will be given adequate time to prepare.

5.10.1 Testing

Date last revised: October 17, 2022

Date first approved: March 24, 2003

Trinitas Christian School seeks to operate a classroom evaluation/testing program that promotes mastery level learning. Teachers are required to submit one test from each subject, per nine weeks period, for evaluation. In general, classroom tests, quizzes, reports, projects, demonstrations and/or other evaluations shall be:

- Given regularly and in a timely manner.
- Designed in a manner that helps children demonstrate what they have learned rather than what they have memorized or not learned.
- Graded/marked accurately and according to the Trinitas grading standards.
- Returned in a timely manner and reviewed to ensure the clear understanding of correct and incorrect responses.
- Scheduled with consideration given to other academic testing requirements and/or evaluations assigned by other teaching staff.

In the event that a student receives a failing grade on any test or class evaluation, the teacher will notify the parent of the grade with a Parent Notification Form. Teachers will follow the makeup policy when scheduling make-up tests/examinations. Circumstances surrounding absences are often very different and require that teachers use common sense and grace without breaching the intent of the makeup policy.

The Headmaster will oversee the testing of students identified as learning disabled or diagnosed with special needs.

Formal Semester Exams:

- JK through 6th grade None

- 7th through 9th grade: May be given according to a published schedule.
- 10th through 12th grade: Shall be given according to a published schedule.

A formal semester exam must meet the following requirements:

- Some part of the exam must require the student to document in writing information they have learned during the semester.
- Provide opportunity for the student to synthesize biblical principles and course content, in appropriate subjects.
- All students must be able to complete the exam, with review, in the designated time period.
- Teachers must have final exams reviewed by the administration prior to the scheduled exam date and file a copy in the front office.

No student required to participate in a semester exam will be exempt from its administration. The Board of Governors supports the use of oral examinations for students in the School of Rhetoric.

5.10.2 Standardized Achievement Tests

Date last revised: October 17, 2022

Date first approved: March 24, 2003

Trinitas shall use the CTP5 and CLT (Classical Learning Test) to assess student progress and to evaluate the ability of our student body against student populations of interest (e.g. suburban schools, private schools, ACCS schools, etc.). Standardized Achievement tests shall be administered in the spring of each academic year.

5.11 Grading and Progress Reports

Date last revised: October 17, 2022

Date first approved: March 24, 2003

Trinitas Christian School shall use the nine weeks model (semester based) for reporting student grades, academic progress, and behavioral performance. All academic grading at Trinitas Christian School shall use a criteria referenced base for evaluation. That is, the students shall be assessed against an objective standard in each class/subject. Trinitas Christian School shall not base grades “on a curve” or against any other overtly subjective means. Variety in the amount and kind of testing, assignments, and homework is highly encouraged.

The grading guidelines for each grade level are listed below. Teachers must express clearly when an assignment or test is given the relative weight of the respective grade.

Numerical Grading Scale

90%-100%	A	Excellent
98%-100%	A+	
94%-97%	A	
90%-93%	A-	Satisfactory
80%-89%	B	
88%-89%	B+	
84%-87%	B	
80%-83%	B-	

70%-79%	C	Needs Improvement
78%-79%	C+	
74%-77%	C	
70%-73%	C-	
69% or below	F	Failing
	I	Incomplete

Mastery Grading Scale

M	Magna Cum Laude
C	Cum Laude
S	Satis
N	Non Satis

Narrative Grading

Narrative grading gives a clear picture of where the student is succeeding and where they need practice, rather than attempting to summarize their education with a letter or number. To this end, narrative grading is also the best way to emphasize the importance of virtue formation through a student's classwork. Narrative grading should focus on areas appropriate to the student's school (Grammar, Logic, Rhetoric) formed around three basic categories: Habits of the Heart, Habits of the Mind, and Habits of the Body.

Nine-weeks grades and/or semester grades are to be reviewed by the appropriate administrator prior to the distribution to students/families. No nine-weeks/semester grade posted on the report card may exceed a grade of 100%, A+. Teachers of students who receive a failing grade must contact the parents of those students before the report cards are distributed.

5.12 Academic Honors and Awards

Date last revised: October 17, 2022

Date first approved: March 24, 2003

Trinitas Christian School shall maintain a system of formal honors and awards primarily for the following reasons:

- The recognition of good work is endorsed in the scriptures, from the writings of Solomon (Proverbs), to those of Paul (Romans, Ephesians, etc.). Therefore, we seek to publicly recognize those students accomplishing the necessary pre-requisites to receive the applicable honor/award.
- We hope to encourage the motivation to do good works among all the students by demonstrating to them that such work is not overlooked, but rather noticed and rewarded.
- We want to draw public attention to the high quality of the work completed by Trinitas Christian School students, to the glory of God.

Three levels of academic honors shall be recognized.

Semester Awards

Semester awards are given for each individual semester at three levels:

- Cum laude (with honors) is bestowed upon students having, during the semester in consideration for the award, no more than two semester averages below 90%, no semester average below 87% and no semester average below an “S,” including citizenship.
- Magna cum laude (with high honors) is bestowed upon students having, during the semester in consideration for the award, no semester average below 90% and no semester average below an “S,” including citizenship.
- Summa cum laude (with highest honors) is bestowed upon students having, during the semester in consideration for the award, no semester average below 94% and no semester average below an “S,” including citizenship.

Valedictorian / Salutatorian

The school will identify a valedictorian and a salutatorian from each graduating class to be recognized at graduation.

End of Year Awards

End of year awards are based on the end of the year grade, which is the average of the two semester grades.

End of year awards are given at three levels:

- Cum laude (with honors) is bestowed upon students having, for the entire year, no more than two year averages below 90%, no year average below 87%, and no year average below an “S,” including citizenship.
- Magna cum laude (with high honors) is bestowed upon students having, for the entire year, no year average below 90% and no year average below an “S,” including citizenship.
- Summa cum laude (with highest honors) is bestowed upon students having, for the entire year, no year average below 94% and no year average below an “S,” including citizenship.

Academic honors are awarded for each semester and for the entire school year. Special Awards such as Reading and Latin Medals are also awarded during these times.

5.13 Academic Probation

Date last revised: December 3, 2009

Date first approved: March 24, 2003

Students shall be placed on academic probation for a designated grading period in the following three cases:

1. When they have unsatisfactory or failing work in any two (2) subjects or skill areas for a given 9 weeks grading period;
2. When they have unsatisfactory or failing work in one subject or skill area for two (2) consecutive 9 weeks grading periods;
3. When they have unsatisfactory or failing work in one subject or skill area for a semester.

For students placed on probation for the reason in case 1 above, the probation period shall be for the ensuing 9-weeks grading period. To be removed from probationary status, during the following 9-wks grading period the student on probation must pass all subjects and skill areas he

had previously failed. For students placed on probation for the reason in case 2 above, the probation period shall be for the ensuing semester. To be removed from probationary status, during the following semester the student must pass the subject or skill area he had previously failed. A student on probation may not participate in school sponsored extracurricular activities e.g. athletic teams, Drama Club, Chess Club, Lost Arts Club. A student on probation may not participate in private lessons offered during the regular school day. Students on probation for two or more consecutive periods, or three or more non-consecutive periods, may be subject to academic discipline up to and including expulsion. At the end of each academic year, the Board of Governors will review the progress of students on probation in that year to determine each student's eligibility for admission in the following school year.

5.14 Promotion and Retention

Date last revised: August 25, 2003

Date first approved: March 24, 2003

Students who achieve passing semester grades in all subject and skill areas are eligible for promotion to the next grade level. Students who fail to achieve passing credit in one subject or skill area may be promoted provisionally, provided the subject failed is not English or mathematics. Students who fail to achieve passing grades in English, mathematics or in any two (2) other subjects or skill areas are subject to retention. The final decision in promotion and retention matters will rest with the Headmaster.

5.15 High School Graduation Requirements

Date last revised: December 3, 2009

Date first approved: March 24, 2003

Trinitas Christian School will maintain graduation requirements that are consistent with the mission and vision of the school and compliant with state requirements. Requirements may change from time to time based on state requirements and curriculum changes. Exceptions may be granted in special situations by approval of the Board of Governors. These requirements will be published in the Family Handbook.

6.0 Student Affairs

6.1 Family Handbook

Date last revised: March 9, 2015

Date first approved: March 24, 2003

The Headmaster will maintain a Family Handbook for the purpose of communicating Trinitas Christian School policies and procedures applicable to students and parents. The Family Handbook shall be evaluated and updated annually by the Headmaster and the administrative staff. The Headmaster shall then present the updated copy in draft form to the Board of Governors for review. The Board of Governors shall review the document presented, and make necessary modifications. The Headmaster will distribute the updated Family Handbook to families in a timely manner.

6.2 Church Attendance

Date last revised: December 3, 2009

Date first approved: March 24, 2003

Trinitas is a discipleship-based educational program and therefore requires that at least one parent of each student and all faculty and staff profess faith in our Lord and Savior Jesus Christ. Additionally, all staff and faculty members as well as student families are required to regularly attend a local Christian fellowship which is in substantive agreement with the Trinitas Statement of Faith. Questions about which churches meet this criterion should be addressed to the Headmaster. If further discussion is warranted, questions should be addressed to the Board of Governors. In conjunction with a student's first application to Trinitas and annually during registration, the school will request a statement from the family verifying their regular attendance at a local Christian fellowship.

6.3 School Calendar and Hours

Date last revised: October 17, 2022

Date first approved: March 24, 2003

School Calendar

Each year in the January Board of Governor's meeting, the Headmaster shall submit to the Board of Governors for review and approval a new school calendar for the upcoming year that includes the following elements:

1. Four nine-week quarters of school divided into two semesters of eighteen weeks each
2. Starting and ending dates that fall approximately between the first of August and the end of May
3. At least two parent-teacher conference days, one each after the first and third quarters
4. The following holidays: Thanksgiving, Christmas, Easter, and others as approved by the board
5. A week-long spring break that preferably coincides with Easter Sunday.
6. Enough school days in the year to comfortably exceed the state's requirements for private schools

Upon approval by the board, the Headmaster will ensure the calendar is published in the Family Handbook and the Faculty Handbook.

School Hours:

Office Hours – Monday through Friday	7:30 A.M. – 4:00 P.M.
Full Time Staff - Monday through Friday	7:30 A.M. – 3:30 P.M.
Part Time Staff - Monday through Friday	Designated by the administration
All Students - Monday through Thursday	7:50 A.M. – 3:00 P.M.
All students – Friday	7:50 A.M. – 1:30 P.M.

Note: Parents may drop off their children at 7:30 A.M., and must pick up by 3:15 P.M., Monday through Thursday, and 1:45 P.M. on Friday. Afterschool care is available until 5:30 P.M. each weekday for an additional fee (i.e. is not included in tuition).

6.4 Application and Admission

Date last revised: October 17, 2022

Date first approved: March 24, 2003

Trinitas Christian School admits students of any race to all rights, privileges, programs, and activities generally made available to all students. Trinitas Christian School practices a biblical philosophy of admissions, not discriminating on the basis of race, biological sex, color, or national origin in the administration of its policies, admissions, scholarships, athletic, and other school-directed programs.

The Board of Governors firmly believes that the selection of the student-body of the school is second only to staff selection in impacting the school's mission and therefore places a great deal of emphasis on identifying and admitting students from families who have expressed convictions similar to those upheld by the school regarding the education of their children. It is essential that both parents (in a single parent home, one parent) have a clear understanding of the biblical philosophy and purpose of Trinitas Christian School. This understanding includes a willingness to have their child exposed to the clear teaching (not forced indoctrination) of the school's Statement of Faith in various and frequent ways within the school's program. The parents should also be willing to cooperate with and adhere to all written policies of Trinitas Christian School. This is most important in the area of discipline and schoolwork standards, as well as active communication with the respective teachers(s) and administration.

General Admissions Guidelines:

1. On January 1st the school will begin accepting new applicants for the next school year
2. Trinitas Christian School requires that at least one parent profess faith in our Lord and Savior Jesus Christ.
3. Priority for acceptance of new students will be as follows:
 - A. Current students (must re-enroll by the re-enrollment deadline [typically the last day of February] to secure a space);
 - B. Siblings of current students;
 - C. All other applicants.
4. A child entering first grade must have reached the age of six years by September 1 of the fall in which he/she would enter Trinitas Christian School.
5. The Headmaster, or his designee, shall ensure that all financial arrangements between the family and the school are fully understood by the parents/guardians before an admission is considered final.
6. Upon admission, the family will be responsible for the entire year's tuition. Requests for tuition refund (prorated) must be made in writing and will be considered by the Board of Governors on a case-by-case basis depending on the circumstances of the student's withdrawal.
7. Trinitas will consider a student's academic achievements in the application process for grade placement, but not as the primary determinant for acceptance.
8. A readiness screening may be required.
9. An Application Packet, including required medical information must be submitted.
10. Parents of students admitted to Trinitas are required to attend the annual Family Orientation meeting generally held in August.
11. The Headmaster will be responsible for notifying parents in a timely fashion of their student's

acceptance or non-acceptance.

6.5 Student Honor Code

Date last revised:

Date first approved: March 24, 2003

All students, families and employees shall read, affirm and adhere to the Honor Code.

To God Almighty:

- I will seek to honor the Lord in all that I think, say, and do (Deut. 26:17).
- I will submit myself to the authority of His grace and His commands (II Tim. 3:16-17).
- I recognize that my appearance and behavior reflects on Him as much as on me (I Cor. 10: 31).

To my parents:

- I will attempt to honor my parents in everything I think, say, and do (Ex. 20:12).
- I will seek to learn all that I can from them (Eph. 6:1-3).
- I acknowledge that I cannot receive what I need in life or godliness without them (Ps. 78: 1-8).

To my church:

- I will submit to all the ecclesiastical authorities God has placed over me (Titus 2:1-15).
- I will make worship, discipleship, and spiritual growth a priority in my life (Gal. 2:20).
- I will attempt to be an ambassador of Christ and His Church wherever I am (Matt. 28:19-20).

To my teachers:

- I will demonstrate respect, attentiveness, gratitude, and obedience to my teachers (Heb. 13: 1).
- I will seek to do all the work I have been assigned with diligence and integrity (Eph. 5:8-17).
- I will do my utmost to learn as much and achieve as much as I possibly can (Phil. 4:8-9).

To my classmates:

- I will honor and respect the time, work and feelings of my fellow students (Rom. 12:9-18).
- I will try to model honesty, integrity, kindness, and modesty in my relationships (Phil. 2:3-7).
- I realize that disturbances affect everyone at school, and will thus strive for peace (Eph. 4:1-6).

6.6 Reverence Policy

Date last revised: December 3, 2009

Date first approved: March 24, 2003

In all areas of instruction, especially Bible classes and related activities, teachers and students shall give God's character proper respect and consideration. Specifically, class songs, skits, stories, and discussions that include references to the name and attributes of the Lord must be consistent with biblical principles. The following list is not meant to be all-inclusive, but is characteristic of the kind of activities to avoid:

- Silly or trite references to Jesus Christ and His work on the cross.
- Mockery of angelic powers, demonic or heavenly.
- Emphasis on good feelings or works versus humble obedience and grace.

Reverential reference to the Lord is necessary for the sake of the students' spiritual training, joyful encouragement, and instruction.

6.7 Etiquette

Date last revised: October 17, 2022

Date first approved: March 24, 2003

The Headmaster shall implement and publish in the Family Handbook a set of "house rules" for Trinitas Christian School that shall require students to show consideration for their teachers and their classmates by complying with these standards.

6.8 Discipline

Date last revised:

Date first approved: March 24, 2003

The Board of Governors believes parents have the primary responsibility for discipline. For this reason, Trinitas Christian School endeavors to keep parents informed, through conduct slips and other parent-teacher communications, of discipline issues as they arise. The school will not administer corporal punishment but may from time to time, administer discipline based on biblical principles, administered with love and consistency in light of the student's behavior and attitude. The teacher and/or Headmaster will determine the kind of discipline in respect to the policies established by the Board of Governors. Most discipline problems are small and are handled by the teacher at the classroom level. Trinitas Christian School seeks to teach children to demonstrate their love for God by giving honor and obedience to their parents and the authorities divinely placed in their lives.

6.8.1 Office Visits

Date last revised: October 17, 2022

Date first approved: March 24, 2003

There are five basic behaviors that shall automatically necessitate discipline from the administrator/principal (versus the teacher). Those behaviors are:

1. **Disrespect shown to any staff member.** The staff member will be the judge of whether or not disrespect has been shown.
2. **Dishonesty in any situation** while at school, including lying, cheating, and stealing.
3. **Rebellion**, i.e. outright disobedience in response to instructions.
4. **Fighting**, i.e. striking in anger with the intention to harm the other student(s).
5. **Obscene, vulgar, or profane language, or behavior**, as well as taking the name of the Lord in vain.

The Headmaster shall determine the nature of the discipline based on the behavior. Parents shall be notified of all visits with the Headmaster involving any of the above five behaviors. When a student receives discipline from the Headmaster for violations of the five behaviors listed above, the following accounting will be observed.

1. The first two times a student is sent to the Headmaster for discipline the student's parents shall be contacted and given the details of the visit. The parents' assistance and support in averting further problems will be sought.
2. A meeting shall follow the third office visit with the student's parents and Headmaster.
3. Should the student require a fourth office visit, an appropriate suspension shall be

imposed on the student.

4. If a fifth office visit is required, the student may be expelled from the school.

The preceding accounting shall be conducted on a semester basis.

6.8.2 Expulsion

Date last revised: October 17, 2022

Date first approved: March 24, 2003

The Trinitas Christian School Board of Governors realizes that expelling a student from school is a very serious matter and should always be carefully dealt with on a case-by-case basis.

Forgiveness and restoration are fundamental to our total discipline policy. However, should a student and his parents not be able to eliminate behavioral problems, if an event occurs of a severe nature that violates the integrity of the school's mission, or if a student's academic performance reflects an inability to be successful on a consistent basis, then expulsion shall be considered by the Board of Governors.

6.8.3 Serious Misconduct

Date last revised: May 29, 2012

Date first approved: March 24, 2003

Should a student commit an act with such serious consequences that the Headmaster deems it necessary, the office-visit process may be bypassed and suspension or expulsion imposed immediately. Examples of such serious misconduct could include: acts endangering the lives of other students or staff members, gross violence/vandalism to the school facilities, lewd or obscene conduct, violations of civil law, or any act in clear contradiction of scriptural commands. Students may be subject to school discipline for serious misconduct that occurs outside of school hours.

6.8.4 Readmittance

Date last revised:

Date first approved: March 24, 2003

Should an expelled student desire to be readmitted to Trinitas Christian School at a later date, the Board of Governors, or its delegated committee, will make a decision based on the student's attitude and circumstances at the time of reapplication.

6.9 Attendance Policy

Date last revised: October 17, 2022

Date first approved: March 24, 2003

The Headmaster, in concert with the Board of Governors, shall develop formal attendance guidelines that address tardiness, absences, and early release. These guidelines shall be published in the Family Handbook. The Headmaster is responsible for implementing these guidelines.

6.9.1 Authorization of Student Release

Date last revised:

Date first approved: March 24, 2003

Students shall be released to a parent-authorized person only. Regarding divorced parents and

custody relationships, the school must have legal documentation to prevent a non-custodial parent from picking up his child or visiting his child on the premises. A written statement by the custodial parent is not adequate proof to restrict rights in such cases. The school office shall maintain student records indicating family members and/or individuals authorized to pick-up the student.

6.10 School Visitors

Date last revised:

Date first approved: March 24, 2003

Visitors are welcome at Trinitas Christian School. Parents, parents of prospective students, and interested guests may, from time to time, visit our school and/or classrooms. The following guidelines are designed to govern their visit.

All visitors:

- Must sign in at the front office.
- Must wear a visitor name tag.
- Upon entering a classroom, must meet the teacher and inform them of the nature of their visit.
- Must adhere to the policies, procedures and general guidelines of our school and must not create a disturbance in the classroom or school.

6.11 Extracurricular Activities

Date last revised:

Date first approved: March 24, 2003

Trinitas shall offer a number of after school activities and/or clubs for our student body, each designed to enhance the development of the student and/or school program. The Headmaster shall develop and monitor all extracurricular activities.

6.12 Medical Issues

6.12.1 Unwell Children

Date last revised: January 24, 2012

Date first approved: March 24, 2003

Children shall not come to school with a fever exceeding 99.5 degrees or signs of communicable illnesses. Parents shall be called to get their child from school if he becomes ill during the school day. Sick children will wait in the office space designated by the principal or school secretary. The office staff (principal, school secretary, or office assistant) shall administer all medications during school hours. Signed permission and instructions from the parents must be provided. All Trinitas students must have on file the appropriate Medical Information Form for use in the Trinitas office. The school office shall maintain a small first aid kit to be used for cuts and scrapes, and some over-the-counter medications such as Children's Tylenol, Ibuprofen, antacid, and Benadryl that shall be dispensed as needed if the parent has checked and signed the appropriate area on the medical authorization form.

6.12.2 Emergency Medical Occurrences

Date last revised:

Date first approved: March 24, 2003

Medical expenses incurred while at Trinitas Christian School are the responsibility of the parents. In the event a child becomes ill or is seriously injured while under school supervision, school authorities shall take the following steps:

1. Contact a parent of the student and follow his instructions,
2. In the event neither parent can be reached, contact the student's physician and follow his instructions,
3. If the student's physician cannot be reached, school authorities will use their own discretion and contact a properly licensed physician and follow his instructions.

If in the opinion of a properly licensed and practicing physician, a child needs medical or surgical services which require parental consent before being supplied, and the parent cannot be reached, the administrator or the teacher, or the designee of the administrator or the teacher, will furnish such written or oral authorization as may be so required. The administrator, teacher, or the designee of the administrator or teacher, and the Trinitas Christian School and its Board of Governors are released from any liability which might arise from the giving of such authorization, so that the child may be furnished with such medical or surgical services as soon as reasonably possible after the need arises.

6.12.3 Serious Disease

Date last revised: December 3, 2009

Date first approved: September 22, 2003

A serious disease is one that is life-threatening, or which can cause permanent bodily damage, and can be communicated from one person to another (other than genetically). Spinal (or viral) meningitis, HIV/AIDS (Acquired Immune Deficiency Syndrome), and pneumonia are examples of the type of diseases herein referred to. Common colds, influenza (mild forms), chickenpox, strep throat, etc., though unpleasant and contagious, are not considered serious diseases.

Any contagious illness is a matter of concern and must be managed appropriately for the safety of the entire school population. However, a serious disease as described above is a matter of greater distress and must be managed efficiently, effectively and with kindness and grace.

The following are guidelines to assist in the management of a serious disease report:

- The Headmaster will take every appropriate precaution to reduce the risk of infection of any student or teacher by any known serious diseases. This will include isolating the student(s) who may have the disease or have been exposed to it.
- Upon receiving reliable information that a student or teacher at Trinitas has contracted, or has been in contact with, a serious disease, the administrator will immediately contact the President of the Board of Governors, local health officials and if necessary the Disease Control Center in Atlanta, Georgia, to obtain more information. The information sought should answer such questions as:
 - To what degree is the disease communicable?
 - How is it transmitted?

- What is the incubation period for the disease?
 - What are the disease symptoms?
 - What precautions should the school take?
 - What information would be helpful to the school's families?
- Based upon the answers to the above questions, the administrator, in consultation with the Board of Governors will determine what actions are necessary. He will then contact the parents of the affected student(s) and share with them the information he has received, as well as the decisions he has made.
- If the Headmaster determines that a deviation from this policy is necessary, the matter will be presented to the Trinitas Christian School board as soon as possible for a decision.
- All cases of serious diseases that have affected or could affect the school will be reported to the entire Board of Governors.
- The Board of Governors and Headmaster shall determine whether additional action is necessary based on the nature of the report.

6.13 Dress/Uniform Policy

Date last revised: October 17, 2022

Date first approved: March 24, 2003

All students of Trinitas Christian School are required to wear a prescribed school uniform. The Headmaster shall develop a Uniform Dress/Policy which must be approved by the Board of Governors. The Uniform Dress/Policy shall be published in the Family Handbook and the Faculty Handbook. The Headmaster shall be responsible for managing the Uniform Dress/Policy on a daily basis.

6.13.1 Make-Up/Grooming

Date last revised: March 9, 2015

Date first approved: March 24, 2003

Trinitas Christian School shall maintain makeup and grooming standards. The following principles are offered to the Headmaster as guidelines to develop a policy:

1. Nothing which draws attention to oneself.
2. No priority on self-expression.
3. Cheerful submission to the community of Trinitas and its values.
4. Dress and grooming that are conducive to order and learning. It is expected that both gentlemen and ladies will keep their hair well-groomed and clean.
5. All students must keep hair off their face and out of their eyes.

The Headmaster shall develop a formal policy outlining the requirements of all students. The policy shall be published in the Family Handbook and the Faculty Handbook.

6.14 Parent-School Communication

Date last revised: March 9, 2015

Date first approved: March 24, 2003

The Headmaster shall use varied media frequently to communicate school-wide, classroom-specific and student-specific information to parents and staff as necessary with a goal of keeping everyone well-informed. Recognizing that questions and complaints inevitably arise even in a well-run school and that it is important that these be handled courteously and promptly, the following steps which are an application of the biblical injunction recorded in Matthew 18 for the resolution of a problem between believers should be followed by parents:

1. Request a conference with the teacher and meet privately to seek the resolution, with a spirit of reconciliation. Both want the good of the child and are not in an adversarial position.
2. If unresolved, the teacher and the parent meet with a third party, the Headmaster. Any subsequent meetings would also involve the Headmaster.
3. If still unresolved, the matter is presented to the Board of Governors' President. He will call upon the parties involved as seems warranted, all in the spirit of reconciliation.
4. If still unresolved, the problem is brought before the entire Board of Governors. The board calls upon the parties involved as seems warranted, still in the spirit of reconciliation. If reconciliation still does not occur, the board makes the judgment as to who is wrong and takes appropriate disciplinary action.

The principle underlying this procedure is clear: Solve each complaint with the persons directly involved at the lowest level possible, moving the matter up the chain of authority to the level where it is finally resolved.

6.15 Student Records

Date last revised:

Date first approved: March 24, 2003

The office staff is responsible for maintaining and protecting all cumulative records of students attending Trinitas Christian School. Cumulative records are the permanent documentation of a student's academic work. It is important that the cumulative records be kept safely in a fireproof cabinet and maintained in a current, accurate, and orderly manner.

Content

- Original Student Application and related materials - Pastoral Reference Form, signed Statement of Faith/Objectives, Annual Contract, etc.
- Current family data – address, phone number, parental status, etc.
- Previous school information
- Cumulative Grade Form
- Health and Immunization records.
- Standardized test results – Located on the Cumulative Grade Form.
- Other test results or screening evaluations.
- Personal information – Parent Notification Forms, awards, letters of recognition, family situations, academic concerns, etc.
- Additional medical information – illnesses, medication, allergies, etc.

Access

- Student records are confidential documents; the administrator must approve all inquiries into a student file.
- Student records must be stored in the fireproof vault located in the school office.
- Student records must not be left out of the vault overnight.
- Parents may request access to their child's cumulative records at any time Access will be approved and arranged by the administrator.
- Documents in the cumulative file may not be copied unless approved by the administrator.

6.16 Inclement Weather Policy

Date last revised: October 17, 2022

Date first approved: March 24, 2003

Trinitas Christian School shall take all necessary precautions to ensure each child's safety and to aid in each family's preparation for severe weather and/or other emergency situations. In case of inclement weather, Trinitas Christian School shall be in contact with the appropriate authorities and/or organizations to make and maintain proper assessment of the current weather conditions. Decisions to open/close the school shall be made with this information and the recommendation of the appropriate authorities. Announcements shall be made by local and social media, text messaging, and email.

7.0 Personnel

7.1 Faculty and Staff Handbook

Date last revised: October 17, 2022

Date first approved: March 24, 2003

A Faculty and Staff Handbook shall be developed and maintained by the Headmaster and/or the administrative staff. The handbook shall contain all policies and procedures relevant to the faculty and staff including contractual policies, social policies, instructional policies and relational policies. All faculty and staff members shall receive a digital copy of the handbook. The Headmaster shall review the Faculty and Staff Handbook with all faculty and staff members at the beginning of each school year in a faculty and staff orientation session. The Board of Governors shall be informed of any changes that are made to the Faculty and Staff Handbook.

7.2 Staff Employment and Discipline

Date last revised: October 17, 2022

Date first approved: September 22, 2003

Conditions of employment and discipline guidelines shall be established and included in the employment agreement/contract of all full time and part-time staff members. The Board of Governors shall review the agreements/contracts on a periodic basis to ensure that the necessary language is included and that changes and/or updates are completed as required.

7.3 Evaluations

Date last revised:

Date first approved: March 24, 2003

An evaluation plan shall be established and used by the administration. The Board of Governors

shall review the plan periodically to ensure that the evaluation tool, approach and process are accomplishing the Board of Governors goals and objectives.

7.4 Development Plans

Date last revised:

Date first approved: September 22, 2003

A Development Plan shall be established for all full and part-time staff members. The plan shall be designed to enhance the skills required to execute their respective position at Trinitas Christian School and to further their walk with our Lord and Savior. The Development Plan shall be documented in the Faculty and Staff Handbook and reviewed periodically by the Board of Governors. The administrative staff shall be responsible for the management of all staff development plans.

7.5 Background Checks

Date last revised: October 17, 2022

Date first approved: March 24, 2003

Trinitas Christian School shall voluntarily participate in a system sponsored by the Florida Department of Law Enforcement to conduct background checks on all employees and volunteers who regularly assist in the classroom or work unsupervised with students and/or other staff members. Background checks will be conducted as a part of the employee hiring process, or before a volunteer is permitted to participate in any function of the school as a volunteer. The Headmaster shall be responsible for managing this function.

7.6 Leave and Vacations

Date last revised: October 17, 2022

Date first approved: March 24, 2003

Full and part-time employees may be entitled to vacation, personal, sick, and professional leave days based on their particular position. The employee's contract shall reflect the type and amount of leave offered to the employee. The Board of Governors must approve any exception to the leave outlined in the employee's contract. The Headmaster shall be responsible for the management of all faculty and staff vacation and leave days.

7.7 Employee Contracts

Date last revised:

Date first approved: March 24, 2003

Each employee shall enter into a contract of employment with Trinitas Christian School. The contract shall include but not be limited to conditions of employment, the compensation package, fringe benefits, and grievances procedures.

7.8 File Access and Record Retention

Date last revised:

Date first approved: September 22, 2003

Trinitas Christian School shall manage personnel and student records in a consistent and professional manner. Records shall be maintained in a locking fireproof cabinet in the front office. Guidelines shall be developed and maintained to facilitate the professional management of all records. The guidelines shall address measures of safety, confidentiality, and accuracy.

The administrative staff shall assume responsibility for the management of all records.

7.9 Job Descriptions

Date last revised:

Date first approved: March 24, 2003

Each administrative and staff position shall have a detailed job description. The Job Description shall be the basis for all evaluations. A copy of the Job Description shall be provided to the employee upon hire and reviewed during the annual evaluation. A folder containing all employee Job Descriptions shall be maintained in the school office. An employee may request a second copy of the Job Description for the position held but may not obtain a copy of another position without permission from the Headmaster.

7.10 Assignment of Personnel

Date last revised: October 17, 2022

Date first approved: September 22, 2003

The Headmaster shall assign personnel to each teaching and staff position. While matters of staff policy remain the primary duty of the school headmaster, no permanent hiring decision shall become final without the concurrence of the Board of Governors for any Logic or Rhetoric positions of theology, history, or science (this concurrence may be obtained electronically). The Board of Governors shall be notified at least 24 hours prior to extending a contract to any faculty member. Additionally, the Board of Governors should be updated regularly about faculty recruitment efforts and invited to all final interviews with full time faculty candidates.

7.11 Teacher Certification

Date last revised:

Date first approved: September 22, 2003

Trinitas Christian School teachers shall seek certification with the Association of Classical and Christian Schools. The Headmaster shall seek to employ teachers that have received certification from a respectable association or state governing body, however, certification shall not be the determining factor for teacher selection.

7.12 Grievances

Date last revised:

Date first approved: September 22, 2003

The Board of Governors and Headmaster shall work in concert to develop a faculty and staff Grievance process. The Headmaster shall be responsible for the implementation and management of the process. The Grievance process shall be published in documents deemed appropriate by the Board of Governors and in the Faculty and Staff Handbook.

8.0 Building and Grounds

8.1 Playground Safety

Date last revised:

Date first approved: March 24, 2003

Students are to use playground and Physical Education supplies safely and in the way they were intended. The following guidelines shall govern the use of the playground and

Physical Education supplies:

- The playground must be supervised by a staff member or an approved parent volunteer whenever children are at play.
- Equipment must be used as designed.
- Playground equipment must be maintained in good working order.

The Headmaster shall develop and manage a playground supervision schedule involving staff and approved parent volunteers.

8.2 Facility Maintenance

Date last revised:

Date first approved: March 24, 2003

The Headmaster in concert with the Building and Grounds Committee shall be responsible for daily maintenance of the school facilities. The Building and Grounds Committee, as part of the Board of Governors organization, has primary responsibility to implement maintenance and repair measures approved by the Board of Governors.

8.3 Facility Cleanliness and Order

Date last revised: March 9, 2015

Date first approved: March 24, 2003

The Headmaster in concert with the Building and Grounds Committee shall be responsible for maintaining the school building and grounds. The building shall be kept in clean and in good order, the grounds shall be neat and free of litter and debris. The Headmaster shall develop and implement a policy governing the general use of the facility (e.g. hanging posters/pictures on the walls, constructing bulletin boards, displaying student's work) and make all decisions concerning cleanliness and order.

8.4 Cleaning Supplies/Chemicals

Date last revised:

Date first approved: March 24, 2003

All cleaning supplies and chemicals shall be maintained and managed by the Headmaster or designee. Only approved cleaning supplies and chemicals will be purchased and stored on school premises. The Headmaster shall consider the safety of the staff and student body when making each purchase. Cleaning supplies and chemicals shall be stored in proper, clearly marked containers in the designated area. A Materials Safety Data Sheet (MSDS) manual shall be maintained by the administration and made available where the cleaning materials and chemicals are stored and in the front office.

8.5 Emergency Drill Policy

Date last revised: December 3, 2009 (Consolidated former fire and tornado policies)

Date first approved: March 24, 2003

Trinitas Christian School will conduct periodic fire, tornado, and lockdown drills consistent with state requirements for educational facilities. The Headmaster shall be responsible for the administration of the Emergency Drill Policy.

9.0 Development

9.1 Development/Fundraising

Date last revised: October 17, 2022

Date first approved: March 24, 2003

The Development Director, under the supervision of the Headmaster and Finance Committee, shall develop and implement a fundraising/development program. Fundraising/Development opportunities shall be selected using the following criteria.

- Families/Students/Staff members will not be required to sell any type of merchandise, food product, or paper goods, or participate in any fundraising activity.
- Activities selected will consider the financial impact on individual families and staff members.
- Activities selected will align well with the school's mission and vision.

Fundraising/development activities/events shall be approved by the Board of Governors in a regular Board of Governors meeting before implementation. The Board of Governors shall review the fundraising/development program annually during the school evaluation.

Part III - Yearly Policy Actions

2002-03 School Year

The following policies were approved on March 24, 2003:

- | | |
|---|--|
| 1.1 Purpose | 5.10 Academic Testing |
| 1.2 Policy on Policies | 5.10.1 Testing |
| 2.1 Organization | 5.10.2 Standardized Achievement Tests |
| 2.2 Organizational Chart | 5.11 Grading and Progress Reports |
| 2.3 Board of Governors | 5.12 Academic Honors and Awards |
| 2.3.1 Committees of the Board of Governors | 5.13 Academic Probation |
| 2.3.2 Board of Governors Calendar | 5.14 Promotion and Retention |
| 2.4 Staff | 5.15 High School Graduation Requirements |
| 2.5 Parent Teacher Association | 6.1 Family Handbook |
| 2.6 History | 6.2 Church Attendance |
| 3.1 Mission Statement | 6.3 School Calendar and Hours |
| 3.2 Vision Statement | 6.4 Application and Admission |
| 3.3 Statement of Faith | 6.5 Student Honor Code |
| 3.4 Educational Philosophy | 6.6 Reverence Policy |
| 3.5 Objectives and Strategies | 6.7 Etiquette |
| 3.6 Distinctives | 6.8 Discipline |
| 3.7 Positions on Issues important to our families | 6.8.1 Office Visits |
| 3.8 Non-Discriminatory Statements | 6.8.2 Expulsion |
| 4.1 Budget | 6.8.3 Serious Misconduct |
| 4.2 Audits | 6.8.4 Readmittance |
| 4.3 Fundraising/Development | 6.9 Attendance Policy |
| 4.4 Tuition and Fees | 6.9.1 Authorization of Student Release |
| 4.4.1 After-School Care Fees | 6.10 School Visitors |
| 4.5 Financial Aid and Scholarship Programs | 6.11 Extracurricular Activities |
| 4.5.1 FFNA | 6.12.1 Unwell Children |
| 4.5.2 Scholarship Programs | 6.12.2 Emergency Medical Occurrences |
| 4.6 Compensation/Benefit Plan | 6.13 Dress/Uniform Policy |
| 4.7 Paychecks | 6.13.1 Make-Up/Grooming |
| 4.8 School Office Procedures | 6.14 Parent-School Communication |
| 4.9 Capital Expenses | 6.15 Student Records |
| 4.10 Leasing of Facility | 6.16 Inclement Weather Policy |
| 4.11 Contracts | 7.1 Faculty and Staff Handbook |
| 4.12 Purchasing | 7.2 Teacher Recruiting |
| 4.13 Equipment and Supplies | 7.4 Evaluations |
| 5.1 Academic Program | 7.6 Background Checks |
| 5.2 Curriculum, Resources and Materials Selection | 7.7 Leave and Vacations |
| 5.3 Textbooks, Library Resources, and Curriculum Materials Management | 7.8 Employee Contracts |
| 5.4 T.V./Films/Movies/Music/Internet | 7.10 Job Descriptions |
| 5.5 Class Size | 8.1 Playground safety |
| 5.6 Homework | 8.2 Facility Maintenance |
| 5.7 Make-Up Work | 8.3 Facility Cleanliness and Order |
| 5.8 Boni Libri (Trinitas Reading Program) | 8.4 Cleaning Supplies/Chemicals |
| 5.9 Field Trips | 8.5 Fire Drill Policy |
| | 8.6 Tornado Drill Policy |

2003-04 School Year

The following policies were revised by the Board of Governors on August 25, 2003:

- 5.13 Academic Probation
- 5.15 High School Graduation Requirements

The following policies were approved by the Board of Governors on September 22, 2003:

- | | |
|--------------------------------------|-------------------------------|
| 6.12.3 Serious Disease | 7.11 Assignment of Personnel |
| 7.3 Staff Employment and Discipline | 7.12 Teacher Certification |
| 7.5 Development Plans | 7.13 Grievances |
| 7.9 File Access and Record Retention | 7.14 Telephone Communications |

2004-05 School Year

The following policies were revised by the Board of Governors on July 10, 2004:

- | | |
|--------------------------|-----------------------------|
| 2.2 Organizational Chart | 1.3 Fundraising/Development |
|--------------------------|-----------------------------|

4.5.2 Scholarship Programs
1.6 Compensation/Benefit Plan

5.10.2 Standardized Achievement Tests
1.12 Academic Honors and Awards

2005-06 School Year

No policies were added or revised by the Board of Governors this school year.

2006-07 School Year

The following policies were revised by the Board of Governors on September 25, 2006:

2.2 Organizational Chart
2.3 Board of Governors

4.6 Compensation/Benefit Plan
5.11 Grading and Progress reports

2007-08 School Year

No policies were added or revised by the Board of Governors this school year.

2008-09 School Year

No policies were added or revised by the Board of Governors this school year.

2009-10 School Year

The following policies were revised by the Board of Governors on December 3, 2009:

1.2 Policy on Policies
2.1 Organization
2.2 Organizational Chart
2.3 Board of Governors
2.3.1 Committees of the Board of Governors
2.3.2 Board of Governors Calendar
2.4 Staff
2.5 Parent Association
3.2 Vision Statement
3.5 Objectives and Strategies
4.1 Budget
4.2 Audits
4.3 Fund Raising/Development
4.4 Tuition And Fees
4.4.1 After-School Care Fees
4.5.2 Scholarship Programs
4.5.3 Florida Corporate Tax Scholarships
4.6 Compensation/Benefit Plan
4.13 Equipment and Supplies
5.1 Academic Program
5.2 Curriculum, Resources, and Materials Selection

5.3 Textbooks, Library Resources, and Curriculum
Materials Management
5.6 Homework
5.7 Make-Up Work
5.8 Boni Libri (Trinitas Reading Program)
5.9 Field Trips
5.10.1 Testing
5.10.2 Standardized Achievement Tests
5.11 Grading and Progress Reports
5.12 Academic Honors and Awards
5.13 Academic Probation
5.15 High School Graduation
6.2 Church Attendance
6.3 School Calendar and Hours
6.4 Application and Admission
6.6 Reverence Policy
6.12.3 Serious Disease
8.5 Emergency Drill Policy
9.0 Development
9.1 Development / Fundraising

2010-11 School Year

No policies were added or revised by the Board of Governors this school year.

2011-12 School Year

The following policies were revised by the Board of Governors on October 24, 2011:

2.2 Organizational Chart

The following policies were revised by the Board of Governors on January 23, 2012:

4.4.1 After-School Care Fees
4.5 Financial Aid and Scholarship Programs
4.5.1 FFNA
5.1 Academic Programs

5.5 Class Size
6.3 School Calendar and Hours
6.12.1 Unwell Children

The following policies were revised by the Board of Governors on May 29, 2012:

6.8.1 Office Visits
6.8.3 Serious Misconduct

2012-13 School Year

No policies were added or revised by the Board of Governors this school year.

2013-14 School Year

No policies were added or revised by the Board of Governors this school year.

2014-15 School Year

The following policies were revised by the Board of Governors on March 9, 2015:

- | | |
|---|---------------------------------------|
| 2.2 Organizational Chart | 5.1 Academic Programs |
| 2.3 Board of Governors | 5.4 TV/Film/Movies/Music/Internet |
| 2.3.2 Board of Governors Calendar | 5.6 Homework |
| 2.5 Parent Association | 5.7 Make-Up Work |
| 3.3 Statement of Faith | 5.8 Boni Libri |
| 3.7 Positions on Issues Important to Our Families | 5.9 Field Trip |
| 3.9 Non-Discriminatory Policies | 5.10.1 Testing |
| 4.4 After School Care Fees | 5.10.2 Standardized Achievement Tests |
| 4.5 Financial Aid | 6.1 Family Handbook |
| 4.5.1 Financial Needs Assessment | 6.3 School Calendar and Hours |
| 4.5.2 Scholarship Programs | 6.4 Application and Admission |
| 4.7 Paychecks | 6.8.3 Serious Misconduct |
| 4.10 Leasing of Facility | 6.13.1 Make-Up Grooming |
| 4.13 Equipment and Supply | 7.1 Faculty and Staff Handbook |

(All policies were updated to reflect a change in language from “administrator” to “Head of School.”)

The following policies were added by the board on July 27, 2015:

- 2.3.3 Guidelines for Recording Board of Governors Minutes
- 2.3.4 Guidelines for board Preparation

2015-16 School Year

No policies were added or revised by the Board of Governors this school year.

2016-17 School Year

No policies were added or revised by the Board of Governors this school year.

2017-18 School Year

The following policies were revised by the Board of Governors on May 15, 2017:

- 4.5.3 Florida Corporate Tax Scholarship

2018-19 School Year

The following policies were revised by the Board of Governors on August 13, 2018:

- 2.3.2 board Calendar

2019-20 School Year

The following policies were revised by the Board of Governors on August 19, 2019:

- 4.9 Capital Expenses
- 4.12 Purchasing

2020-21 School Year

The following policies were revised by the Board of Governors on June 21, 2021:

- 2.3 Board of Governors

2021-22 School Year

No policies were added or revised by the Board of Governors this school year.

2022-23 School Year

The following policies were revised by the Board of Governors at their regular meeting on October 17, 2022:

- | | |
|--|--|
| 1.1 Purpose | 4.9 Accessing Line of Credit (added) |
| 1.2 Policy on Policies | 5.1 Academic Program |
| 2.1 Organization | 5.3 Textbooks, Library Resources, and Curriculum |
| 2.2 Organizational Chart | Materials Management |
| 2.3 Board of Governors | 5.5 Class Size |
| 2.3.1 Conflict of Interest Policy (added) | 5.6 Homework |
| 2.3.2 Committees of the Board of Governors | 5.7 Make-Up Work |
| 2.3.3 Board of Governors Calendar | 5.10 Academic Assessments |
| 2.3.4 BOG Rotating Annual Document Review | 5.10.1 Testing |
| Schedule | 5.10.2 Standardized Achievement Tests |
| 2.3.5 Guidelines for Recording Board of Governors’ | 5.11 Grading and Progress Reports |
| Minutes | 5.12 Academic Honors and Awards |
| 2.4 Staff | 6.3 School Calendar and Hours |
| 2.5 Parent Association (removed) | 6.4 Application and Admission |
| 2.6 History | 6.7 Etiquette |
| 3.3 Statement of Faith | 6.8.1 Office Visits |
| 3.4 Statement of Final Authority (added) | 6.8.2 Expulsion |
| 3.6 Objectives and Strategies | 6.9 Attendance Policy |
| 3.9 Non-Discriminatory Statements | 6.13 Dress/Uniform Policy |
| 4.1 Budget | 6.16 Inclement Weather Policy |
| 4.3 Tuition and Fees | 7.1 Faculty and Staff Handbook |
| 4.4 Financial Aid | 7.2 Staff Employment and Discipline |
| 4.4.1 Financial Needs Assessment | 7.5 Background Checks |
| 4.4.2 Corporate Tax Credit | 7.6 Leave and Vacations |
| 4.5 Compensation/Benefit Plan | 7.10 Assignment of Personnel (added) |
| 4.6 Paychecks | 9.1 Development/Fundraising |
| 4.7 School Office Procedures | |

(All policies were updated to reflect a change in language from “Head of School” to “Headmaster.” Capitalization, punctuation, and formatting were also corrected/revised throughout the document.)

The following policies were revised by the Board of Governors at their regular meeting on June 19, 2023:

- 2.3.3 Board of Governors Calendar
- 2.4 Staff
- 5.2 Curriculum
- 6.13 Dress/Uniform Policy
- 6.13.1 Make/Up Grooming
- 7.7 Employee Contracts

(All of the previous revisions were made in response to the recommendations contained in the ACCS Accreditation Renewal Report dated April 19-20, 2023, “policies should be reviewed to ensure they are current in their recognition of the authority given to the head of school rather than the board.”)

2023-24 School Year

The following policies were replaced by the Board of Governors at their regular meeting on September 26, 2023:

4.4.2 Corporate Tax Credit

Date Last revised: October 17, 2022

Date first approved: December 3, 2009

Use of Corporate Tax Credit administered by Step Up for Students established under Florida law is approved under the following guidelines: the Headmaster will monitor compliance requirements to ensure they do not adversely affect our implementation of the Trinitas mission, vision, and objectives; and total revenue from this scholarship source shall not exceed 20% of total tuition in an academic year unless otherwise approved by the Board of Governors. Trinitas may limit the maximum amount of the CTC scholarship money accepted per student to enable more families to receive financial aid within the above constraints.

4.4.3 Government Vouchers and State Entanglement

Date Last revised:

Date first approved: October 21, 2019

Trinitas Christian School will not accept tuition vouchers paid directly from any local, state, or federal government agency on behalf of or in the name of Trinitas students. (Corporate Tax Credit Scholarships administered by Step Up for Students are not vouchers.) Furthermore, the school will seek to avoid all other forms of entanglement with the civil government as well, including but not limited to local, state, or federal accreditation. While the school will comply with local, state, and federal laws governing private schools, the board is convicted that accepting payments (such as vouchers) or accreditations, in spite of any small benefit they may add to the school, would be the first step in bringing the school under the direct control of an unbelieving civil magistrate and thus hamper its independence and freedom to teach the undisputed Lordship of Jesus Christ.