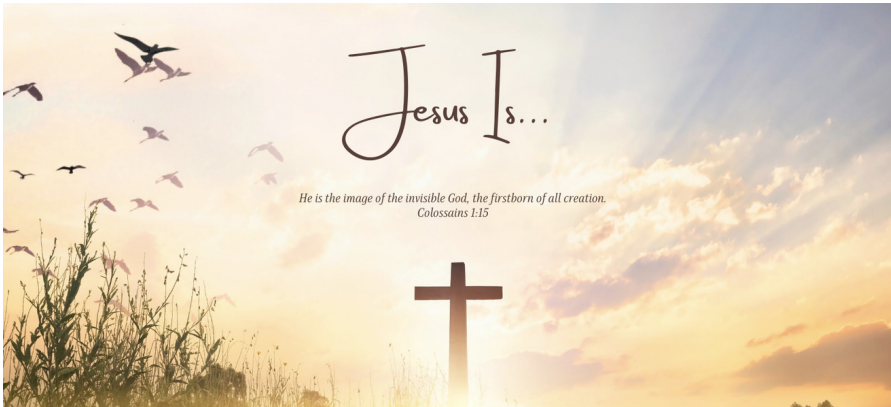




STUDENT & PARENT HANDBOOK

2022 - 2023



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Mission Statement ...

*Our mission is to prepare God's children
for a life of learning and service in His world.
By the grace of God,
in partnership with the Christian home and church,
we will lead children to be the best they can be
for His glory.*

1) General Regulations

a) Daily Schedule

Mondays - Thursdays from 8:25 am - 3:30 pm

Fridays - 8:25 am - 12:30 pm

**** KINDERGARTEN DISMISSAL: Monday – Thursday at 3:20pm, Friday at 12:20pm**

- **Students should not be at school prior to 8:00 a.m.** Children will be supervised on the playground from 8:00am until 8:15am when they will be let into the school.
- **Students must be picked up Monday to Thursday by 3:45pm and Fridays by 12:45pm .** There is no supervision after this time so students are not permitted to be wandering the school or playing on the playground.
- Please review the "After School Pickup Protocol" on page 14 of the handbook. We will continue to use the Wingate parking lot to reduce congestion and ensure safety in our own parking lot. **Students in Grade 3 and up will go to the Wingate unless they have siblings in lower grades K to 2.**

b) School Theme & Quiet Time

- Each year we have a school theme. Please see our website for the theme for the current year.
- Our entire school, including staff, is encouraged to spend the first 15 minutes of the school day in quiet time. This may look different in every grade but it involves being in God's Word, meditating, worshipping, journaling, and reflecting as an individual. Parents are encouraged to join us in our monthly Theme Chapels, which are intended to share with you what we are learning.

c) Attendance

- If a student is not able to attend school, it is important that the teacher be notified **prior to 8:20 a.m.** by using our REPORT AN ABSENCE button under QUICK LINKS on our website (www.tcskids.com), a phone message (403-254-6682), written note, or email us at tcs@pallisersd.ab.ca. **It is imperative that both the home and school know where the student is at all times.**
- All students who arrive after **8:25 a.m.** are required to **sign in** at the main office.

- When a student returns after being absent, a note to his/her teacher is required with the reason for the absence. In cases involving an absence of more than two days, it would be appreciated if the homeroom teacher could be notified of the anticipated duration of the absence.
- Our school maintains a closed campus for all students. Each student who goes home for lunch is to provide his/her teacher with a written note from their parent(s) giving permission for this.

d) Early Student Pick-Up / Sign-Out

- Students being picked up before school ends **must be signed out at the office by a parent**. Students being picked up by someone other than their parents must have a written note signed by the parent with instructions for pick up. If your child is to be picked up on a regular basis by the same people, please provide the office with a list of those friends/relatives.

e) Class Placement

- As staff at Trinity Christian School, every effort is made to keep our mission statement at the forefront in deciding which class a child should be placed. The following are considered:
 - academic needs
 - friendships
 - personalities of students
 - personality and teaching style of teacher
 - distribution of males and females
- Changes to class placement are very difficult to make as a change does not affect just one child, but many children. Changes to class placement will only be made in extenuating circumstances.

f) Student Dress

- Trinity students are encouraged to follow these guidelines in their dress for school:
 - Clothing must be modest, neat, clean, and appropriate for the occasion.
 - Tank tops or shirts must hang below the belt line when arms are raised.
 - Tank top straps should be the width of two fingers, with a modest neckline .
 - Shorts or skirts should extend at least half way between the knee and hip.
 - T-shirts exhibiting inappropriate slogans or designs are not suitable apparel.
 - A longer shirt or sweater should be worn with leggings.
 - Shoes must be worn at all times inside the building.
 - All students are expected to have indoor footwear for classroom and gymnasium activities in addition to their outdoor footwear.
 - Gym shoes must be non-marking.

g) Inclement Weather/Emergency Closure/Indoor Recess

- Should it ever become necessary to close the school due to **inclement weather**, or unsafe road conditions, power failures, heating, plumbing, or water malfunction, the school will post this on our website www.tcskids.com.
- It is the responsibility of the parents to determine whether or not it is safe for a student to leave for school under severe weather conditions, as well as at other times.
- **Permission to remain inside during recess:** Elementary & Junior High students are expected to be outside during recess and noon hours except when the weather is extreme at the determination by administration. Parents are asked to send children to school appropriately dressed for Calgary's changing weather. Our goal is to try to get outside at least once each day, even if it is only for 10 minutes.

The fresh air and body breaks are important to student learning and mental wellness. Our adult supervisors are given authority to monitor the outside recess and will come in early as needed. Our superintendent supports this approach.

- Before School (8:00 - 8:15 am) - Supervisor will determine if students should be inside depending on the windchill. Parents are welcome to pull into a parking spot to wait until the doors are open.
- Recess Breaks – We will attempt to go outside for at least 10 minutes each day.
- After School – Crosswalk and Wingate will only be open for 10 minutes when the temperature is below – 20. Please be sure to pick up your child(ren) right at 3:30. We do ask that the older children, grades 3-9 be picked up at Wingate so as not to overcrowd our school parking lot.
- **Students may not stay in due to mild illnesses.** If they are too sick to play outside, they should be kept at home. Germs spread quickly in classrooms. Please think of others and do not send a sick child to school.

h) Communication Devices & Music Player Use

- **Elementary students** may possess personal communication devices such as cellular phones or music players while on school property. However, the personal communication devices must be in the OFF mode 15 minutes prior to the start of classes until the end of the school. The device may NOT be in the classroom, but must be kept in a backpack, or preferably a locker.
- **Junior high students** should keep their phones in their backpacks or lockers. They may use them only for music if the teacher is allowing it. We ask that parents call the school if they need to connect with their child during the day as students are not permitted to be texting or calling during class time.

i) Off-Site Activities (field trips)

- All volunteers at TCS will be required to have a clear record with the Calgary Police Service before being allowed to assist in classrooms or on off-site activities.
- Off-site activities at all grade levels are planned educational experiences that enhance and highlight instruction. Parents will be asked to sign off-site activities notices giving the school legal permission to take students away from the school. Students cannot participate in a field trip without written permission. Field trip information will be sent by the organizing teacher at **least a week in advance** of the actual trip.
- Parents may sometimes be needed to help with driving for off-site activities. Parents who drive are required to have at least **\$2 million public liability insurance** and have the completed **Volunteer Automobile Driver Form**. This form is available at the front office or can be printed from our website – go to the PARENT tab / Volunteering / Volunteer Requirements, then scroll down to Volunteer Drivers or type in Volunteer Automobile Driver Authorization Form in the SEARCH bar. Or click [here](#) for a direct link.

j) Parking/Pick-up

TRINITY CHRISTIAN SCHOOL DROP OFF & PICK UP

- Please **do not leave your vehicle at any time** in the drop off/pick up zones along the sidewalk or beside the parked cars as this prevents the traffic from moving effectively during drop off and pick up times. You need to find a parking spot in the designated parking stalls if you want to come into the school. **Do not park in any parking spot that is designated for the Church at any time.** If all spots are full, please park on the street until a spot becomes available.
- Please see the website for [Morning Drop Off Protocols](#). Go to Contact Us/Parking on the website.
- **All Kindergarten parents will pick up their child at 3:20pm Monday through Thursday and 12:20pm on Fridays.** All parents who have a child in Kindergarten will use the traffic lane that is closest to the school

(see attached diagram on page 15). Those families who only have a child in Kindergarten will be asked to vacate the parking lot by 3:30 Monday through Friday and 12:30 on Fridays allowing more room for the rest of the TCS families.

- **Families (with children in Grades 1 and 2) who arrive early for pick up are to park in the lane closest to the parked cars** (see attached diagram on page 15).
- Families with children in **grades two and lower** will be requested to pick up at the school.
- Families with children in **grades two and lower, who have older siblings at TCS**, are to pick up at the school, but have the option of Wingate as long as the younger children are accompanied by an older sibling. Please send an email or note with your child to the school giving permission for the older child to wait for and walk with the sibling in K-2.

WINGATE PICK UP

- Families with all children in **grades three and up** are to be picked up at the Wingate after school. There will be student patrols at the crosswalk and supervisors at the Wingate parking lot.

LATE PICK UP

- If you are late, your child(ren) will need to be picked up from inside the school at the front office. The person who is late picking up a child needs to come into the school and sign their child out.

K) Skateboards and Bicycles

- Skateboards and bicycles may be used as a mode of transportation but are NOT to be used on school property including the parking lot and playground. Helmets are required by law for those under 18 (Alberta Traffic Safety Act).

I) Personal Property/Lost and Found

- The school's insurance does not cover personal items brought to school. Parents are reminded that valuables and large amounts of money should not be brought to school. **All clothing and other personal items should be clearly labeled with the student's name.**
- **"Lost and Found"** items will only be maintained at the school for a short period of time. Students are encouraged to go through the "Lost and Found" regularly. At routine times announced in the newsletter, the Lost and Found will be displayed before all unmarked and unclaimed items are given to a charity. Check at the office for smaller items, such as jewelry, watches, keys, etc.

m) Vacations

- Please refer to the school calendar on our website under the PARENTS tab/Calendars & Bell Schedule.
- Teachers are expected to inform parents of work that will be missed and will provide the missing material. However, **teachers are not required to prepare work for students in advance.**
- Parents are expected to inform teachers of absences and to ensure that students complete the missing material and are caught up.

2. Communication:

Communication between home and school is very important. Some of the areas in which Trinity Christian School has established opportunities for communication between home and school are:

- a) **Agendas:** At Trinity Christian School, agendas help our Grade 1 to 6 students learn to manage their time, plan their days, reflect on what they have learned, and keep parents informed about school activities. Students are required to keep their agendas with them throughout the school year. Parents will be asked to sign or initial the agendas on a daily basis as required by the teachers.
- b) **Calendars:** In this day and age, information changes rapidly from day to day. Visit our MONTHLY CALENDAR for school wide activities and Google classroom will be the main calendar. More communication will be provided at the Meet the Teacher evenings.
- c) **School Newsletters:** The "Messenger" is a monthly publication. Its purpose is to communicate general school information such as monthly events, forms (i.e. hot lunch forms, permission slips,) and ongoing details relating to events at the school. [Our newsletter is posted monthly to our website.](#)
- d) **Meet the Teacher Night:** This is scheduled early in the school year. Please check out the website for more details.
- e) **Parent/Teacher Goal Setting:** These are scheduled for all parents of students in mid October.
- f) **Report Cards:** Educating children requires regular and open communication between home and school. These reporting periods are a means of fostering communication regarding the progress of students in all aspects of their learning; academic, social, emotional, and spiritual.
- g) **Website:** Check out the TCS website regularly for school news, events and updates as well as regularly updated information. (www.tcskids.com).
- h) **Social Media:** check out our social media for information on school events, sports updates and pictures from these events

Facebook: www.facebook.com/tcskids **Instagram:** [TCSkids Calgary](#)

3. Services:

a) Health Services

- Please be considerate of others and do not send a sick child to school. Whenever a child becomes sick at school, the parents will be called to pick up the sick child and take them home.
- The school is visited periodically by the Community Health Nurse who checks all routine vaccinations and booster shots as part of a regular immunization program, and is concerned in all matters of infection and contagion. **Please contact the school and the Community Health Nurse if your child develops a communicable disease** to enable both parties to keep track of the number of cases of illness in the school and to discuss care of the child and regulations regarding the length of time the child should remain at home. *Nashrin Valani*, the TCS Health Nurse, can be contacted at the Calgary Health Region at 403-943-9500.
- **Any health issues need to be brought to the attention of the school office.** The **student medical information form** is required to be signed by a parent/guardian for every student. It is the parent's responsibility to inform the school of any physical or medical conditions that could impact their child at the school and if necessary, provide an emergency plan of action. If medications are required, parents are encouraged to administer required medications to their children before or after school if possible. In circumstances where prescription and non-prescription medication (Aspirin, Tylenol, and similar drugs) must be taken during school hours, parents will supply the medication in the original container and specific written instructions as to dosage administered and the time it is to be administered. The Principal or a teacher must supervise administration of medication. It is the parent's responsibility to keep medications current and updated.
- In case of accident or injury to students, students should act immediately to obtain staff help, and follow all instructions from the teacher. Parents will be contacted if necessary. If a trip to the hospital is required, that will be arranged by the parent.
- Trinity Christian School strives to create a **peanut & nut "safe" environment**. In order to reduce the risk of accidental exposure to anyone with allergic reactions to such products, we respectfully ask for the cooperation of our student and parent communities to **not bring peanuts, nuts or products** that clearly state peanuts or nuts in the ingredients to school or off-campus activities. ***Please be extremely vigilant in this regard and consider the safety of each person who comes to Trinity Christian School in the same way as you would the safety of each of your own children.***

4. *Conduct and Discipline:*

Conduct

- Learning how to conduct and manage oneself is an important aspect of learning in school. Self-control and management are integral skills to possess in order to become a productive member of society. It is important that conduct and self-management are learned during elementary and junior high school to ensure success in continuing education and everyday life.
- God calls us to be people who are self-controlled, respectful, loving, and kind. He instructs us to treat others as we would like to be treated. This is one of the guiding themes in regards to Trinity's discipline and conduct policy.
- In order for students to understand the expectations of them, it is important that conduct guidelines are communicated clearly and reinforced consistently. Students at Trinity Christian School will be expected to adhere to the following guidelines regarding their behaviour.

a) Tardiness

- Students are expected to arrive on time for each class. This requires preparation and organization.

b) Absence

- If a student is absent, it is their responsibility to check with teachers to ensure that they catch up with anything that they have missed.
- If a student is absent, the absence must be excused by a parent through the website, email, or phone call.
- It is appreciated if the school could be notified in advance of any expected absence of two days or more. Teachers cannot be expected to create material ahead of time for completion during the absence. Teachers will help students catch up following an absence.

c) Respect

- **God:** God is our saviour, our friend, our companion, and so much more. However, He is also the creator and master of all things. He deserves and commands our respect. Respect to God includes using His name respectfully, and showing the appropriate level of demeanor when in His school.
- **Others:** Students at Trinity are accountable to all teachers, staff members, parent volunteers, and each-other for their behaviour on the school premises, on the way to and from school, and on all school-related activities. Actions towards others should demonstrate kindness and respect.
- **Property:** The Lord has blessed us with a great school facility. It is important that each student demonstrate respect for personal, as well as school property.

d) School Duties

- **Homework:** Students are expected to complete their homework to the best of their ability, and to hand it in for assessment upon the teacher's request.
- **Cleanliness:** Students are expected to keep their personal property organized and tidy. This includes any desk or locker space. It is also everyone's responsibility to ensure that our school hallways, playgrounds, and classrooms are tidy.

e) Honesty

- God instructs us to be honest in all things. Students should demonstrate honesty through their work (avoiding plagiarism), words (telling the truth), and actions.

f) Dress

- Schools are places of learning, working, and growing. It is important that students are dressed in a manner that maximizes each of these, and minimizes distractions. While clothing can reflect personality, it is important that it does so in such a manner that is appropriate in a school. Trinity students are expected to abide by the dress code guidelines detailed on page 5 of this handbook.

Discipline

- God instructs us to discipline our children. He states that by not disciplining children, we are not showing them love. He says that we should show a child the way to go, and when he is older, he will not depart from it. He also states that we should raise a child according to his bent, which means that discipline and guidance may look different for each child.
- Discipline at Trinity is firm, consistent, fair, and tempered with love. When corrective action becomes necessary, we strive to resolve the situation creatively and constructively in ways that enhance both the learning and interpersonal relationships.
- The teacher is the first step in identifying inappropriate conduct. Teachers set expectations for student behavior and responsibilities within the classroom and reinforce these rules and expectations through discussions with the students. In cases where the inappropriate behavior is determined by the teacher to be mild or moderate, teachers will respond according to the following procedure, and in a manner that maintains the dignity of the student and the teacher.

Some examples of mild/moderate inappropriate behavior are:

- Dishonesty/forgery
- Tardiness/truancy
- Minor physical contact such as pushing or rough play (reactive)
- Inappropriate language (including name calling)
- Dress code violations
- Misuse of electronic devices
- Petty theft
- Habitual neglect of duties
- Teacher responses will focus on four main areas: Reflection, Empathy, Learning, and Restoration.
 - Reflection – Students will identify the inappropriate behavior, explain why it is inappropriate and to offer an appropriate behavior that may be used next time.
 - Empathy – Students will identify how their decision has negatively impacted themselves and others.
 - Learning – Students will demonstrate learning and/or create a plan for the future.
 - Restoration – Students will create a plan for restoration of relationships or property that may have suffered as a result of their actions.
- Additional consequences may be required in order to help the student to better learn from their mistakes. This is done at the teacher/administrator's discretion.
- Teacher will document repetitive behaviors and consequences that have been given.
- Should concerns be serious in nature, or repetitive, the parents will be involved to resolve the concern.
- Serious and/or repetitive inappropriate behavior may require teachers to refer students to the school administration. Some examples of more serious behavior that may warrant a referral are:
 - Repetitive mild/moderate inappropriate behavior
 - Defiance or open disrespect towards staff
 - Major physical contact such as punching or kicking (intent)

- Threats/intimidation/verbal abuse (Bullying)
- Vandalism or major theft
- Weapons or dangerous items

Consequences

- God calls us to forgive those who wrong us, and it is important that students, teachers, and parents understand that forgiveness is important to healing relationships. Teachers, students, and parents are encouraged to seek and offer forgiveness when conduct is inappropriate.
- However, actions have consequences for all involved. When a student violates the conduct policy, consequences will be given out of love in order that the student learns from their mistakes. It is important that the student understands that forgiveness and consequences are different and that, while forgiveness is practiced and encouraged at Trinity, consequences may still be necessary.

Possible consequences may include:

- Removal from the classroom
- Loss of school privileges (ie. off-site lunch, or team membership)
- Mandatory attendance in Study Hall at recess
- School community service
- Apology notes
- Consequence sheets
- Behaviour Contract
- In-school suspension (single or multi-day)
- Out of school suspension (single day up to 5 days)

Parents are encouraged to contact teachers whenever they feel it is necessary regarding questions or concerns. As a Christian school, we strive to achieve reconciliation and unity in the spirit of Matthew 18:15-19. Any concerns should first be discussed with your child's teacher. If you do not feel that a satisfactory understanding has been reached, you may contact the administration, after informing the teacher that you will be doing so. In the event that you feel dissatisfied, a letter to the board is your final recourse.