



## Welcome Guide

### *Everything new families need to know.*

We're glad you're here and are delighted to have you join our Trinity School community! We believe that this is the beginning of many memorable experiences and a wonderful partnership.

## Wildcat Basics

### *Mission Statement*

To glorify God by providing for students the highest quality college-preparatory education, training them in the biblical world and life view, thus enabling them to serve God in spirit, mind, and body.

### *Contact Information*

1700 East Trinity Boulevard; Montgomery, AL 36106  
www.trinitywildcats.com

**Main Number:** 334.213.2100

**Head of School's Office:** 334.213.2120

**Academic Dean's Office:** 334.213.2159

**Admissions:** 334.213.2213

**Enrollment:** 334.213.2137

**Development:** 334.213.2157

**Athletics:** 334.213.2155

**Business Office:** 334.213.2125

**Registrar:** 334.213.2135

**Lower School:** 334.213.2140

**Middle School:** 334.213.2201

**Upper School:** 334.213.2121

**Lower School Library:** 334.213.2127

**Middle/Upper School Library:** 334.213.2129

### *Uniform Policy*

All students in K3-12 should wear Southern School Uniforms or Tommy Hilfiger Uniforms to school. The Trinity website outlines uniform requirements and ordering information for both companies. This information can be found under the "Parents" tab in the main menu of Trinity's website.

### *Southern Food Dining*

Trinity School partners with Southern Food to provide a healthy lunch for each student with the cost of lunch included in tuition. Southern Food's numerous daily offerings include hot entrees, salad bar, deli bar and fresh soups. Mid-morning snacks are available during break for purchase by middle and upper students. Lunch is served for lower school beginning at 10:45 A.M., 12:00 noon for middle school and 12:50 P.M. for upper school. Read the daily announcements or view the menus, which can be found on Trinity's website under the Quick Links section, which is indicated in the upper right-hand corner by a red icon.

### *Parent/Student Handbooks*

The Parent/Student Handbooks (one for each school division) are located on the school website under the parents section. These handbooks include a complete guide for school policies and procedures. Parents and students are required to read this handbook and acknowledge with a signature in August.

### *Paw Place School Store*

Trinity spirit wear is available through the Paw Place. Students will be allowed to wear spirit t-shirts on designated days. Paw Place is open on Tuesdays, 7:45-10:00 A.M. and Thursdays, 2:00-3:30 P.M.. Summer hours are June 29, July 13, 18, 27 from 9:00-11:00 A.M., and always opened online. The online store can be found under the "Parents" tab in the main menu of Trinity's website.

### *Cats' Closet*

Pre-loved uniforms may be purchased through Cats' Closet. The majority of uniform items cost \$5 per item and outerwear cost \$10 per item. Cats' Closet is open on Paw Place is open on Tuesdays, 7:45-10:00 A.M. and Thursdays, 2:00-3:30 P.M. Summer hours are June 29, July 13, 18, 27 from 9:00-11:00 A.M.

### *Spirit Days*

Trinity has a few days when students can wear a Trinity t-shirt and uniform bottoms. Email from the school or announcements will notify parents of spirit days.

### *School Supplies*

School supplies are purchased as a service for all lower school students. Parents are billed for these supplies in the activity fee. Grades K4-5th will have an activity fee in September and/or October. Middle and upper school students can find their supply lists on the school website under Supply Lists. This fee will include school supplies, fieldstrips, class photos, etc. Depending on the grade, this fee is approximately \$150-\$300.

### *Communication with Faculty/Staff*

Faculty and staff email addresses can be located in the faculty and staff directory. From Trinity's website, select the about tab, then select faculty and staff directory. Or, simply use the first initial of the first name with the last name combined with @trinitywildcats.com. For instance, Amy Nunn would be anunn@trinitywildcats.com.

### *Morning Arrival*

**K3/K4/K5:** Teachers will have their rooms open and ready for students by 7:45 A.M. each morning. Students should not arrive prior to 7:30 A.M. and cannot be the responsibility of the school. Students arriving between 7:30 A.M. and 7:45 A.M. should report to the pod outside their classroom. A teacher is on duty at 7:30 A.M. at each group of pods. Classes begin at 8:00 A.M. Students arriving after 8:00 A.M. should report directly to the lower school office to receive an admit slip to their classroom. Parents will be alerted if a tardiness problem develops.

**Grades 1-5:** Teachers will have their rooms open and ready for students by 7:45 A.M. Children should not arrive prior to 7:30 A.M. and cannot be the responsibility of the school. Students arriving between 7:30 A.M. - 7:45 A.M. should report to the pod outside their classroom. A teacher is on duty at 7:30 A.M. at each group of pods.

**Grades 6-12:** The middle and upper school hallways are open at 7:20 A.M. Classes begin at 8:00 A.M. Students arriving after 8:00 A.M. should report to their school office for an admit slip.

### *First Day of School*

If you would like to park and walk your student into school, please feel free to park on the left side of the front drive, or back of campus. If you prefer carpool line, you are welcome to drop off as staff will be ready! We have an early dismissal at 11:30 AM for the first day and will have carpool line for you as well.

### *Carpool*

Directions on carpool will be emailed prior to the first week of school.

### *Parent Communications*

Trinity School has multiple ways for you to receive information and stay in the loop.

**School Website:** [www.trinitywildcats.com](http://www.trinitywildcats.com)

**Wildcat Weekly:** This is a weekly e-newsletter emailed to Trinity parents on Mondays that contains important information for the upcoming week. Lower School uses Wildcat Weekly as the primary means of communicating important information and upcoming events.

**Morning Message:** Each day the announcements for Lower School are provided through the Morning Message. The 5th grade class is responsible for writing and producing the morning message. The message is produced through iMovie and uploaded to Trinity's Vimeo channel.

**Daily Announcements:** Each day the announcements for Middle and Upper School are posted to our website and can be found in the quick links menu, which is indicated in the upper right-hand corner by a red icon. In addition, it recognizes student and school achievement. So read the daily announcements! Lower School uses Wildcat Weekly as the primary means of communicating important information and upcoming events parents and students need to know and act on in the coming weeks.

**My Backpack:** My Backpack allows you to see your profile, make email address changes, check student grades, view student schedules, check your tuition account, inform school of a student's absence or tardy. This is also the main system in which all-school emails, phone calls from teachers and administrators and messages from the school derive. The link to my My Backpack can be found under the Quick Links section, which is indicated in the upper right-hand corner by a red icon.

**Student/Parent Directory:** Trinity's school community directory can be found under My Backpack.

**Traditions:** The school magazine for alumni and friends of Trinity that strives to capture the essence of our school.

**The Crusader:** The annual yearbook publication distributed to students in September/October for the previous year. The Crusader is a year long upper school student class, highlighting the entire school community, events and accomplishments. Each family will be billed and receive one copy.

**Parent/Teacher Conferences:** Lower school parent/teacher conferences are held following the first 9 weeks of classes. Middle school conferences can be scheduled through the middle school office administrative assistant. Please note that conferences can be scheduled at anytime throughout the year by contacting the teacher directly or through the division office.

**Parent Teacher Organization:** The Parent Teacher Organization (PTO) serves to facilitate the Trinity School administration, faculty, and parents as they work together to help students reach their potential academically, physically, socially and spiritually. PTO organizes and supports activities that foster meaningful parent relationships in the Trinity School community and celebrates as well as promotes our wonderful legacy and school spirit. As a Trinity parent, you are part of PTO. Please sign up online by visiting the "Parents" tab on the website.

**Prayer- Moms In Prayer:** Moms join fellow prayer warriors to lift up Trinity School students each Thursday from 8:00-9:00 AM. For more information, please contact Angie Stallings at [astallings@trinitywildcats.com](mailto:astallings@trinitywildcats.com).

**Athletic Booster Club:** Families are invited to join the Athletic Booster Club. For more information, visit our website and select the "Parents" tab under the main menu.

**Social Media:** Please follow us on social media.

Facebook - [facebook.com/Trinity Presbyterian School](https://facebook.com/TrinityPresbyterianSchool)

Twitter - [@trinitywildcats](https://twitter.com/trinitywildcats)

Instagram - [instagram.com/trinitywildcats](https://instagram.com/trinitywildcats)

# Lower School

## *Lower School Staff*

*Lower School Principal*

**Becky Faulkner** - [bfaulkner@trinitywildcats.com](mailto:bfaulkner@trinitywildcats.com)

*Lower School Assistant Principal*

**Lindy Cadrette** - [lcadrette@trinitywildcats.com](mailto:lcadrette@trinitywildcats.com)

*Lower School Office Administrator*

**213-2140**

*Lower School Receptionist*

**213-2290**

## *Daily Schedule*

8:00 A.M. - 3:00 P.M. (school in session)

3:00 P.M. - 6:00 P.M. (after school program)

## *Chapel*

Chapel is held once a month from 8:30 A.M. to 9:00 A.M. for grades K3-5th grade. If you are planning to attend, please check with the office for special events and schedule changes.

## *Extra-Curricular Activities*

The Lower School offers a number of extra-curricular activities taught by adjunct instructors. See Extras at Trinity on our website under parents section. Sign-ups for available spots are at the “Back to School” Open House in August.

## *Wildcat Club (After School Program)*

Wildcat Club is provided daily for care, recreation and enrichment after normal school hours. It is ancillary to the school program and designed only for children enrolled at Trinity School. A fee is charged for all students in grades K3-5th who participate in Wildcat Club. Lower school students must be picked up at dismissal time, registered in an extra-curricular activity, or registered in Wildcat Club. K3-5th grades are not allowed to roam campus after school without supervision. This includes playgrounds, hallways, and the libraries. Lower school students not picked up by 3:30 P.M. will be sent to the lower school office and if not picked up by 3:45 P.M. then will be in Wildcat Club. Parents will be billed for the Wildcat Club service at the emergency drop-in rate of \$15 if picked up after 3:45 P.M. For more information, please visit Trinity’s website and select “Wildcat Club” under the “Parents” tab in the main menu.

## *Lunch*

Lunch schedules vary from class to class, but generally between 10:45 A.M. and 11:45 P.M. each day. K5-5th grade parents are invited to join students for lunch, beginning the second 9 weeks of school. Parents should obtain a visitor’s badge from the school office upon arrival on campus. Parents can purchase a lunch ticket from the business office.

## *My Backpack*

My Backpack gives your family online access to academic information, the school directory, billing statements and offers the ability to pay tuition online. You are provided with a user ID and password. Other users cannot access your family’s information. You can access My Backpack by logging on to the Trinity School website at [www.trinitywildcats.com](http://www.trinitywildcats.com) and choosing My Backpack from the Quick Links, which is indicated by the red icon in the upper right-hand corner of the website.

## *Canvas*

Canvas is your family’s online access to the classroom. In Lower School, parents may access their Canvas account and see a basic weekly preview of the information that will be covered. You are provided with a user ID and password. Other users can not access your family’s information. Canvas can be accessed using the computer and there is a Parent App to make access even more convenient. *To access Canvas:* log on to the Trinity’s website at and choose “Canvas” from the Quick Links section which is indicated by the red icon on the upper right-hand corner of the website. *To access instructions for how to set up and use your Canvas account:* log on the Trinity’s website and select “Family Tech Resources” from the Quick Links section which is indicated by the red icon on the upper right-hand corner of the website. Once in, choose “Canvas for Parents.”

## *Summer Reading/Math Packets*

The Lower School encourages summer reading for all students. Parents should monitor the student’s summer reading to ensure that the goals of Trinity’s summer reading program are accomplished. Refer to the school website under the Lower School Library for the specific summer reading assignments for each grade. Math packets for rising fourth and fifth graders are required and will be posted by the end of May under the “Parents” tab in the main menu of Trinity’s website. Summer library hours may be found on the website in May under the “Parents” tab.

# Middle School

## *Middle School Staff*

*Middle/Upper School Principal*

**Mike Zavada** - mzavada@trinitywildcats.com

*Middle School Dean of Students*

**Randy Ragsdale** - rragdale@trinitywildcats.com

*Director of Guidance and Assessment*

**Suzanne Satcher** - ssatcher@trinitywildcats.com

*Middle School Administrative Assistant*

**Jennifer Dismukes** - jdismukes@trinitywildcats.com

*Registrar*

**Pam Williams** - pwilliams@trinitywildcats.com

## *Daily Schedule*

### **Regular Schedule (M, W, F)**

7:55 A.M. - Warning bell

8:00 A.M. – 8:50 A.M. - 1st Period

8:55 A.M. – 9:55 A.M. - Homeroom/2nd Period

9:55 A.M. – 10:05 A.M. - Break

10:10 A.M. – 11:00 A.M. - 3rd Period

11:05 A.M. – 11:55 A.M. - 4th Period

12:00 noon – 12:30 P.M. - Lunch

12:35 P.M. – 1:25 P.M. - 5th Period

1:30 P.M. – 2:20 P.M. - 6th Period

2:25 P.M. – 3:15 P.M. - 7th Period

### **Regular Schedule (T, TH)**

7:55 A.M. - Warning bell

8:00 A.M. – 8:50 A.M. - 4th Period

8:55 A.M. – 9:55 A.M. - Homeroom/5th Period

9:55 A.M. – 10:05 A.M. - Break

10:10 A.M. – 11:00 A.M. - 6th Period

11:05 A.M. – 11:55 A.M. - 1st Period

12:00 noon – 12:30 P.M. - Lunch

12:35 P.M. – 1:25 P.M. - 2nd Period

1:30 P.M. – 2:20 P.M. - 3rd Period

2:25 P.M. – 3:15 P.M. - 7th Period

### **Activity Schedule (M, W, F)**

7:55 A.M. - Warning bell

8:00 A.M. – 8:45 A.M. - 1st Period

8:50 A.M. – 9:20 A.M. - Assembly

9: 25 A.M. – 10:20 A.M. - 2nd Period

10:25 A.M. – 11:10 A.M. - 3rd Period

11:15 A.M. – 12:00 P.M. - 4th Period

12:00 noon – 12:35 P.M. - Lunch

12:40 P.M. – 1:25 P.M. - 5th Period

1:30 P.M. – 2:20 P.M. - 6th Period

2:25 P.M. – 3:15 P.M. - 7th Period

### **Activity Schedule (T, TH)**

7:55 A.M. - Warning bell

8:00 A.M. – 8:45 A.M. - 4th Period

8:50 A.M. – 9:20 A.M. - Assembly

9: 25 A.M. – 10:20 A.M. - 5th Period

10:25 A.M. – 11:10 A.M. - 6th Period

11:15 A.M. – 12:00 P.M. - 1st Period

12:00 noon – 12:35 P.M. - Lunch

12:40 P.M. – 1:25 P.M. - 2nd Period

1:30 P.M. – 2:20 P.M. - 3rd Period

2:25 P.M. – 3:15 P.M. - 7th Period

## *Absence Policy*

Please notify the middle school office by 9:00 A.M. either by phone or email if your child will be absent from school. For the complete policy, see the parent/student handbook.

## *Chapel*

Chapels are held several times during the year. If you are planning to attend, please check with the office for special events and schedule changes. Check the student/parent handbook for appropriate chapel attire.

## *Wildcat Club (After School Program)*

The After School Program for middle school students is an inviting study hall time. This program is provided daily after normal school hours. It is ancillary to the school program and designed only for students at Trinity School. A fee is charged for all students who participate in the after school program. Please visit the website for information and forms. Middle school students must be picked up at dismissal time, registered in a co-curricular activity or club, or registered in the After School Program. Grades 6-8 are not allowed to roam campus without adult supervision. This includes playgrounds, dining hall, and the library. Middle school students not picked up by 3:45 P.M. will be taken to the after school program classroom. Parents will be billed for this service at the emergency drop-in rate of \$15 if picked up after 3:45 P.M.

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## *Canvas*

Canvas is your family's online access to the classroom. In Middle and Upper Schools, not only may parents view a basic weekly preview, there is an online calendar where teacher's post upcoming tests and major assignments, and in some cases, daily homework. You are provided with a user ID and password. Other users can not access your family's information. Canvas can be accessed using the computer and there is a Parent App to make access even more

convenient. To access Canvas: log on to the Trinity's website at and choose "Canvas" from the Quick Links section which is indicated by the red icon on the upper right-hand corner of the website. To access instructions for how to set up and use your Canvas account: log on the Trinity's website and select "Family Tech Resources" from the Quick Links section which is indicated by the red icon on the upper right-hand corner of the website. Once in, choose "Canvas for Parents."

### **Student Schedules**

Student schedules are generated as a result of the course selection forms that you have already completed. Schedules will be available in My Backpack prior to the beginning of school. Schedule change requests may be made using the change in course selection form within the first two weeks of the semester. The registrar's office has the change in course selection form.

### **Middle School Student Lockers**

Lockers are school property and are assigned for student usage. It is the responsibility of the assigned student to maintain the locker accordingly. Locker combinations are provided through the middle school office. In early August, a locker day is held for all 6th grade students and new middle school students. The administration has the right to enter a locker if necessary.

### **Summer Reading/Math Packets**

The Middle School encourages both summer reading and math for all students. Parents should monitor the student's progress to ensure that the goals of Trinity's summer reading and math programs are accomplished. Refer to the school website for specific summer assignments for each grade in the Middle School.

### **Telephones**

Students must use the telephone in the middle school office. Cell phones are to be used with permission only. Cell phones are to not be seen or heard during regular school hours. Teachers/Administrators may take up a student's phone for improper use. Please see the 2017-18 Student Handbook for details.

### **Extra-Curricular Activities**

The Middle School offers a few extra-curricular activities. They are Science Olympiad, Youth in Government, Youth Legislature, and piano lessons. Sign up dates are given in the announcements at the beginning of the school year.

### **Athletic Opportunities**

The following middle school (Grades 7-8) sports accept maximum participation and do not require tryouts: Cross Country, Football, and Track. The following middle school sports allow students to try out with a limited number of team members accepted: Baseball (Grade 8), Boys' and Girls' Basketball, Cheerleading, Boys' and Girls' Golf, Boys' and Girls' Soccer, Softball, Boys' and Girls' Tennis, Dance Team, Swimming, and Volleyball. Tryouts occur at various times. Check the Trinity website for dates.

## **Upper School**

### **Upper School Staff**

*Middle/Upper School Principal*

**Mike Zavada** - mzavada@trinitywildcats.com

*Upper School Dean of Students*

**Dann Cleveland** - dcleveland@trinitywildcats.com

*Director of Guidance and Assessment*

**Suzanne Satcher** - ssatcher@trinitywildcats.com

*Upper School Administrative Assistant*

**Diane Berney** - dberney@trinitywildcats.com

*College Counselor*

**Elizabeth Mosley** - emosley@trinitywildcats.com

*Registrar*

**Pam Williams** - pwilliams@trinitywildcats.com

### **Daily Schedule**

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10:10 A.M. - 11:00 A.M. - 3rd Period

11:05 A.M. - 11:55 A.M. - 4th Period

12:00 noon - 12:50 P.M. - 5th Period

12:50 P.M. - 1:20 P.M. - Lunch

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Please notify the upper school office by 9:00 A.M. either by phone or email if your child will be absent from school. For the complete policy, see the parent/student handbook.

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Chapels are held several times during the year. If you are planning to attend, please check with the office for special events and schedule changes. Check the student/parent handbook for an appropriate chapel attire.

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### **Upper School Student Lockers**

Lockers are school property and are assigned for student usage. It is the responsibility of the assigned student to maintain the locker accordingly. Locker combinations are provided through the middle school office. In early August, a locker day is held for all new upper school students. The administration has the right to enter a locker if necessary.

### **Summer Reading/Math Packets**

The Upper School encourages both summer reading and math for all students. Parents should monitor the student's progress to ensure that the goals of the summer reading and math programs are accomplished. Refer to the school website for specific summer assignments for each grade in the Upper School.

### **Telephones**

Students must use the telephone in the upper school office. Cell phones are to be used with permission only. Cell phones are to not be seen or heard during regular school hours. Teachers/Administrators may take up a student's phone for improper use. Please see the 2017-18 Student Handbook for details.

### **Extra-Curricular Activities**

The Upper School sponsors a few extra-curricular activities. Trinity Ambassadors, Student Government Association (SGA), Philosophy Club, Mission Committee, Key Club, and Foreign Language Clubs are just a few. Students sign up during the school year.

### **Athletic Opportunities**

The following upper school sports accept maximum participation and do not require tryouts: Cross Country, Football, and Track. The following upper school sports allow students to try out with a limited number of team members accepted: Baseball, Boys' and Girls' Basketball, Cheerleading, Boys' and Girls' Golf, Boys' and Girls' Soccer, Softball, Boys' and Girls' Tennis, Dance Team, Swimming, and Volleyball. Tryouts occur at various times. Check the Trinity website for dates.

### *What is the Annual Fund?*

The Annual Fund is a campaign that begins on July 1st of each year and concludes on June 30th of the following year. All individuals with a relationship to Trinity are encouraged to participate. The Annual Fund is necessary to enhance the education of Trinity students. Trinity's operating budget is the number of students times tuition, 75-78% of these funds pay salaries and benefits and the remaining 22-25% pay for other school expenses. The money raised in the previous year's Annual Fund supplements the operational budget by helping to fund faculty professional development, technology, tuition assistance and facility renovations.

### *Why should I give to the Annual Fund?*

Trinity Presbyterian School's mission is, "To glorify God by providing for students the highest quality college-preparatory education, training them in the biblical world and life view, thus enabling them to serve God in spirit, mind, and body." It is imperative for the Trinity community to believe in and support this mission through annual giving. The Annual Fund supplements the operational budget in order to enhance the education of Trinity students.

### *How much do I give?*

We appreciate and welcome gifts of all amounts. Each gift is important and will play a crucial role in the meeting of our overall goal of 100% participation. The benefits received by our students in return for your gift are immeasurable. Giving at all levels is necessary to continue to uphold Trinity standards. The full amount of your gift is tax deductible. With your participation, we can maintain the legacy of a Trinity education.

<b>Trinity Friend</b>	<b>Up to \$249</b>
<b>Trinity Associate</b>	<b>\$250 - \$499</b>
<b>Trinity Leader</b>	<b>\$500 - \$999</b>
<b>Trinity Partner</b>	<b>\$1,000 - \$2,499</b>
<b>Trinity Ambassador</b>	<b>\$2,500 - \$4,999</b>
<b>Trinity Patron</b>	<b>\$5,000 - \$9,999</b>
<b>Trinity Benefactor</b>	<b>\$10,000 or more</b>

### *How do I give?*

Donate online at [www.trinitywildcats.com/giving](http://www.trinitywildcats.com/giving). Or, mail your check to: Mary Elizabeth Collett, Office of Advancement, 1700 E. Trinity Boulevard, Montgomery, AL 36106. Contact Mary Elizabeth Collett at 213.2157 or [mcollett@trinitywildcats.com](mailto:mcollett@trinitywildcats.com) for additional information.



TRINITY PRESBYTERIAN SCHOOL  
1700 East Trinity Boulevard | Montgomery, Alabama 36106  
334.213.2100 | 334.213.2171 fax  
[www.trinitywildcats.com](http://www.trinitywildcats.com)