



Trinity Christian School

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STUDENT & PARENT HANDBOOK

(2011 – 2012)

SCHOOL THEME:

PREPARING THE PATHWAY

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Trinity Christian School Staff 2011-2012

Main Office (403-254-6682) Fax: 403-254-9843

Principal	Stan Hielema
Vice-Principal (Elementary/Development)	James Sijpbeer
Vice-Principal (Junior High)	George Graffunder
Secretaries	Nettie Wiens, Darlene Oslanski
Development Officer	

Business Office (403-254-6716)

Business Manager	Tania Spears
Accounting Clerk	Wendy Clay
Facility Superintendent	Stefan Booth
Custodian	Jan Pro Cleaning Systems

Teaching Staff

Kindergarten (M/W)	Sandra Heinrichs
Kindergarten (T/TH)	Rebecca McMillan
Grade 1A	Tiawni Croteau
Grade 1B	Kelly Budd
Grade 2A	Heather Hart/Lynda Pariseau
Grade 2B	Stephanie Dyck
Grade 3A	Andrew Dykshoorn
Grade 3B	Kara Bustin
Grade 4A	Kim Schellenberg
Grade 4B	Cynthia McKitrick/Stan Hielema
Grade 5A	Ralph Carter/Erik Holder (math)
Grade 5B	Sharon Snell/George Graffunder (math)
Grade 6A	Cheryl Barnard
Grade 6B	Dawnyshia Dykshoorn
Grade 7	Julie Vanderveen
Grade 8	Mark Jonker
Grade 9	Leslie Hedley

Curriculum Coordinator	Cheryl Barnard
Computer Coordinator/Teacher	Erik Holder/Jennifer Fehr
Resource Coordinator	Kristen Walker
Resource Teacher	Sandy Stasko/Heather Hart
Early Literacy	Karen Giesbrecht
Music	Saxon Morgan (4-5) Margo Morris (K-3) Ralph Carter (6)
Praise Band	Ralph Carter
Art (K-3)	Margo Morris
Drama	Charlotte Loepky
Daily Physical Education	Joyce Verhoeff
Sports Coordinator	Mark Jonker
French	Cheryl Groeneveld (4-6) Julie Vander Veen (7-9)
Library	Carol Nudd/Carla Rans

Paraprofessionals	Angeleen Carnduff, Shanthi Dhayananth, JoAnn Frey, Karen Giesbrecht, Geneva Killaly, Amanda Kraay, Donna Nickerson, Moira van Ellenberg, Alyssa Stasko
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Student & Parent Handbook – 2011-2012

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.

From the Principal’s desk...

Welcome to Trinity Christian School as we start our nineteenth year of operation. Praise God for His faithfulness to our community, year after year. With a committed staff in place, we are prepared to help each child uncover and explore the gifts God has given for each to use in His service. We are excited to see what this year will bring as we work together, as home and school, to lead children to be the best they can be for God’s glory.

Good communication is the cornerstone of a healthy relationship. We provide this handbook as a means of communicating important information to you about the operation of our school. We encourage you to share with your child(ren) any parts you feel are appropriate to his/her understanding of the school and its policies. Children need to know that the school and the home are united in their expectations. May God bless our combined efforts in making this school a healthy, loving, nurturing learning environment.

Stan Hielema

1) General Regulations:

a) Daily Schedule

Daily Schedule Grades K-5	
8:05	School Doors Open
8:25 a.m.	School Begins
8:25 – 8:40	Quiet Time
10:10– 10:25	Recess
12:15 – 12:35	Lunch
12:35-1:10	Recess
3:20 p.m.	Dismissal Note: Every Friday, school begins at 8:25 and ends at 12:30 p.m.

Daily Schedule Grades 6-9	
8:05 a.m.	School Doors Open
8:25 a.m.	School Begins
8:25 – 8:40	Quiet Time
11:35 – 12:20	Lunch Break
3:20 p.m.	Dismissal Note: Every Friday, school begins at 8:25 and ends at 12:30 p.m.

- Students should **not** be at school prior to 8:05 a.m. Instead of waiting in the boot room children will be supervised in the playground until 8:17 when they will be let into the school.
- Students must be picked up by 3:40 p.m. 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” brochure. We will continue to use the Wingate Inn 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.
- **Every Friday, school begins at 8:25** and students are all dismissed at **12:30 p.m.**

a) School Theme & Quiet Time

- Our school theme this year is Preparing the Pathway...How do we as a school, church and home best prepare our children to be the best that they can be for GOD'S GLORY. I am excited to see how each of the children, staff and parents at TCS will grow in their faith through our school theme.
- 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, journaling, reflecting as an individual. Parents are encouraged to join us during our quiet time every morning from 8:25 – 8:40 A.M. and also in our monthly Theme Assemblies, which are intended to share with you what we are learning.

b) Attendance

- If a student is not able to attend school, it is important that the school be notified prior to 8:30 a.m. either by a phone message (403-254-6682) or by a written note or e-mail. It is imperative that both the home and school know where the student is at all times.
- All students who arrive after 8:30 a.m. are required to sign in at the main office. For elementary students, the teacher staples a late slip to the agenda so that you are aware of when your child arrives late. Junior High students will not be admitted to class until signing in at the 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. Junior High students may earn some off-campus privileges later in the year.

c) Homework

- Homework assignments contribute to the educational growth of the student. Homework is given to:
 - Finish off work begun in class
 - Extend the learning occurring at school
- What can be expected?
 - Grade 1: Reading, memory work, addition and subtraction math facts to 10, and regular spelling lists later on in the year.
10-15 minutes per day
 - Grade 2: Reading, memory work, addition and subtraction math facts, and regular spelling lists.
15-25 minutes per day
 - Grade 3: Reading, memory work, multiplication math facts, and regular spelling lists.
30-35 minutes per day
 - Grades 4-6: Reading, memory work, math facts, regular spelling lists, and some assigned work.
40-60 minutes per day
 - Grades 7-9: Reading, memory work, math facts, spelling lists, some assigned work and on-going projects.
90-120 minutes per day
- Parents are encouraged to talk to the teacher if assignments are taking much longer than the parent feels is necessary, taking into consideration that long-range assignments such as research projects may take extra time.
- The attitude of the parents toward their child's homework is most important, for it has a great influence on the way a child feels about it. In order that parents can help the children make the best use of the time we suggest
 - Set a definite time and place for study.
 - Take an active interest in what the child is doing.
 - Give encouragement, but do not do the work for the child.
 - Give personal supervision where it is needed.
 - Discuss ideas presented in the classroom.
 - Confer with the teacher as to specific help needed.

d) 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 have been 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

e) Grade Placement

- Students learn best if they are placed in the level most suitable for them, where they are motivated and challenged but not frustrated.
- If a teacher feels retention may be in the best interest of a student, the teacher will notify and discuss this matter with the parents and appropriate school personnel. The school will make a decision regarding the best placement for the child by the end of June.

f) Student Dress

- A few general guidelines have been set for proper school dress.
 - 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: no “spaghetti straps”.
 - T—shirts exhibiting inappropriate slogans or designs are not suitable clothing apparel.
 - Shirts must remain buttoned.
 - Shorts or skirts must extend beyond the tip of the finger when the arms swing freely.
 - Caps and hats will not be worn in school.
 - Boys may not wear earrings.
 - No dreadlocks, dying hair or applying gel with unnatural colors will be allowed.
 - Shoes must be worn at all times inside the building for safety reasons.
 - All students are expected to have indoor footwear for classroom and gymnasium activities in addition to shoes/boots to be worn outside.
 - Black soled shoes are not permitted in the gym.

g) Inclement Weather or Emergency Closure/Indoor Recess

- Once students have been transported to school, school administration will not close the school until the regular school dismissal time.
- 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 procedure is that the school will notify the radio stations before 7:30 am and they, in turn, will broadcast the information to parents. The radio stations to listen to are: CHQR 77 and Shine FM 88.9 between 7:00 and 8:00 a.m.
- 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 recesses and noon hours except when the weather is inclement (i.e. raining, below 20 degrees). Parents are asked to send children to school appropriately dressed for Calgary’s changing weather. **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. Should a situation arise in which you need your son/daughter to stay indoors, arrangements **must** be made with the principal before school starts that day.

- Communication Devices & Music Player Use: 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 and until the end of the school and may NOT be in the classroom. It must be kept in a backpack, purse, or preferably a locker.
- h) 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. (The Consent to Search and Disclosure of Personal Information form is available at the main office. TCS covers the cost to process the records.)
 - 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 received at least a week in advance of the actual trip.
 - Parents often 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 Driver Form on file in the office. Seat belts are required for each child and NO siblings are allowed.
- i) Parking
- Families with all children in grades three and up will be requested to pick up at the Wingate Inn after school.
 - Park only in parking spots designated for Trinity Christian School. **Do not park in any parking spot that is designated for another company at any time** as towing will take place without warning. If all spots are full, please park on the street until a spot becomes available. Do not leave your vehicle if you are in the pickup/drop-off line up.
- j) 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.**
 - Walkmans, game boys, electronic games, ghetto blasters, cell phones, etc. are not to be brought to school. It is not advisable to wear expensive jewelry. Anything brought to school is not the responsibility of the school.
 - "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.
- k) Student Pick-up for Appointments or after school Pick-up
- Students being picked up by someone other than their parents must have a written note signed by the parent with the instructions of time, etc. to be picked 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 that will be doing so.
- l) Access to student records (Cum Files)
- A board shall ensure that a student, the student's parent and any other person who has access to the student under a separation agreement or an order of a court are informed of their entitlement under section 23 of the act to review the student record of that student.
- m) Vacations
- DATES of vacations: Thanksgiving October 10
 Teacher's Convention Oct. 19-21
 Remembrance Day Nov. 11
 Christmas Holidays begin and include Dec.23-January 8. (School resumes Jan.9)
 Family Day – Feb. 20
 Spring Break begins March 24, to April 08, 2012. (School resumes April 9)
 Victoria Day – May 21
 Last Day of School – June 28 (½ day)

TCS **strongly** encourages all families to arrange vacations during the above scheduled school breaks.

- Teachers are expected to inform parents of work that will be missed but are not required to prepare work in advance or ensure that students are caught up, but will provide the missing material.
- Parents are expected to inform teachers of absences and to ensure that students complete the missing material and are caught up. In Junior High this may require the services of a tutor.

n) Cell Phones

Students who are required to bring a cell phone to school must turn it off and keep it in their locker between the hours of 8:25 a.m. to 3:30 p.m..

o) Extra-Curricular Activities

Students are expected to attend all extra-curricular activities. If students have not attended required extra-curricular activities to support the school they will not be allowed to participate in off-site activities.

2) **Communication:**

Communication between the 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 as follows:

- a) Agendas: At Trinity Christian School, agendas help 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.
- b) Teacher Newsletters: Each month the elementary teachers send home a newsletter-outlining curriculum content to be covered, classroom activities and upcoming events. Teachers in junior high will communicate collectively through a monthly Junior High newspaper that outlines the same.
- c) School Newsletters: There are two components of the Newsletter. 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,) the monthly calendar, and ongoing details relating to events at the school. The “Insight into Trinity”, is a quarterly publication, (September, December, March, June). Its purpose is to communicate information to the society from the TCS Administration, board and committees, including curriculum development, resources for support, and overall vision. Both newsletters are distributed via e-mail. (Hard copies on request only). Please make sure that you read the newsletters, so that important events and information are not missed.
- d) Meet the Teacher Night: This is scheduled early in the school year. (Evenings of September 7/8 for Elementary, and Sept. 14/15 for Junior High).
- e) Parent/Teacher Conferences: These are scheduled for all parents of students three times a year.
- f) Report Cards: Educating children requires regular and open communication between home and school. The three reporting periods are a means of fostering communication regarding the progress of students in all aspects of their learning; academic, social, emotional, and spiritual. For students in K-5, an equal emphasis is placed on grades and effort. For students in grades 6-9, refer to the course overviews to see how grades are calculated. The following is the meaning of the legend on report cards

Elementary/Jr. High

Effort and Personal Growth

Achievement Indicators

Achievement Indicators

C – Consistently

4 exceeds curriculum Expectations

90-100% Honors with distinction
no mark below 85%

O – Often

3 meets curriculum Expectations

80-90% Honors
no mark below 75%

S – Sometimes

2 meets curriculum expectations with support

61-79% Meeting Curriculum expectations

N – Not yet

1 does not meet curriculum expectations

60% Not meeting Curriculum expectations

- g) Web Page: check out the TCS website regularly for school news, events and updates as well as regularly updated information pertaining to individual classes. (www.tcskids.com)

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 inoculations and booster shots as part of a regular immunisation 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. Evelyn Dyck, the TCS Health Nurse, can be contacted at the Calgary Health Region at 943-9500.
- **Any health issues need to be brought to the attention of the school office.** The **student medical information/care request form** is required to be signed by a parent/guardian for every student. 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 that specifies the reason for the medication, and 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, and if a trip to the hospital is required, that will be arranged with them.
- 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.*

b) Library Services

- The Trinity Christian School library is expanding yearly. Classroom teachers will continue to supplement school resources with a selection of public library books, which are brought into classrooms on a monthly basis.

c) Banking

- Trinity Christian School offers a banking program through the Edmonton Christian Credit Union for all students from grade one through grade nine. This is a fundraising event and also encourages children to be a steward with the money that God has entrusted to them. The Newsletters will keep you informed on details of banking.

4) Conduct and Discipline:

- Students are accountable to all teachers, other staff members, parents serving in supervisory capacities and to each other for their behavior on the school premises, on the way to and from school, and on all school-related activities.
- The discipline maintained 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 learning and interpersonal relationships.
- Teachers set expectations for student behavior and responsibilities within the classroom and reinforce these rules and expectations through discussions with the students. Concerns between the teacher and student are usually dealt with according to the following procedures:
 - The teacher will help the student(s) to identify the inappropriate behaviour and to state the expected behaviour. This will be done in a manner, which maintains the dignity of the student and the teacher. The student will then be asked to repeat the behaviour in an appropriate manner.
 - Time-outs or other specified consequences may need to be put into effect. The behavior and consequence will be documented in the teacher's records.
 - If the concern continues, the parents and/or administration will be involved to resolve the concern. Parents will always be contacted in regards to serious discipline problems. Depending on the circumstances and seriousness of the concern, the student may receive:
 - An in-school suspension and/or
 - One to three days suspension from school
- Inappropriate behavior includes:
 - fighting, play fighting, rough games
 - verbal abuse, inappropriate language
 - vandalism/theft
 - possession of unacceptable games/toys, etc.
 - throwing rocks, snowballs
 - writing fraudulent notes or forging signatures
 - open opposition or disrespect to authority
 - open disobedience to proper instruction from school officials
 - habitual neglect of duties
 - dishonesty
- 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 and after informing the teacher that you will be doing so, you should discuss the situation with the principal. If you are still uncomfortable with the outcome, a letter should be written to the Education Committee. In the event that you still feel dissatisfied, a letter to the Board is your final recourse.

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

School, Parent, Student Covenant Partnership 2011-2012

As a school, we commit to supporting the school's mission and purpose by...	As Parents/Guardians we commit to supporting the school's mission and purpose by...	As a student I commit to supporting the school's mission and purpose by...
<ul style="list-style-type: none"> • Delivering quality education from a Biblical basis that clearly demonstrates a Christian world and life view • Providing a safe and nurturing environment • Providing consistent communication regarding your child and the school • Providing opportunities for parental involvement • Providing consistency in application of school policies • Offering a listening ear • Showing respect for your child and family • Praying for your child and family • Using wisely the resources entrusted to the school • Initiating service opportunities through curriculum • Meeting the unique and individual needs of all students 	<ul style="list-style-type: none"> • Committing to the Biblical basis for Christ centered education as offered at Trinity Christian School • Providing a supportive study environment within the home • Providing consistent communication between home and school • Dealing with concerns and conflict following the pattern of Matthew 18:15-17 • Attending important school meetings such as Parent Teacher Conference and society meetings • Supporting school policies • Respecting school staff • Providing prayerful support for our child and the school • Honoring our financial commitment in support of my child's education • Volunteering/supporting the school community as I am able while respecting the need for confidentiality 	<ul style="list-style-type: none"> • Committing to following Jesus through my thoughts, words and actions • Helping to keep my school clean and safe • Working hard to do my best in class and schoolwork: <ul style="list-style-type: none"> ✓ Coming to class prepared ✓ Respecting class and school rules ✓ Respecting and cooperating with other students and all staff • Praying for teachers and other staff members • Developing a heart for service
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Teacher Signature	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Parent Signature	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Student Name: (Print please) Grade: _____ <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Student Signature

SAMPLE COPY

A copy of the Covenant Partnership will be given to each student to be signed and returned to the school office.
 This copy is for your Handbook Reference.

Page used to insert Yearly Calendar

AND ALSO insert the “After School Pickup Protocol” brochure