



## Trinity Christian School

*“Teaching the Truth”*

### 2022-23 PARENT-STUDENT HANDBOOK TABLE OF CONTENTS

|   | Page          |
|---|---------------|
| <b><u>GENERAL INFORMATION</u></b>                     | <b>3</b>      |
| I. Foreword   | 3             |
| II. School History                                    | 3             |
| III. Statement of Purpose                             | 3             |
| IV. Mission Statement                                 | 4             |
| V. Statement of Faith                                 | 4             |
| VI. Statement of Policy                               | 4             |
| VII. Accreditation and Membership                     | 4             |
| VIII. Personnel Standards and Certification           | 5             |
| IX. Alma Mater and Colors                             | 5             |
| X. Visitors   | 5             |
| XI. Daily Schedule, Early Arrivals, After School Care | 6             |
| XII. TCS Website – Priority Communication Tool        | 6             |
| XIII. Parent-Teacher Communication                    | 6             |
| XIV. RenWeb/RenWeb ParentsWeb                         | 7             |
| XV. Annual Activities/Events                          | 7             |
| XVI. Auxiliary Organizations                          | 7             |
| XVII. Phones  | 7             |
| XVIII. Financial Information                          | 8             |
| XIX. Financial Aid Program                            | 8             |
| XX. Lunchroom Operation                               | 8             |
| XXI. Fire, Tornado, and Emergency Drills              | 9             |
| XXII. Asbestos  | 9             |
| XXIII. Traffic Flow Instructions                      | 9             |
| <br><b><u>ADMISSION and WITHDRAWAL</u></b>            | <br><b>12</b> |
| I. Nondiscriminatory Policy Regarding Students        | 12            |
| II. Admission Process                                 | 12            |
| III. Student Placement                                | 12            |
| IV. Withdrawal Process                                | 12            |

|   |               |
|---|---------------|
| <b><u>ACADEMICS</u></b>   | <b>13</b>     |
| I. The Honor Code   | 13            |
| II. Graduation Requirements   | 12            |
| III. Grading Policies   | 14            |
| IV. GPA Grade Scale   | 14            |
| V. HOPE/Honor Roll Criteria   | 14            |
| VI. Honors Program  | 14            |
| VII. Dual Enrollment Program  | 16            |
| VIII. Valedictorian/Salutatorian/Honor Graduates/<br>Marshalls/Graduation   | 16            |
| IX. Participation Eligibility Requirements                                  | 16            |
| X. Homework   | 17            |
| XI. Promotion/Retention   | 17            |
| XII. Academic Probation   | 17            |
| XIII. Change of Courses   | 17            |
| XIV. Community Service  | 18            |
| XV. Field Trips   | 18            |
| XVI. Testing Program  | 18            |
| XVII. Summer Reading Program  | 19            |
| XVIII. Senior Privileges  | 19            |
| XIX. Internet Guidelines  | 19            |
| <br><b><u>ATTENDANCE</u></b>  | <br><b>20</b> |
| I. Statement of Expectation   | 20            |
| II. Absenteeism   | 20            |
| III. Make-up Work   | 21            |
| IV. Tardiness   | 21            |
| V. Early Dismissals   | 22            |
| VI. Sickness and Emergencies  | 22            |
| VII. Request for Withdrawal/Expulsions                                      | 23            |
| <br><b><u>DISCIPLINE</u></b>  | <br><b>23</b> |
| I. Discipline Policies  | 23            |
| II. Discipline Guidelines   | 25            |
| III. Personal Appearance and Dress  | 29            |
| IV. Substance Abuse   | 31            |
| V. General  | 33            |
| <br><b><u>ATHLETIC PROGRAM</u></b>  | <br><b>35</b> |
| I. Athletic Philosophy  | 35            |
| II. Behavior at Athletic Events   | 35            |
| III. Georgia Independent School Association (GISA)<br>Code of Good Behavior | 35            |



## Trinity Christian School

***“Teaching the Truth”***

### GENERAL INFORMATION

#### I. Foreword

Trinity Christian School is dedicated to the preparation of its students for a life of maximum contribution to the cause of Christ, either in Christian service or in living a successful and meaningful life in the secular field.

The School has set forth, in this Handbook, guidelines it believes to be essential in order to build character, motivate good work, and set high goals. It is in the spirit of cooperation and love for those who attend Trinity Christian School that the following standards are set forth. We believe that they are directly related to the Word of God, and that they are presented as positive aids to the spiritual, academic, and physical development of each child.

It is with great joy that we take this opportunity to welcome you to our School family. We ask for your prayers and your support in this tremendous educational undertaking. We strongly believe in Proverbs 22:6, “Train up a child in the way he should go and when he is old he will not depart from it.”

#### II. School History

Trinity Christian School (TCS) was founded in 1970, as one of the ministries of Trinity Baptist Church, to provide a Christian education to children whose parents desire to raise them in the admonition of the Lord. In 1984, parents of the Trinity Christian School family entered into an agreement to purchase the School from Trinity Baptist Church. Trinity Christian School, Inc., is an independent, non-denominational institution of quality Christian education.

#### III. Statement of Purpose

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

- A. Command of fundamental processes
- B. Development of character
- C. Emphasis on citizenship and health
- D. Commitment to family values
- E. Preparation for college/vocational training

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

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

#### IV. Mission Statement

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

#### V. Statement of Faith

- A. We believe there is one (1) Triune God, eternally existent in three co-equal persons: Father, Son, and Holy Spirit. He is eternal, almighty, infallible, unchangeable, wise, holy, and just. He is Spirit, Light, Love, and Truth. He has revealed Himself to us by the Bible.
- B. We believe the Bible is the inerrant, inspired, infallible Word of God.
- C. We believe that, by His Word, the Triune God created out of nothing the universe and all that is therein.
- D. We believe God created Adam in His own image, and that man did not originate through the process of evolution. Adam was tempted by Satan and sinned; and because of this, all men are totally depraved and unable to save themselves.
- E. We believe in the deity of Jesus Christ through whom alone salvation occurs.
- F. We believe salvation is the remission of sins through the work that Jesus Christ accomplished by his death, burial, and resurrection, and is the gift of God available to all who repent and place their complete faith in Him.
- G. We believe the indwelling of the Holy Spirit enables each believer to live a holy life, separate from sin, and should cause us to seek to win others to Christ.
- H. We believe in the imminent return of Jesus Christ.
- I. We believe in the resurrection of the saved and the damnation of the lost.
- J. We believe in the spiritual unity of believers in the Lord Jesus Christ.
- K. We believe that God creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God.
- L. We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union.
- M. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, transgenderism, and use of pornography) is sinful and offensive to God.
- N. This Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God is the final source of all that we believe.
- O. For purposes of Trinity Christian School’s faith, doctrine and practices, our Board of Directors is the school’s final interpretive authority on the Bible’s application.

#### VI. Statement of Policy

Trinity Christian School reserves the right to make changes, amendments, and corrections to the rules and policies of the School, at any time, with or without prior notice. All policies in effect are accessible through the Head of School’s office.

#### VII. Accreditation and Membership

Trinity is accredited by the Southern Association of Colleges and Schools (SACS), the Southern Association of Independent Schools (SAIS), and the Georgia Accrediting Commission (GAC), and is a member of the Southern Association of Independent Schools (SAIS) and the Georgia Independent School Association (GISA).

### VIII. Personnel Standards and Certification

It is the intent of Trinity Christian School for all of its employees to be dedicated Christians who serve the Lord through this School ministry. Many of our teachers have advanced degrees in areas of their specialization, and all are encouraged to work toward such advanced degrees. All classroom teachers are encouraged to be certified and must meet appropriate accreditation criteria.

### IX. Alma Mater and Colors

Trinity, since 1970, has consistently provided a valuable educational experience for over 1000 graduates and hundreds of others who received a portion of their education on the campus. Graduates have been accepted and enrolled at 100 colleges and universities across the nation. The tradition of “Teaching the Truth” allows graduates to confidently understand they have been properly prepared for the future that awaits them. Students and families proudly demonstrate their allegiance and loyalty by showing the Trinity colors of Blue and White and singing the Alma Mater at appropriate events.

#### ALMA MATER

##### VERSE

Friendship, love, and honor have we  
For our school days here;  
Highest standards raise our banners,  
Fill our hearts with cheer.

##### CHORUS

Hail to thee, dear Alma Mater:  
May your banners fly;  
We will always love and cherish  
Days at Trinity High.

##### VERSE

Christian spirit glows so brightly  
In our hearts so true;  
Thanking God for His great blessings  
On the White and Blue.

##### CHORUS

Hail to thee, dear Alma Mater:  
May your banners fly;  
We will always love and cherish  
Days at Trinity High.

### X. Visitors

In an ongoing attempt to keep our students secure and to limit the interruptions to our learning environment, all visitors will report to the School office upon arrival. Parents are not to go directly to any classroom without signing in. The office will contact the faculty member to verify availability. Violation of this policy hinders a safe and effective teaching environment. By requesting guests and parents to follow this procedure, we are not attempting to be an inconvenience; we are only seeking to take appropriate steps in order to keep Trinity as safe and secure as possible.

## XI. Daily Schedule, Early Arrivals, and After School Care

|                    | School day begins | School day ends                   |
|--------------------|-------------------|-----------------------------------|
| Kindergarten       | 8:15 AM           | 3:00 PM                           |
| Elementary         | 8:15 AM           | 3:10 PM                           |
| Middle/High School | 8:00 AM           | 2:50 PM (Academic Help ends 3:20) |

Students should not be on School property more than thirty (30) minutes before or after School, unless involved in a School activity or with special permission from the Administration. Any student not involved in extra-curricular activities must leave the campus thirty (30) minutes from the end of the school day. K4-5<sup>th</sup> grade students who remain on campus after this time will be sent to Kids Club and parents will be assessed a fee. If it is necessary for a student to arrive early or stay late, arrangements must be made at the School office, and the student must go to a designated area. Students are not allowed to remain in the parking lot. K4 students who participate in the half-day program are to be picked up at 12:00 noon each day. K4 students whose parents arrive after 12:15 PM will be assessed a minimum of a \$7.00 per hour child care charge. These students may also incur lunch charges as a result of not being picked up before the Kindergarten lunch time begins.

## XII. TCS Website – Priority Communication Tool

You will want to get acquainted with the TCS website at [www.tcsweb.org](http://www.tcsweb.org). It's easy to use and has become the primary source of information for the Trinity family. Listed below are some examples of what you'll find on the site. As a member of the TCS community, there is an implication of parental permission given to the school for the use of appropriate photos of students to appear on the school, GISA, or SAIS website, or any school publication or promotional material. Parents who do not want their child's picture to appear on the school or GISA website should send written notification of their preference to the Head of School within two weeks of the start of school.

## XIII. Parent-Teacher Communication

Communication between the School and the parents is essential to insure the appropriate levels of success of each student. Believing that the School is in partnership with the parents, Trinity Christian School recognizes the importance of encouraging the parents and the School to work together in the best interest of the child. The following methods of communication are encouraged:

- a. RenWeb ParentsWeb – An internet based school database that contains grade reports and homework assignments.
- b. Electronic mail – Each teacher is afforded access to e-mail and can usually be reached quickly through this method of communication. A teacher's e-mail address is the first initial of their first name and their last name @trinitydublin.org. For example, [tsmith@trinitydublin.org](mailto:tsmith@trinitydublin.org).
- c. Phone call – This method of communication is difficult during the school day because of teaching schedules, but is available for all teachers.
- d. Conferences – Occasionally, it will be necessary for a teacher or parent to initiate a conference concerning a child's academic or disciplinary progress. In the event that a parent would like to schedule a conference we ask that they call the School office to set up that conference.
- e. Please allow teachers 24 hours during the school week to respond to email inquiries. Teachers are not expected to respond to inquiries over the weekend or during school breaks.

A parent who has a concern about a situation involving their child should first contact and meet with the appropriate teacher about the situation. If the issue cannot be resolved at that level, a meeting with the parent, the teacher, and a member of the Administration should be arranged. By following this chain of command, problems can be handled promptly with respect to all parties concerned.

#### XIV. RenWeb/RenWeb ParentsWeb

TCS uses a school database management software known as RenWeb to track all student records. The implementation of this software has been a vital part of the ongoing technological improvements made campus wide. This software also gives the TCS families the opportunity to track student progress via the internet through RenWeb ParentsWeb. This tool allows parents to monitor homework assignments for their children as well as academic progress. Once an email address has been provided, the Director of Academics will issue a family their personal password to access the information. The cost of RenWeb ParentsWeb is included in tuition.

#### XV. Annual Activities/Events

In order to supplement tuition income, the School sponsors occasional fund-raisers. The primary annual fund-raiser is the Spring Auction. Income generated by this event is deposited directly into the general fund of the School. Other opportunities, such as magazine sales, Scrip card sales, and Auction raffle ticket sales are in place to help generate funds to offset a family's annual Sustaining Fee. These are coordinated through the Development Office.

#### XVI. Auxiliary Organizations

The Trinity Christian School Board of Directors has approved the operation of 2 auxiliary organizations, the Parent-Teacher Fellowship (PTF) and the Athletic Booster Club. Parents are strongly encouraged to participate in these two auxiliary organizations endorsed by Trinity Christian School.

The Parent-Teacher Fellowship (PTF) focuses on the operation of the School, its faculty, and its families. This organization helps fund several projects related to the academic programs of TCS under the guidance of the Director of Academics. Examples of these projects include the Scrip Program and the student Sock Hop. All of the activities of the PTF are coordinated through the Development Office.

The Athletic Booster Club is responsible to operate in cooperation with the Athletic Director. The Director will serve as the facilitator of all booster club activities. The booster club is a vital fundraising arm of our athletic program. The officers of the club are selected by the membership and serve two year terms. The members actively participate in the operation of the concession stand, revenue generating projects, and other activities for the enhancement of TCS and its athletic program.

#### XVII. Phones

Phones in the School office will be used for emergencies only (sickness, etc.). Phones in the classrooms are for teacher use only. Parents who must reach their child during school hours should do so by contacting the school office.

Cell phones are to be silenced and in a student's pocket, locker, or book bag during school hours and they must remain on silent at all times. However, phones may be used in the classroom for class purposes if directed by the teacher but may not be used between classes, break, lunch, or in any "common areas" unless directed to be a teacher or administrator. To reiterate: phones are not to be visible or used during the school day, unless approved by a classroom teacher or Head of School. Students may be asked to remove smart watches in academic settings at the teacher's discretion. Violation of this policy will result in disciplinary action (\$20, \$50, \$100 fines or ISS).

## XVIII. Financial Information

Trinity's primary source of revenue is derived from tuition payments. Payments can be made by check, cash, money order, or credit card (VISA-MasterCard) utilizing one of the payment plans listed on the current Schedule of Fees. There is a service charge fee for paying with a credit card. This schedule and a summary of payment policies are available in the School office. All accounts are due the first of each month. A \$50 late charge per month will be assessed if the payment is not made by the 10<sup>th</sup> of each month. After the 2<sup>nd</sup> return check fee, families must pay in cash or cashier's check for a period of time determined by the Head of School and Business Office. All returned checks will have a return check charge of \$25. Families are encouraged to communicate with the business manager when their account is delinquent. Any time that an account becomes 60 days delinquent, the family will be notified. If the delinquency is not corrected within 10 days, the student's status at Trinity Christian School will be terminated unless satisfactory arrangements are made with the Head of School.

All students will receive quarter report cards only if their accounts are paid in full. Additionally, only Middle School/High School students whose accounts are paid in full will be permitted to exempt or take semester exams. This includes tuition, annual sustaining fee, lunchroom charges, library fees/fines, unreturned athletic equipment, and any other financial obligations. Delinquency in payment could also affect a student's eligibility to participate in extra-curricular activities. Accounts must be current in order to maintain access to RenWeb ParentsWeb and register students for the following school year.

## XIX. Financial Aid Program

In a continuing effort to make Trinity Christian School affordable to local families that desire a Christian education for their children, TCS has a financial aid program which includes the Georgia GOAL (Greater Opportunities for Access to Learning) Scholarship, Pastor's Partnership, and Tuition Assistance. Financial aid offers the opportunity for a partial reduction in tuition expenses for qualifying students based on family need, class space available, and the existence of funds. Qualification is not based on any academic, athletic, or fine arts abilities or performances. Students receiving financial aid must uphold, in an exemplary manner, the attendance and behavior guidelines of the School and maintain passing grades in all classes in order to continue receiving aid. As is expected of all families, financial accounts must remain current in order to continue receiving aid. In addition, in order to register or apply for aid for the following school year, financial accounts must be current. Applying for the program does not guarantee financial aid to a family, and qualification is evaluated each academic year. Please be assured that Trinity will respect the confidentiality of a family's financial information. For more information on this program please contact the Admissions Office.

## XX. Lunchroom Operation

Students and employees eat lunch daily in the Walker Knowles Lunchroom. The lunchroom program operates with an automated accounting system. Each Trinity family is assigned a lunchroom account. Money is to be paid into this account in advance so that every child in the family may debit from that account during lunch and/or break. Money may be paid weekly, monthly, or in flat amounts (i.e., \$20, \$50, \$100). Send or mail lunch and break money to the Trinity Christian School Lunchroom, labeled with your child's name to ensure that it is deposited correctly into your account. Also, please let our lunchroom staff know if there are times you do not want your child to charge against your account for a particular lunch or break period.

Statements of your lunchroom account activity will be e-mailed. Students whose accounts go in the negative will be notified when the account goes negative. Until their account is in the positive they will not be able to debit at break or the special day meal.

Every attempt is made to offer healthy and nutritional entrees at reasonable prices. Parents will provide a list of their children's food allergies and give to the lunchroom staff if needed. Parents are welcome to check food labels, ingredients, etc.

Lunchroom Price Schedule (\*Any changes to prices during the school year will be communicated to parents and posted on the school's website.)

|   |                                |
|---|--------------------------------|
| K4-4 <sup>th</sup> Grade                            | \$4.50/day                     |
| 5 <sup>th</sup> -12 <sup>th</sup> Grade             | \$5.00/day                     |
| 6 <sup>th</sup> -12 <sup>th</sup> Grade Big Meal    | \$7.50/day                     |
| K4-12 <sup>th</sup> Grade Special Days              | \$6.00 for one; \$9.50 for two |
| K4-12 <sup>th</sup> Grade Drinks                    | \$1.00                         |
| 1 <sup>st</sup> -12 <sup>th</sup> Grade Snack Items | \$1.00                         |

\* Prices are subject to change

Students need to be courteous and display proper table etiquette while in the lunchroom. The lunchroom should be kept neat and clean at all times. Students will adhere to the Lunchroom rules:

For effective lunchroom operation, students are asked not to bring food from a commercial establishment into the lunchrom. No delivery will be accepted at the school without prior approval by the Lunchroom Director.

## XXI. Fire, Tornado, and Emergency Drills

Fire, tornado, and other emergency drills will be conducted throughout the year in accordance with city, county and state regulations.

Fire Drills: Exit the classroom in an orderly quiet manner. Line up outside at the designated area for the teacher to check attendance.

Tornado Drills: No talking. Students are to sit along an inside wall with heads in laps. Do this as soon as possible after the warning is given. This activity is to be done in a serious, orderly and quiet manner. Tornado Watch – Conditions are favorable; Tornado Warning – A tornado has been spotted.

Other Emergency Drills: Students will go to the back corner of the classroom that is not visible by looking through the door window. Students will do this in an orderly and quiet manner. The teacher will keep door locked throughout the day, until an “all clear” is given.

## XXII. Asbestos

Trinity Christian School is in full compliance with all AHERA regulations regarding asbestos.

## XXIII. Traffic Flow Instructions

Gate:            Instructions:

1                 The “1” gate is an entrance for High School students in the morning and an exit in the afternoon.

- 2      The “2” gate is referred to as the “Main” gate. The “Main” gate is the entrance into the High School, Middle School, and Elementary School. Parents will use this gate for students to be dropped off and picked up. The “Main” gate is used as an exit only when the “3” gate is locked.
- 3      The “3” gate is an exit at all times.
- 4      The “4” gate is an entrance for Kindergarten, First and Second grade parents at all times.
- 5      The “5” gate is an exit for Kindergarten, First and Second grade parents at all times.  
The “4 & 5” gates will be locked each day from 9:00-11:45 and from 12:15-2:30 for the purpose of security.

\*Please refer to the Campus Map and Traffic Flow Diagram on the following page.

At the end of each school day appropriate school personnel will be present to assist with dismissal and traffic flow. Please follow the instructions they provide for the safety of all concerned.

To increase the safety of our students, drivers are asked to refrain from using their cell phones while in the arrival and departure lines.

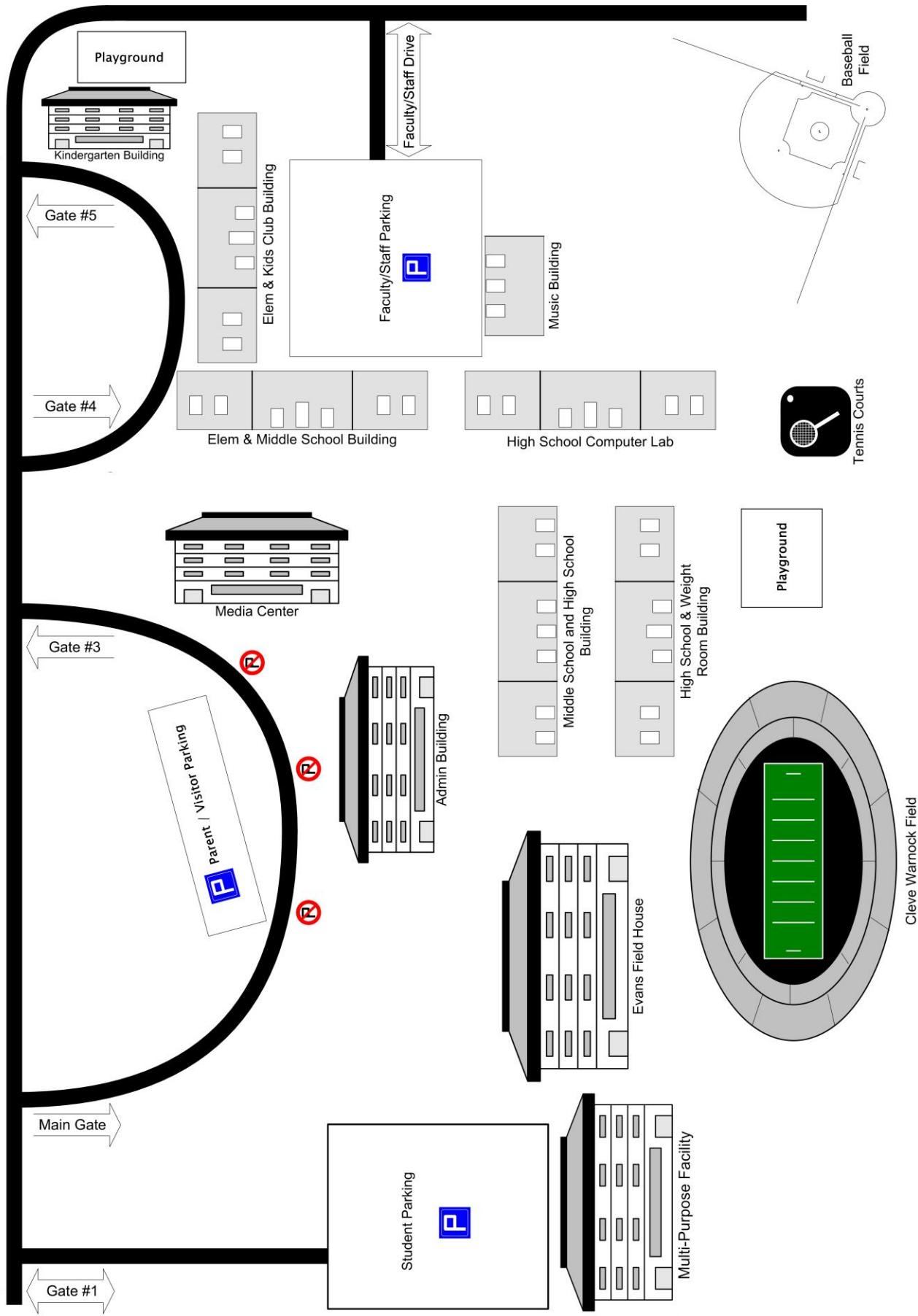
Once your student is picked up from school, he or she must remain with you at all times. Please do not send students into the building or allow them to be unattended for any reason.

\*Prior to 5:00 PM daily, the areas in front of the H. Clyde Evans Fieldhouse, the Administration Building, and the Media Center are designated as no parking areas. For all athletic events, these areas are designated for Handicap and Elderly parking only.

# Athletic Complex



Athletic Complex Parking



## ADMISSION and WITHDRAWAL

### I. Nondiscriminatory Policy Regarding Students

Trinity Christian School admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the School. It does not discriminate on the basis of race, color, national, and ethnic origin in the administration of its educational policies, tuition assistance programs, athletic programs, and other School-administered activities. Students (male or female) who are married, have been married, have children, or are expecting a child will not be accepted, or allowed to remain in school.

### II. Admission Process

The following steps are required to complete the admissions process for all new students, including siblings of those currently enrolled:

- A. Contact the Admissions Office to receive information for student enrollment or visit [www.tcsweb.org](http://www.tcsweb.org).
- B. Submit a completed application, and submit appropriate fee.
- C. Complete an admission or readiness test for placement.
- D. Submit a transcript that reflects average or above average academic performance, conduct records, and other requested information.
- E. Complete a scheduled parent/student interview.
- F. Confirm that space is available in the appropriate grade.
- G. Receive admission decision letter from Admissions Office.
- H. Submit registration form and fee if full enrollment is desired.

The Administration annually reviews each student for reenrollment on the basis of satisfactory academic progress and disciplinary record.

A student must be four years old on or before September 1<sup>st</sup> of the current year to enroll in the four-year-old Pre-Kindergarten (K4) program and meet the following Self Care Requirements: Potty training is required for this class. Children should be independent in the restroom (pull-ups are not allowed). Children should be able to perform basic dressing tasks (coat, hat, shoes) with minimal assistance.

A student must be five years old on or before September 1<sup>st</sup> of the current year to enroll in the five-year-old Kindergarten (K5) program. Exceptions may be made only by the Head of School based upon the recommendation of the Director of Academics and Kindergarten Coordinator, following evaluation of the Kindergarten readiness assessment.

### III. Student Placement

The Administration, in conjunction with teacher recommendations, will determine the placement of students in specific classes based on several criteria. Parents' requesting placement of their child with particular teachers or classmates is not considered.

### IV. Withdrawal Process

In order to withdraw a student from School, a parent must complete the Record of Withdrawal Form. This form is available at the School office. A 24-hour notice must be given in order to receive student records at the time of withdrawal. Records will not be released for students whose accounts are not paid in full. If overpayment on tuition needs to be refunded, refunds will be issued within thirty days after the withdrawal date. Registration fee(s), annual payment discount(s) or any form of financial aid is non-refundable.

## ACADEMICS

### I. The Honor Code

Every student is expected to abide by the HONOR CODE of Trinity Christian School.

- A. Every student should exhibit honorable qualities throughout his/her duration of enrollment at Trinity Christian School.
- B. Every student is honor-bound to refrain from lying, cheating, and stealing. Lying is the intentional falsification or denial of fact, the intentional creating of a false impression, or the breaking of a pledge. Cheating is giving, receiving or attempting to give or receive unauthorized help that could result in an unfair advantage in completing schoolwork. It is also the representation of another's work as one's own, including plagiarism. Cheating will result in the grade of "0" and a discipline referral. Stealing is the taking of anything without the consent of the owner.
- C. Students are compelled to notify School officials immediately of any violation of the honor code or disciplinary rules, or the destruction of property.

Violation of the honor code will result in disciplinary action as deemed appropriate by the Administration.

### II. Graduation Requirements

Students graduating from Trinity Christian School must meet the minimum high school graduation requirements. Each student is required to complete 26 Carnegie units during their 9<sup>th</sup>-12<sup>th</sup> grade years to obtain a College Preparatory Diploma. Students who received a math credit for Algebra I in the 8<sup>th</sup> grade must still take an additional four math credits in grades 9-12.

| Required Units to Receive a College Preparatory Diploma  |                       |
|--|-----------------------|
| <u>Subject</u>   | <u>Carnegie Units</u> |
| Bible (Will be taught daily to each student in Grades K4-12)   | 4                     |
| English  | 4                     |
| Math (Algebra I, Algebra II, Geometry, Honors Precalculus,<br>CP Advanced Math Decision Making, CP Mathematics of Finance)   | 4                     |
| Science (Physical Science, Biology, Chemistry, Anatomy & Physiology, Physics)  | 4                     |
| Social Studies (World History, US History, Government/Economics)   | 3                     |
| Foreign Language (Spanish I, II, III)  | 3*                    |
| Health/Personal Fitness  | 1                     |
| Electives (Computer, Art, Digital Media/Computing in the Modern World,<br>Academic Writing**/SAT Prep, Test Preparation, Team Sports,<br>Strength & Conditioning, Public Speaking, Reading, Bible Worldview Debate) <i>(All HS electives are based on interest and availability)</i> | 3                     |
| Total  | 26                    |

\*Foreign language requirement may be met by one of the two following options:

- 3 units of Spanish
- or
- 2 units of Spanish + 1 unit of Computer elective

\*\* While Academic Writing is paired with SAT Prep it is NOT considered an elective and is a Core Academic Course included in HOPE GPA calculation.

### III. Grading Policies

Report cards will be available via RenWeb at the end of each quarter.

The following guidelines apply to Grades 6-12. The grades given at the end of the semester are final and are recorded on the student's permanent record.

Access to the RenWeb ParentsWeb program allows students and parents to view grades, homework, etc. 24 hours a day. Any parents wishing to receive a printed progress report for their child may request one from the school office at any time.

- A student may exempt the Second Semester exam for any class in which he/she has achieved a cumulative yearly average of 90 or above. A student taking a one-semester course (i.e. health, SAT Prep, etc) may not exempt the exam.
- Students who have missed more than seven class periods during Second Semester or have missed more than 14 class periods for the entire year (excluding school-related events) will not be allowed to exempt the exam for the class in question. No exceptions and no appeals.
- Exams count 15% of the semester average.

### IV. GPA Grade Scale

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

### V. HOPE/Honor Roll Criteria

In an effort to acknowledge student achievement, the school recognizes students who have earned Honor Roll and High Honor Roll status determined by grades in the Core Academic Courses which include Bible, English, Math, Science, Social Studies, Academic Writing, and Spanish. These subjects are the ones used to determine HOPE eligibility.

In Grades 1-12 this recognition is completed on an annual basis at Honors Day. The criterion for Honor Roll is an overall average of 90 or above. The criterion for High Honor Roll is an overall average of 95 or above. In addition, a student must maintain a passing grade in all subjects to qualify for Honor Roll or High Honor Roll.

### VI. Honors Program

Trinity has provided a college preparatory curriculum from the inception of the school. The 4.0 grade point scale reflects that curriculum to be the standard. Trinity's academic program continues to become more rigorous in order to successfully meet the admissions requirements of colleges and universities. As a result, students are afforded the opportunity to enroll in Honors courses. Students who take these courses receive a weighted grade point average.

**Starting with the 2023-2024 school year, students enrolled in Honors classes will receive two additional points following the completion of the course (after exams).** Parents and students are encouraged to meet with the Director of

Academics for advising purposes concerning registering for these classes. Trinity typically offers the following Honors courses:

English I, II, III, and IV  
Geometry  
Precalculus

Spanish I, II, III  
Algebra II

#### Course Requirements

In taking courses within the Honors Program, students receive weighted grade point equivalents that are incorporated into their GPA calculations. This “extra credit” is not simply assigned, it must be earned; this is accomplished in several ways:

- 1) Honors courses have higher expectations of its students. Students are expected to already have a strong foundation in the subject in which the course is being taught, so that the instruction, exploration, and assignments can be more in-depth and rigorous. Students who do not already have a solid grasp of the subject matter will be at a disadvantage and will have a difficult time with many assignments and evaluations.
- 2) Honors courses are taught at a faster pace. In addition to being taught at a higher level, Honors courses will cover material more quickly. This faster pace allows for supplementary topics to be covered and explored at an advanced level.
- 3) Honors course assignments are more rigorous and will take more time to complete. Evaluative tools such as projects and tests will also be more stringent on these students.

#### Admission into Honors Classes

It is the goal of Trinity Christian School to provide each of its students with the best education possible. To provide each student with a strong education, the School must ensure that each student is placed in the best situation for him or her to succeed. A crucial step in accomplishing this goal is to ensure that students are placed in the proper classes. The School uses the following standards to place a student into the Honors Program:

- 1) Entrance into the 9<sup>th</sup> grade Honors Program requires a minimum grade of 90 in both English and Math during the 8<sup>th</sup> grade year in addition to the requirements below. 9<sup>th</sup> grade honor students will be placed into Honors English, Math, and Spanish. High school students who desire to take a singular Honors class must have a grade of 90 and above in the previous year’s course, a yearly overall average of at least 90 in the Core Academic Courses, and teacher recommendations\*.  
*\*Depending on scheduling availability.*
- 2) Standardized test scores. The School recognizes that some students may not have a record of achieving at the highest level, but they do have academic abilities that need to be challenged in order for them to succeed up to their capability. For students who may fall into this category, Trinity takes standardized test scores into account when placing students in appropriate courses. A student should have a minimum 75<sup>th</sup> percentile or individual sub-test scores.
- 3) Teacher recommendations from English and Math teachers. Grades and standardized test scores can paint a large part of the picture when placing a student into the appropriate classes, but they can leave gaps that can only be bridged by professional, human input. Teacher recommendations serve this role by providing feedback as to whether a student can and will do the heightened level of work required in Honors courses. Factors that can be taken into account are academic potential, motivation, and conduct. Because of the personal nature of this input, teacher recommendations are an important factor in placing students in the classes that will enable them to succeed to the best of their abilities, and are confidential.

When taking all of these factors into account, Trinity believes that it can best serve its students by evaluating all of the relevant information when making decisions relating to a student’s course of study. To be considered for entrance into the Honors Program, at least two of the three requirements must be met.

#### Retention in the Honors Program

Once in the Honors Program, a student should maintain grades and conduct in a manner that is appropriate for a student who represents Trinity Christian School’s Honors Program. At the conclusion of the current school year, a student is

expected to have attained an 85 yearly average in each Honors course as well as a yearly overall average of at least 85 in order to continue in the Honors Program. A student is also required to maintain an appropriate level of conduct.

## VII. Dual Enrollment Program

The opportunity for Trinity students to earn college credit is provided through the Dual Enrollment program. Students who take these college courses receive a weighted grade point average. To be eligible to participate in the Dual Enrollment Program, a student must meet the requirements for admission set forth by Middle Georgia State College, OFTC, or Georgia Military College, our partners in the Dual Enrollment Program. They must also meet one of the following: an 85 overall average in completed high school Core Academic Courses or recommendations from Core Academic Course teachers. Students who pursue Dual Enrollment credit must take 2 courses of both English and Math courses to receive one full credit from Trinity Christian School. At the end of the year in these courses students who fulfill the college requirements will receive both college and high school credit. Dual Enrollment courses typically offered include:

|                     |                                    |
|---------------------|------------------------------------|
| Composition I, II   | College Algebra                    |
| College Precalculus | College Statistics and Probability |
| College Calculus    | College Social Sciences            |

To be eligible for immediate college Precalculus or Calculus enrollment, the student must have taken Algebra I, Geometry, Algebra II, and Precalculus. Students who take Advanced Mathematical Decision Making are eligible to enroll in College Algebra and Statistics and Probability, followed by higher level math courses if they desire. Additional online courses may be taken with prior approval.

Students in grades 10-11 are also eligible to take college courses and must meet the college entrance requirements as well as those set forth by state legislation. These courses will not be taken during the school day and will not take the place of TCS courses. For more information, contact the Director of Academics.

## VIII. Valedictorian/Salutatorian/Honor Graduates/Marshals/Graduation

In order to be considered for Valedictorian or Salutatorian, students must attend Trinity their entire Junior and Senior years and take the most rigorous courses (Honors/Dual Enrollment). Determination for Valedictorian, Salutatorian, Honor Graduates, and Marshals will be based on a cumulative core academic numeric average. Honor graduate students must maintain a cumulative core academic numeric average of 90 or above. Combined averages are not rounded. Determination will be made on the school day three weeks prior to graduation. (College grades will be included if available.) Honor Graduates will wear gold cords and graduates who have attended TCS since K5 will wear white stoles at graduation.

## IX. Participation Eligibility Requirements

- A. According to GISA regulations, any student who participates in or who represents the School in interscholastic competition (athletics and literary events) must have passed five academic Carnegie units or subjects during the preceding semester. Of the 5 unit subjects, 3 units must be in the following subject areas: Language, Social Sciences, Science, Religion, Mathematics, and Computer. (Credits received at the end of the current year determine eligibility for the first semester of the next year; credit at the end of the first semester determines eligibility for the second semester.) Additionally, only Seniors who have not attained their 19th birthday prior to May 1<sup>st</sup> preceding the school year of participation meet the GISA age requirements. Eligibility for all offices and extracurricular activities is the same. In addition to meeting GISA standards, Trinity Christian School requires students to maintain at least an overall academic average of 70. If a student fails to meet this requirement, the student's eligibility will be reviewed by Administration.
- B. Club officers must meet qualifications as specific to each organization. A student may hold no more than two offices at one time (i.e. a student may be a class officer and an officer of Beta Club, but may not hold any more offices).

- C. Students must be in school for at least four class periods in order to participate in School practices or events (i.e. athletic, literary, etc.). (See Attendance Policies)
- D. Students may not participate in Homecoming activities or be an officer in a class or club within one year from the date of a suspension.
- E. All student leaders and athletes representing Trinity Christian School are expected to exhibit a positive Christian attitude at all times, on and off campus.
- F. In order to participate in spring tryouts for extra-curricular activities, a student must be registered at Trinity Christian School for the upcoming school year.
- G. Middle School student-athletes or any students participating in Middle School athletics or extra-curricular clubs/activities that are failing more than 2 subjects at the end of a semester will be ineligible for athletic participation.

## X. Homework

Homework is an important part of Trinity Christian School's academic emphasis and should always be done neatly, accurately, and on time. Classroom teachers will give homework for specific purposes, and each student will be expected to complete the assigned homework.

## XI. Promotion/Retention

Students in Grades 1<sup>st</sup>-8<sup>th</sup> may be retained if they fail two or more academic subjects, or have an overall average that is below 70. No elementary student will be allowed to take a course during the summer to advance to the next grade level. Students in 1<sup>st</sup>-5<sup>th</sup> grade must pass Math and Reading in order to be promoted to the next grade level. Students in 6th-8th grade must pass Math and English in order to be promoted to the next grade level. Students completing 6th-8th grade who fail one or both classes are required to successfully complete a summer school course in order to receive credit for the failed class(es) and be promoted to the next grade level. The cost is the sole responsibility of the parent. To be assigned to the appropriate grade, the required units earned are as follows:

|                        |          |
|------------------------|----------|
| 12 <sup>th</sup> ..... | 20 units |
| 11 <sup>th</sup> ..... | 13 units |
| 10 <sup>th</sup> ..... | .6 units |

## XII. Academic Probation

Students who are failing two or more core curriculum courses at the end of the first nine weeks grading period or any student that attended a credit recovery program the previous summer will be placed on Academic Probation. These students and their parents will be notified of this status by the Director of Academics, and it is recommended the parents provide a tutor for the student. During the Academic Probation period, it is the responsibility of the students and their parents to monitor progress and stay in contact with the teachers. The student's grades will be monitored at each grading period. If the student fails three out of four total grading periods following the Academic Probation placement, the Head of School and Director of Academics will review the student's progress and determine if the student is eligible to continue enrollment at Trinity Christian School. The Academic Probation Committee will consist of the Head of School, Director of Academics, teachers, parents, and the student. Plan components and suggestions may include, but would not be limited to, the following: tutoring at the parents' expense; a homework contract between the student, parents, and teachers; outside ability testing at the parents' expense (in the event modifications need to be made).

## XIII. Change of Courses

High school students are given 5 days following the first day of school to request adjustments to their schedules, provided they have secured approval from the Director of Academics. The student's academic welfare will be considered prior to any change. Changes will not be made based on preference but on the student's academic record. After the second week of school, no changes will be made, unless the Director of Academics recommends such a change and the Head of School authorizes the change.

#### XIV. Community Service

Trinity Christian School believes in and encourages the idea of service in the community. We believe that Scripture teaches us the importance and value of serving others and we recognize the significance of this attitude of service in the lives of our students. For this reason, Trinity Christian School strongly encourages students to participate in community service programs offered throughout Dublin and Laurens County. Local community service through a local mission project may be made available in the spring for selected High School classes.

#### XV. Field Trips

Field trips to places of educational interest may be taken at various times during the school year. Trips will be planned and supervised and chaperoned by teachers and parent chaperones, based on the grade level and number of students. Field trips may require a standardized dress code. Parents will also be asked to assist on a voluntary basis. Parent chaperones will be asked to follow the same standards of dress as the students and faculty. Only those students involved in the particular class planning the field trip may attend the trip. Siblings of students are not allowed to go along on field trips. Students who do not attend the class field trip will be counted absent. In order to participate in a field trip, a student must have on file a signed permission slip from the parents/guardians and must earn the right to go. To earn this right, the student must demonstrate that he has the discipline to obey the rules and regulations that are necessary to have a safe and successful trip. Any faculty member, with the consent of an administrator, may choose not to take any student who has demonstrated a lack of self-control and who may be a disruptive influence on the trip. Parking for field trips will be at the Claude Graham Athletic Complex.

#### XVI. Testing Program

Trinity Christian School administers several sets of standardized tests to students for the purpose of collecting substantive data in addition to preparing our students for future standardized testing as they prepare for college. By administering these tests, we will be able to gather information about the achievements of our students in comparison to national and state norms. We will also be able to address educational concerns that are revealed through the testing results to better insure the best possible education for all TCS students.

All students in Grades 1-8 are given the Iowa Assessment (ITBS) during the spring of each school year in order to measure their achievement as compared to national and state norms.

Students in 10<sup>th</sup> and 11<sup>th</sup> grades will take the PSAT, which serves as preparation for the Scholastic Aptitude Test (SAT). The PSAT serves as the National Merit Scholarship Qualifying Test (NMSQT), which is a prestigious scholarship competition open to all Juniors who take the PSAT. The PSAT will be administered on the TCS campus each fall. Students in 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grades can take the American College Test (ACT) and the SAT which will be administered on the TCS campus each fall and spring as guided by ACT and College Board.

It is recommended that all Juniors and Seniors take the SAT or ACT at least once prior to graduation.

## XVII. Summer Reading Program

Trinity Christian School has a summer reading program open to all students enrolled for the upcoming year in grades K5-5<sup>th</sup>. This program is designed to encourage our students to continue reading for enjoyment during the summer break. Participants will be recognized by the PTF during the fall semester of the school year.

Students entering the 6<sup>th</sup> grade through 12<sup>th</sup> grade are required to read books during the summer from an approved list for each grade. The guidelines for summer reading are as follows:

- Students are to follow the instructions for their respective grade level. The instructions may be obtained from the English department or from the school office.
- If a student registers after July 15, he may have the summer reading requirement adjusted.
- The approved reading list will be provided online to returning students and at the beginning of the summer to newly enrolled students.

All books must be unabridged versions.

## XVIII. Senior Privileges

The administration reserves the right to withhold these privileges from Seniors who do not meet the criteria in regard to behavior or academic performance. Schedules permitting, Seniors will be allowed to leave school each day after 6<sup>th</sup> period. A designated area of student parking is reserved for Senior parking each year. During the second semester each year the Seniors are given the opportunity to go off campus for lunch two times per month. The time for Senior lunch will be 12:40 PM – 1:45 PM or a time coordinated with the administration and classroom teachers.

## XIX. Internet Guidelines

Trinity Christian School attempts to make computer access available to students on a daily or weekly basis. Access, if issued, shall remain in effect through the remainder of this school year, unless suspended or terminated by the student, the school, or the parent/guardian. Signing the Cooperative Statement accompanying this Handbook acknowledges agreement with the conditions stated below.

Students violating this agreement will be denied usage of the school's technology program. Parents/guardians have the right to request alternative activities which do not require access to networked information resources. This request must be received in writing within two weeks of the start of school.

### Responsibilities

With access to the information available on the internet come responsibilities. Trinity Christian School will provide access to and integrate a thoughtful use of such information throughout the curriculum and will provide guidance and instruction in the appropriate use of such materials in a community setting. Parents and guardians are responsible for agreements their children make or actions they take when using any media, information, or service. Students are responsible for good behavior on these electronic resources. Appropriate access is the shared responsibility of the school, the students and the family. Communication on networked information resources is often public. Students will not be allowed to access email or instant messenger while at school. Students shall avoid the sharing, transmission or distribution of personal information that they would not want any stranger to have—such as, but not limited to, addresses, telephone and/or social security numbers.

### Restrictions

The following activities are not permitted on Trinity Christian School electronic resources:

- Accessing, uploading, downloading, transmitting, displaying, or distributing obscene or sexually explicit material; transmitting obscene, abusive or sexually explicit language.

- Damaging computers, computer systems or computer networks; vandalizing, damaging, or disabling the property of another person or organization; debilitating or disabling computers, systems, or networks through the intentional misuse or overuse of electronic distribution or storage space, or the spreading of computer “viruses” through the inappropriate use of files or diskettes.
- Violating copyright, or otherwise using another person’s intellectual property without his or her prior approval or proper citation; using another person’s passwords; trespassing in another person’s folders, work, or files.
- Violating local, state, or federal statutes.
- Accessing electronic mail, instant messenger, etc. or downloading any software, games, music, etc.
- Scanning, probing, vulnerability testing, hacking of TCS computers, servers, or other network devices.

#### Rights and Privileges

The student user has full rights (within the limits of these guidelines, responsibilities, and prohibitions) to the instructional networked resources provided by TCS. The student’s network account provides for personal storage space on TCS resources which may be treated as a student locker and should be cleared periodically. It is important that the students keep passwords secure and private. However, users should not expect that files will always be private. TCS network administrators have the right to review files to maintain system integrity and to be sure that the system is being used within the stated limits.

#### Disclaimers

TCS makes no warranties of any kind, either expressed or implied, for the provided access. The staff and school are not responsible for any damages incurred, including, but not limited to, loss of data resulting from delays or interruption of service, for the loss of data stored on TCS resources, or for personal property used to access TCS resources; for the accuracy, nature or quality of information stored on TCS resources or gathered through corporation-provided access; for unauthorized financial obligations incurred through TCS-provided access. Further, even though TCS may use technical or manual means to limit student access, these limits do not provide a foolproof means for enforcing the provisions of this policy. All provisions of this agreement are subordinate to local, state, and federal statutes.

#### Sanctions

Violations of TCS networked information resources policies could result in the loss of access to electronic resources. Additional disciplinary action may be determined at the school and/or classroom level in line with existing practice regarding language and behavior. When appropriate, law enforcement agencies may be involved.

## ATTENDANCE

### I. Statement of Expectation

Regular school attendance is required by law and is necessary for good scholarship. Regular and punctual attendance at Trinity Christian School is expected and required and frequent absenteeism is a major cause of poor academic progress. Continual tardiness and absences is disruptive to the teacher and other students in the class and this practice will not be acceptable and every effort should be made by parents to have their children at school when it is in session. All enrolled students must live full time with their parents or legal guardians during the school year unless they have been removed from the home by legal authorities or prior approval from the Head of School.

### II. Absenteeism

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

Each semester, students in 6<sup>th</sup>-12<sup>th</sup> grades who accumulate more than 10 absences in any class period will not receive credit for the course or will not be promoted to the next grade level. Students in K4-5<sup>th</sup> grade who accumulate more than 20 absences in a school year will not be promoted. School-sponsored events are exceptions to this policy and will not be

included in the 10 absences for 6<sup>th</sup>-12<sup>th</sup> grades or the 20 absences for K4-5<sup>th</sup> grades. Extenuating circumstances will require medical or emergency documentation and will be handled on an individual basis. If you believe such circumstances have occurred, please send written documentation to the Head of School supporting your child's situation. This information will be considered to determine if course credit is attained and promotion allowed if applicable. The opportunity may be given to earn back credit by making up the missed class time after school or during exam week.

Upon returning to school following any absence (excused or unexcused), a standardized absentee form explaining the absence must be completed and returned to the school office. Students will have 3 days to present the necessary written documentation to the front office. .

Middle/High School students must be in school for at least four (4) class periods in order to participate in school practices or events (athletic, literary, etc.) or to receive credit for perfect attendance. A Middle School/High School student must be in class for at least 25 minutes in order to be considered present for that class. The time signed in at the office is the official time used for absenteeism. K-5<sup>th</sup> grade students must be in school from 8:15am-12:15pm or from 11:15am until the end of the school day to be considered present for the day

Key points concerning absenteeism:

- Excessive absence is considered truancy and may result in suspension or truancy proceedings from the school or local authorities.
- Parents are encouraged to help their children avoid absences, particularly during the last two weeks of each semester due to reviews and exams.
- Trinity uses a standardized Pre-Arranged Absence Form for doctor's appointments, church trips, family trips, etc. that must be completed at least one week in advance in order to give the teachers notice. Failure to complete this form may result in absences being "unexcused." Please note-Filling out a pre arranged absence form does not guarantee the absences will be considered "excused."
- Trinity also uses a standardized Absentee Form to be completed by the parent and returned to the school within 3 days of any absence that is not pre-arranged.
- College Visitation Days for Juniors and Seniors are considered school-related events; however, the student is required to bring a signed form from the college's Admissions Office verifying the official campus visit. There is a maximum of three visits allowed each year, and they must be completed by May 1.
- A student serving an out-of-school detention will be given a zero on all missed work (daily grades, quizzes, homework, etc.) excluding tests. Tests will be required to be made up upon return to school at a time set by the teacher.

### III. Make-up Work

A student who is absent is responsible for any announced or regularly scheduled tests, quizzes (announced and unannounced), reports, assignments, etc., on the day of his/her return to school or as scheduled by the teacher. Extenuating circumstances will be handled on an individual basis, such as too sick to study for an assignment while out for an illness. A grade of "0" will be given for all work that is not completed within two days for each day missed. Students are encouraged to contact classmates or teachers to obtain information regarding missed assignments. If a student is absent, assignments may be requested and picked up in the front office when the work has been gathered. Students missing classes for a school event (athletic team, literary competition, etc.) or for a planned (pre-arranged) absence (doctor's appointment, church trip, etc.) will be required to make up their work on the next day of class.

### IV. Tardiness

All students are expected to be on time to classes, chapel, and all school functions. Students will report to 1<sup>st</sup> period by the tardy bell and students who arrive after the tardy bell will be considered tardy. Any student arriving after the tardy bell for respective grade area should first report to the front office for a tardy slip.

The following policy will be administered for students who are tardy to each class during a quarter in grades 6-12. :

|   |                                  |
|---|----------------------------------|
| 1 <sup>st</sup> – 4 <sup>th</sup> Tardy | Warnings issued                  |
| 5 <sup>th</sup> Tardy                   | Detention                        |
| 6 <sup>th</sup> Tardy                   | Detention                        |
| 7 <sup>th</sup> Tardy                   | Detention                        |
| 8 <sup>th</sup> Tardy                   | Detention                        |
| 9 <sup>th</sup> Tardy                   | Detention                        |
| 10 <sup>th</sup> Tardy                  | Detention                        |
| 11 <sup>th</sup> Tardy                  | One Day Out of School Suspension |
| 12 <sup>th</sup> Tardy                  | One Day Out of School Suspension |

For K-5<sup>th</sup> grade students, school will begin at 8:15 AM. 8 tardies (excused or unexcused) in one quarter will count as one absence and will disqualify students for the perfect attendance award.

#### V. Early Dismissals

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

- A. For a previously scheduled medical appointment or any other absence request, the student will bring a note from his/her parent(s) to the school office. The school office will provide an Early Dismissal Form for the student to present at the beginning of the class from which he/she must leave early. When leaving for the appointment, the student will take the form to the school office and sign out.
- B. If a medical appointment or other absence occurs during the day and the student is not aware that he/she will be leaving school, the parent will need to call the school to give the student permission to go to the appointment. Upon notification, the student will receive an Early Dismissal Form and follow the early dismissal procedure.
- C. Upon returning to school, the student will sign in, obtain an Admit Slip from the school, and take it to the teacher whose class he/she is entering.

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

#### VI. Sickness and Emergencies

If a student becomes ill at School (including elevated temperature) or shows evidence of a communicable health problem (including head lice or nits), a parent will be called to come and pick up their child as soon as possible. Students will not be allowed to leave School with anyone other than their parents or someone designated by their parents. Students who show evidence of a communicable health problem will not be admitted to class. In the case of head lice, upon return to school a student will need to provide a statement from a doctor or the Health Department indicating the student is lice and nit free.

All parents are required to complete a Student Information Form which requests emergency information, including all available locations where parents may be reached, other persons to be contacted if parents cannot be reached, names of family physicians, and permission for the School to take the student, if necessary, to the emergency room at the hospital. The School must also have on record parental instructions regarding a student's need to take prescription medications and permission for providing Tylenol.

Extended time without active participation in physical education classes requires a written note from a physician.

Trinity Christian School has a procedure for administering medication. The necessary forms and information concerning the approved procedure are available in the office.

## VII. Requested Withdrawals/Expulsions

Students that are asked to withdraw or have been expelled for any reason for violations of school policy may be allowed to reapply for admission after 1 calendar year from the date of the requested withdrawal/expulsion. If a student is asked to withdrawal or is expelled for a 2<sup>nd</sup> time they are no longer eligible to enroll as a student at Trinity Christian School.

## DISCIPLINE

### I. Discipline Policies

The Bible teaches that a Christian should be set apart from the world in appearance and action (I Thessalonians 5:22 and II Corinthians 6:17).

Discipline is necessary for the welfare of the student as well as the entire school. It is impossible for learning to take place in the classroom unless control and good order are maintained. Therefore, each teacher is given the responsibility of enforcing classroom regulations in a manner which supports the philosophy of Trinity Christian School. The Board of Directors and the Administration expect full cooperation from both students and parents. The Bible admonishes, “Train up a child in the way he should go; and when he is old, he will not depart from it” (Proverbs 22:6).

#### A. Expectations of Students and Parents

Trinity Christian School has a commitment to its school families to maintain high standards and requirements for all students. Because attendance at Trinity Christian School is a privilege and not a right, the privilege may be forfeited by any student who does not conform to the standards and regulations of the School. Disrespect of the school, including (but not limited to) via social media, may be grounds for further action. The school may request withdrawal of any student at any time if the guidelines are not met. This guideline is shared with a spirit of love. There is, at Trinity Christian, a great sense of commitment and love for the students and families we serve.

Therefore, Trinity Christian School reserves the right to suspend or expel any student if the attitude or actions of the student and/or parent/guardian do not conform to the spirit and standards of the school. The Administration annually reviews each student for reenrollment on the basis of satisfactory academic progress and disciplinary record.

#### B. General Discipline Policies

The teachers and administrators of Trinity Christian School will use a variety of disciplinary methods to maintain a positive and safe school environment. Each incident of misconduct will be considered on an individual basis. Moreover, the student has the responsibility of facing the disciplinary consequences of his or her actions. A student will always be given the opportunity to explain his or her view of the problem. Any child who cannot conform to the classroom environment and procedures will be asked to withdraw from the school.

Discipline procedures used at Trinity Christian School include, but are not necessarily limited to counseling, warnings, detention, corporal discipline, probation, suspensions and expulsion. It may be necessary to use a combination of these in a given situation.

## C. Acceptable Student Behavior

The parent and school partnership can only succeed when there is clear communication and mutual agreement regarding student behavior. The goal of this section is to outline and highlight the expectations for acceptable student behavior at Trinity Christian School. Our standards regarding behavior are based upon the framework of Christian character, mutual respect and common courtesy.

### 1. Christian Character

Trinity Christian School has as its foundation the goal of presenting a Christian educational program to our students and a Christ-like model to the community. In light of this goal, lifestyle is an important consideration. With this in mind, along with the scriptural guidelines of liberty found in 1 Corinthians 8 – 10 and Romans 14, we uphold the policy that immorality, the use of alcohol, tobacco, vulgar language or drug related substances, both on and off school property, are unacceptable. A Christian lifestyle cannot simply confine itself to the school day; it must be a consistent practice in life. Because student lifestyles reflect upon the reputation of the school, as well as the home, the school will not hesitate to assert disciplinary measures in areas where a student practices a lifestyle or engages in activities antagonistic to the policies, goals and character of the school. Standards of conduct and character extend beyond the school day, to all school activities and events. Please be advised that if a student engages in compromising activities on or off campus, school related or not, reconsideration of his or her enrollment at Trinity Christian School will be necessary.

### 2. Mutual Respect

- Respect for authority – Any person of authority must be shown respect. Any form of disrespect will result in disciplinary action. Understanding expectations in this area is foundational to a student's success at Trinity Christian School. All school office staff, custodians, paraprofessionals, lunchroom personnel, and substitute teachers are to be accorded the same respect required as shown to school administrators and teachers.
- School Personnel Respect for Students – All school personnel accept responsibility in treating students with the utmost respect and fairness. Should a student feel that any employee has been disrespectful, the parents or student are encouraged to speak to that person first. If that is unsuccessful, the student or parents should appeal to the appropriate administrator.
- Student Respect for Fellow Students – Verbal abuse, bullying, or harassment of another student is totally unacceptable. This behavior goes directly against our Christian ethics and is in direct opposition to the purpose of Trinity Christian School. Each student should practice the Golden Rule - “Treat others as you would have them treat you.”

### 3. Common Courtesy

- Classroom Courtesy
  - a. Be Punctual: All students must be in class ready to receive instruction by the designated starting time and be punctual to classes during the day.
  - b. Be Prepared: Students are expected to come to class prepared each day with required material.
  - c. Participate: Students are expected to take notes, involve themselves in discussion and respond when called upon in class activities.
- Hallway Courtesy
  - Students are expected to change classes in an orderly manner. Playing during the rotation of classes will not be tolerated. There should be no yelling, running, or screaming while rotating classes.
- Lunchroom Courtesy
  - a. Food must be eaten at the lunch tables only. Food is not allowed in any other part of the halls or classrooms except by permission of the administration.
  - b. Students must clean up their own food area.
  - c. Designated classes will be assigned for lunchroom clean up.
  - d. Students must obtain permission to leave the lunchroom area during the lunch period.
- Chapel Courtesy
  - Chapel is a time set for worship and praise. Students help set the tone for genuine worship by observing the following:

- a. Bringing their Bibles to Chapel
- b. Paying full attention to the program; no interruptions with talking or other distracting behavior
- c. Practicing proper posture and etiquette in Chapel
- d. Entering and leaving Chapel in an orderly manner

#### D. Lines of Authority

1. Classroom Teacher: The teacher is the first line of discipline in any classroom setting. Extension of classroom discipline may range from parental contact to detention. A teacher may require a form of discipline given in the handbook or other discipline approved by administration. They may also refer the student to the appropriate supervisor for discipline.
2. Respective Directors: The appropriate directors are the second line of discipline. They may attend conferences or assist in the discipline process. They also have the authority to utilize parental conferences, work assignments, detention, and other appropriate measures of discipline. They may also refer the student to the Head of School's office for extreme or habitual negative classroom behavior.
3. Head of School: The Head of School is the third and final line of discipline in all classroom settings. He has the authority to utilize suspension and other appropriate measures of discipline.

## II. Discipline Guidelines

### A. Kindergarten (K4-K5) and Elementary (1<sup>st</sup> - 5<sup>th</sup> Grades) Discipline Policy

Each Kindergarten and Elementary teacher is the first line of authority and has a classroom management system approved by the administration. This system is used to correct minor behavior issues. To establish guidelines for major student discipline at Trinity Christian School in the Kindergarten and Elementary School and as a protection for your child and others, unacceptable behaviors at Trinity Christian School include (but are not limited to) the following:

- Disobedience
- Interrupting class
- Throwing objects
- Horseplay
- Running in classrooms or halls
- Hitting, punching, kicking, or other inappropriate uses of hands and/or feet
- Offensive language (i.e. name-calling, teasing, etc.)
- Any distraction that causes a teacher not be able to teach or a student not be able to learn

Consequences for these behaviors are as follows:

- 1<sup>st</sup> Offense – Warning from teacher
- 2<sup>nd</sup> Offense – Timeout, walking or writing during recess
- 3<sup>rd</sup> Offense – Note to parents/Walking or writing during recess
- 4<sup>th</sup> Offense – Conference with parents
- 5<sup>th</sup> Offense – Conference with parents and Administration
- 6<sup>th</sup> Offense – Corporal discipline or out of school suspension

\* Timeout, walking or writing during recess may be used for any offense.

In extreme circumstances, the parent(s) will be called to get the child, and the child will not be allowed to return until the following school day.

## **B. Middle/High School (6<sup>th</sup> - 12<sup>th</sup> Grades) Discipline Policy**

Trinity Christian School believes that all students should receive fair and consistent discipline when school rules are violated. Therefore, the guidelines below were developed to insure that consistent discipline is implemented and administered. Middle/High School staff and students will be instructed in this disciplinary system each year.

For clarification these guidelines are in effect during the following times and at the following places, with the exception of level four offenses which are in effect at all times:

- On school grounds before, during or after school hours.
- On school grounds at any other time when the school is being used by a school group (Saturday workouts, holidays, etc.).
- Off the school grounds at a school activity, function or event.
- On a school bus or other school vehicle.
- At any time or in any place where student conduct will have a direct effect on the school's ability to maintain an orderly and safe learning environment.

## **C. Overall Guidelines on Discipline (Any Combination of Offenses)**

1. Seven (7) Detentions in a semester will result in a 1 day suspension and a 2<sup>nd</sup> parent/administrative conference.
2. Ten (10) Detentions in a semester will result in a 3 day suspension, a 3<sup>rd</sup> parent/administrative conference, and a possible withdrawal from school or expulsion.
3. Twelve (12) Detentions in a semester will result in a probable expulsion from Trinity Christian School.

## **D. Detention (Break or After School)**

In certain discipline situations, a student may be required to serve a detention during break or after school. While Break detentions are generally served on the day of the offense, after school detentions are scheduled for Wednesday morning (7:00-7:50) or afternoon (3:20-4:00). Detention will be scheduled enough in advance so that only a doctor's appointment or extenuating circumstances will be excusable. On the specific day a student is scheduled to serve a detention, they will not be allowed to participate in any extracurricular practices or club-related activities until detention has been served. In the event that a student fails to attend detention, a second detention will be added. Students may be required to do school work during the detention. All detentions must be served before exams may be taken.

## **E. Corporal Discipline**

Corporal discipline will be administered by the Head of School or another Administrator. All parents must sign and return the Cooperative Statement (which accompanies this Handbook) by the date noted on the Statement.

The following section lists the levels of behaviors and the possible actions to be taken.

## LEVEL ONE BEHAVIORS

These behaviors will be subject to Break Detention, After School Stays, Loss of Device, and Detention. Repeated offenses will cause a student to be subject to more severe disciplinary action.

|  |  |
|--|--|
| Being out of class without permission  | Eating in class or chewing gum   |
| Disrespectful behavior   | Disruptive during class  |
| Dress code violation.<br>Haircut, color and shaving included                     | Failure to stay for an After-School-Stay   |
| Inappropriate behavior/ Failure to respect others                                | Inappropriate comments   |
| Littering  | Not returning signed document. (i.e. progress reports, report card, tests, etc.) |
| Picking on or aggravating or not keeping hands to self/Reckless play or behavior | Throwing food or careless behavior in cafeteria                                  |
| Talking without permission   |  |

## LEVEL TWO BEHAVIORS

These behaviors will be subject to Detention or Corporal Discipline. Repeated offenses will cause a student to be subject to more severe disciplinary action.

|   |   |
|---|---|
| Administrative detention for administrative reason                        | Behavior that results in removal from detention                                       |
| Being dishonest; not being truthful                                       | Cheating (Will also receive a zero grade.)  |
| Damaging school property  | Excessive level one behaviors   |
| Failure to stay for an administrative detention                           | Inappropriate behavior: Kissing, caressing, holding hands, hugging, etc.              |
| Parking or on-campus driving violation/<br>Careless driving               | Possession of a knife, ammunition, or weapon<br>(Intent will be considered.)          |
| Refusing to obey teachers or staff  | Taking someone's property without permission  |
| Talking or playing in chapel  | Tardiness to class (Resets at the end of each quarter.)                               |
| Unauthorized class walkout  | Use of non-school related items in use during school day, including cell phones, etc. |
| Obscene language, racial slur, profanity, gestures, clothing or articles. | Intimidation/Bullying   |

### LEVEL THREE BEHAVIORS

These behaviors, upon Administrative review, will be subject to a corporal discipline or In/Out of School Suspension (1 -3 days).

|   |  |
|---|--|
| Any act that is detrimental to the school staff or students                   | Being dishonest; not being truthful to an administrator  |
| Excessive level two behaviors   | Fighting or provoking a fight on campus  |
| Forgery on report cards, progress reports, or other school official documents | Illegal entry to school building or property   |
| Inappropriate actions toward the opposite sex                                 | Leaving school grounds without permission or unauthorized class or activity absence                                |
| Major disobedience or disrespect  | Possession of a knife, ammunition, or weapon   |
| Possession of or detonating fireworks, chemical devices or explosives         | Theft or possession of stolen goods  |
| Repeated cheating incidents   | Unauthorized setting off of fire alarm, destroying, disabling fire extinguishers/calling 911                       |
| Threatening bodily injury to another student                                  | Repeated offense involving obscene language, profanity, gestures, clothing or articles.                            |
| Vandalism   | Phone use \$20 1 <sup>st</sup> offense, \$50 2 <sup>nd</sup> offense, \$100 3 <sup>rd</sup> offense, and then ISS. |

### LEVEL FOUR BEHAVIORS

These behaviors, upon Administrative review, will be subject to In/Out of School Suspension, request for withdrawal or expulsion.

|   |   |
|---|---|
| An arrest as a result of involvement in a felony or commission of a felony                      | Any act that is detrimental or disrupts school environment  |
| Destruction of School property  | On or off school property Drug/Alcohol policy: Any possession, sale, use, distribution, or being under the influence or having drug related items |
| Excessive level three behaviors   | Obscene language, profanity or gestures directed toward staff   |
| Physical violence against a staff member  | Possession of or assault with a knife, ammunition, or weapon  |
| On or off school property: Possession of or use of tobacco or tobacco device (electronic, etc.) | Sexual immorality, lewd conduct, sexting, or pornography  |
| Terroristic threats directed to students or staff.  | 2 <sup>nd</sup> drug/alcohol incident is automatic expulsion  |
| Phone use for taking or sending photos of partial or full nude photos.                          |   |

### III. Personal Appearance and Dress

#### Dress Code

It is Trinity Christian School's belief that developing Christian character includes being disciplined in the area of personal appearance and dress. We believe that the dress of a student has a direct influence on, and relationship to, his/her attitude and conduct. A Christ-like spirit of appropriateness and modesty must reflect the highest standards of our school environment. If necessary, a parent will be required to bring appropriate clothing to the student. Parental support of these standards is expected both at school and at school-related events. Students should be in appropriate dress code upon their arrival at school.

Students in Grades K4-5 will follow these dress code guidelines:

T-Shirts – Students are allowed to wear TCS, college insignia, Christian emphasis, and other appropriate T-shirts. Shirts with offensive or suggestive language or logos are not permitted.

Sweatshirts/Sweaters – Students are allowed to wear TCS, college insignia, Christian emphasis, and other appropriate sweatshirts.

Haircuts – Young men's hair should be neatly cut, no longer than the bottom of the ear on the sides, not below the eyebrows, nor completely over the collar in the back. Longer hair tucked behind the ears is not acceptable. "Grunge" or bizarre hairstyles or colors are not permitted.

Jewelry – Excessive or inappropriate chains, rings, or other jewelry (such as body piercing, studded jewelry, etc.) will not be worn to School. Earrings on boys are unacceptable.

Shorts/Skirts – Shorts and skirts will be hemmed (not cut off or unraveled). Shorts or skirts which are too short (must be below fingertip or longer or have a 7" inseam for shorts) or too tight are not permitted.

Shoes – Casual, dress, tennis shoes, and leather sandals are appropriate.

Dresses/Skirts/Tops – Dresses should cover the chest, back, and shoulders. Dresses of sheer fabric and/or low necklines should not be worn. Dresses should be hemmed and must be below fingertip or longer. Dresses unraveled or cut off at the hem should not be worn. Mini-skirts, sheer or halter tops, strapless tops, low necklines, or tops that bare any part of the midriff are not permitted. Shirts must cover chest, back, shoulders, and midriff at all times, including the seated, kneeling, and arms-raised positions. Shirts of sheer fabric and/or low necklines are unacceptable. Straps/shoulders on sleeveless garments should be at least two inches wide.

Pants – Dress slacks, jeans, and capri pants may be worn. They should be appropriately hemmed, should be worn on the natural waistline, and should not drag on the floor. Pants should be hemmed, not cut off, unraveled or torn. Tights or leggings or yoga pants worn as pants should not be worn unless the upper garment meets approved standards for dresses/skirts. Boot cuts in pants should be hemmed, not cut on the sides.

Special Day Dress – A standardized dress code will be used for special and announced days, such as Grandparents Day, Honors Day and schoolwide chapel days. This standardized dress code will consist of the following: Boys: Solid color pants of cotton blend fabric; polo-style shirts available through the Crusader Closet online or on campus. Girls: Solid color pants, capris or skirts of cotton blend fabric; polo-style shirts available through the Crusader Closet online or on campus. All shirts should be tucked in. Students should wear casual, dress, or tennis shoes on these special days.

Hats – Students will not wear hats during the school day.

Students in Grades 6-12 will follow these dress code guidelines:

Students should be in appropriate dress upon their arrival at school. Any apparel that would fail to gain respect for a young lady (too tight, too short, or showing undergarments, etc.) is not permitted. When selecting school clothes, modesty is the key word.

Shirts – All shirts on boys must be tucked in completely around the waist at all times. Boys must have shirts tucked in on Chapel Dress days. Girls' shirts must have sleeves and must be of a fabric and cut that covers the shoulders, back, and chest (revealing no cleavage). Shirts must not allow undergarments to be seen and must not expose any portion of the waist, hips, or midriff when a student goes through the normal activities of a school day (i.e., bending, stretching, reaching, etc.) Students are allowed to wear TCS, college insignia, Christian emphasis, and other appropriate shirts. Shirts with offensive or suggestive language or logos are not permitted. In order to further enhance Trinity school spirit, shirts or other garments promoting other local schools are not to be worn.

Sweatshirts/Sweaters – Students are allowed to wear TCS, college insignia, Christian emphasis, and other appropriate sweatshirts. Shirts worn under sweatshirts or sweaters must be within guidelines stated for shirts. Hoods on all sweatshirts and jackets must remain down while in the school building.

Haircuts – Young men's hair should be neatly cut, no longer than the bottom of the ear on the sides, not below the eyebrows, nor completely over the collar in the back. Longer hair tucked behind the ears is not acceptable. "Grunge" or bizarre hairstyles or colors are not permitted. Boys are expected to be clean-shaven each day. Sideburns may not be longer than the bottom of the ear.

Jewelry – Ring and studded jewelry of the nose, eyebrows, tongue, etc. may not be worn at school. Earrings on boys are unacceptable.

Shorts – Shorts will be hemmed (not cut off or unraveled) and will be no shorter than three inches above the kneecap. Physical education, athletic, and cut-off shorts are not to be worn in the classroom.

Shoes – Casual, dress, tennis shoes, and leather sandals are appropriate. TCS-logo flip flops are approved footwear.

Dresses/Skirts – Dresses and skirts will be hemmed (not cut off or unraveled) and will be no shorter than three inches above the knee cap. Dresses will follow the same guidelines as those for girls' shirts, and dresses/skirts will not be extremely form-fitting.

Pants – Dress slacks, jeans, or capri pants may be worn. (Athletic style or sweat pants are not to be worn.) They must be appropriately hemmed, must be worn at the waistline, and must not drag on the floor. Pants will be hemmed, not cut off, unraveled or torn. Extremely fitted pants, tights, leggings, jeggings or yoga pants worn as pants may be worn only if the upper garment meets approved standards for dresses/skirts. Boot cuts in pants will be hemmed, not cut on the sides.

Chapel Dress – A standardized dress code will be used for chapel days and other announced days. This standardized dress code will consist of the following: Boys: Solid color khaki-style pants of cotton blend fabric (no jeans); polo-style shirts available only through the Crusader Closet online or on campus. Girls: Solid color khaki-style pants, capris, or skirts of cotton blend fabric (no jeans); polo-style shirts available through the Crusader Closet online or on campus. All shirts must be tucked in. Students must wear casual, dress, or tennis shoes on chapel days.

Hats – Students will not wear hats during the school day in the school buildings.

Physical Education Dress – All students Grades 6-12 must wear the Trinity Christian School Physical Education uniforms. These uniforms are to be purchased through the Crusader Closet online or on campus.

**Summer Workout Apparel** – All students involved in conditioning activities on campus during the summer must wear Trinity Christian School shorts and t-shirts. The shorts must be of appropriate length (minimum seven inch inseam).

**Tattoos** – Tattoos will be covered while on campus to include all extracurricular activities. If representing the school at off-campus events, tattoos will be covered.

**Prom** – The Junior Class hosts a Junior-Senior Prom each spring at the school. It is the responsibility of each Trinity student to follow these guidelines and to communicate them to his/her date. Each attendee is expected to be proper in conduct and modest in dress. Girls should choose dresses that will allow them to maintain modesty when seated, standing, or dancing. In order to allow the girls to have a successful prom experience and ensure all dresses meet guidelines, opportunities will be provided for them to bring their dresses to school and have female prom advisors view them during selected activity periods. If a male student invites a date who is not a TCS student, appointments can be made after school to view his date's dress. Dresses must be approved at least one week prior to the prom. Dresses must be formal; avoid low-cut necklines that reveal cleavage, styles that expose midriff area, excessively low-cut backs, and sheer fabrics or cut-outs which create immodesty. Dresses and/or slits in dresses are not to be more than 3 inches above the knee. Backs of dresses should not be cut below the mid-point of the back. Improper dress, inappropriate dancing, and alcohol/drugs will be unacceptable. Any person who does not adhere to these guidelines will not be allowed to attend the Prom and will be subject to school discipline policy.

## SPECIAL NOTES

- Any judgment regarding a conflict with the dress code will be made by the Administration. Any student who violates the dress code in such a way that it cannot be corrected may not be allowed to attend class until proper School attire has been brought to the student. Parents will be called to bring acceptable clothing to their students. Modest dress code compliance will be expected at school-related functions. Those who choose not to comply may be denied admittance, asked to leave the event, or written up as a discipline referral.
- The Administration reserves the right to rule on any “fad” during the school year.

## IV. Substance Abuse

*Confidentiality Statement: All information, test results, or other materials received by TCS in the operation of this substance abuse program are confidential communications, which will only be utilized on a need to know basis. These confidential communications and information will not be released unless required by law or with parental/legal guardian consent.*

Trinity Christian School prohibits the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs, or other controlled substances on or off school property or during any school sponsored activities including practices, camps, or any other activities during the school year or summer months.

Trinity Christian School's position on the use or abuse of alcohol, drugs, or other controlled substances by its students. It is a part of TCS's commitment to safeguarding the health of its students, and to providing a safe place for its students to learn and grow. Because substance abuse, either while at school or away from school, can seriously endanger the health and safety of students and render it impossible to create an environment for learning, TCS has established this Drug Free School Program to detect users and remove abusers of alcohol, drugs, or other controlled substances. TCS is committed to preventing the use and/or presence of these substances in its school or on its property and to encouraging its students to say “no” to drugs and alcohol. The elements/key terms of the policy are as follows:

- “Drug” means amphetamines, cannabinoids, cocaine, phencyclidine (PCP), methadone, methaqualene, opiates, barbiturates, benzodiazepines, propoxyphene, nicotine, or a metabolite of any such substances and any substance that is taken for recreational use or taken to induce a mind altered state. TCS may test a student for any or all of these.
- “Alcohol” means ethyl alcohol, hydrated oxide of ethyl or spirits of wine, from whatever source or by whatever process produced. TCS may test a student for any or all of these.

- “Student” means any person enrolled at TCS.
- “Nonprescription medication” means a drug or medication authorized pursuant to federal or state law for general distribution and use without a prescription in the treatment of human disease, ailments, or injuries.
- “Prescription Medication” means a drug or medication lawfully prescribed by a physician for an individual and taken in accordance with such prescription.
- “Reasonable suspicion testing” means substance abuse testing based on a belief that a student is using or has used drugs in violation of this policy drawn from specific objective and conveyable facts and reasonable inferences drawn from those facts in light of experience.
- “Substance” means drugs.
- “Substance abuse test” or “test” means any chemical, biological, or physical instrumental analysis administered for the purpose of determining the presence or absence of a drug or its metabolites.
- “Review Committee” means that committee consisting of the TCS Headmaster, Academic Director, and Discipline Administrators.
- “Designated Substance Abuse Official”- TCS Head of School is the designated Substance Abuse Program Official. All communications and the coordination of the program will be conducted through the Head of School and/or his designee

#### A. Testing Procedures-

- TCS reserves the right to drug and/or alcohol test students at any time, for any reason. Any refusal to take a drug and/or alcohol test will result in immediate expulsion.
- TCS will utilize any type of drug and/or alcohol testing procedure that it believes is appropriate, in conformity with the law, including breathalyzers, urinalysis, or other approved methods.
- Types of Testing Used:
  - *Random Testing* - Students in grades 6 through 12 who are enrolled at TCS will be subject to random drug and/or alcohol testing during the academic school year.
  - *Reasonable Suspicion Testing* - Students will be tested, as determined by the review committee, when reasonable suspicion exists such that their behavior or performance indicates possible drug and/or alcohol use.
  - *Follow Up/Post Rehabilitation Testing* - Students will be tested when returning from rehabilitation, which was the result of a positive test. Follow-up testing shall be conducted at least 3 times a year (or at the discretion of the Head of School) for a two-year period after the completion of the rehabilitation program and without advanced notice to the student.
- Cost of Drug Testing - TCS will pay the cost of all initial mandatory drug and/or alcohol tests, which TCS requires of students. A student and/or his/her parents/legal guardian shall pay the cost of any additional tests including follow up testing.
- Medical Review Officer (MRO) - The MRO will review all positive drug results. The MRO may contact the student and his/her parents/legal guardian in order to investigate the reasons behind a positive drug test. Failure to cooperate with the MRO will result in immediate expulsion. If the MRO is unable to contact the student and his/her parent/legal guardian, the MRO will communicate that fact to TCS's Head of School. Once the MRO has finalized the investigation the MRO will communicate the results to TCS's Head of School.
- Confirmation/Notification/Retesting - All positive drug tests will be confirmed using gas chromatography/mass spectrometry (GC/MS) or an equivalent method. Within 5 school days after the receipt of a positive confirmed test result from the laboratory, a student and his/her parent/legal guardian will receive written notification of such results, and the options available, whereupon the student and his/her parents/legal guardian will have five school days to contest or explain the positive test result. If the student's or parents' explanation or challenge is unsatisfactory to the MRO, the MRO shall report a positive test result back to the Head of School.

## B. Positive Drug Testing Results/Confirmed Drug Test

- Confirmed Positive for Nicotine may result in but not limited to the following disciplinary actions:
  - 1<sup>st</sup> Offense- 1 Day of ISS + Post Rehabilitation Plan
  - 2<sup>nd</sup> Offense- 1 Day of ISS and 1 Day of OSS + Revised Post Rehabilitation Plan
  - 3<sup>rd</sup> Offense- Expulsion
- Confirmed Positive Drug Test may result in but not limited to the following disciplinary actions:
  - 1<sup>st</sup> Offense- Multiple days (1-3) of OSS + Post Rehabilitation Plan
  - 2<sup>nd</sup> Offense- Expulsion
- “Post Rehabilitation Plan” will be established by the Head of School as a follow up to any student that has received a positive test (Nicotine or Drugs). Any refusal to agree to the “Post Rehabilitation Plan” will result in an automatic request for withdrawal or expulsion.
- The school administration reserves the right to expel any student as a result of a positive drug test if the circumstances and severity of the positive test warrants.
- Any student that tests positive in drug screening may be referred to evaluation, assessment and/or rehabilitation. If recommended by an approved evaluator, the student must enter and successfully complete an approved substance abuse rehabilitation program at his/her own expense to remain at TCS. Should a program be required for the student, the Head of School will establish a deadline and expectations in consultation with the parents/legal guardians. Refusal to agree to be referred to rehabilitation or adhere to any follow up testing will result in immediate expulsion.
- Any attempt to alter a drug test, not following testing procedures, or the use of a synthetic substance will be considered an automatic “Confirmed Positive Test” and subject to multiple days (1-3) of OSS and a second test will be administered at the expense of the parent/legal guardian.
- Any student that tests positive for Drugs or Nicotine will miss any extracurricular event during their suspension as well as the first event/athletic contest after school issued discipline has been served.

## V. General

### A. Right to Search Policy

Trinity Christian School reserves the right to search students, their vehicles, lockers, and personal property to include phones, computers, and other electronic devices on school grounds when there is justifiable cause to do so.

### B. Prohibited Articles

Articles that are prohibited for use during the school day include playing cards, cellular phones, radios, tape/CD players, tapes, CDs, MP3 players, iPods, pictures, and magazines or books not related to class work. These articles as well as other articles that violate regulations will be confiscated and, if appropriate, will be turned over to the parents or authorities.

### C. Care of Property

Respect for the appearance and care of our School is a part of our Christian testimony. Sitting on desks or tables, carving and defacing desks, eating in restricted areas, throwing objects, littering, etc. are not permitted. Students should have enough concern and respect to refrain from defacing School walls. School lockers should be kept neat, clean, and free of any inappropriate pictures showing immodesty of any kind.

Willful damage to or destruction of School property will not be tolerated and will subject the student to disciplinary action and/or payment for such damages. All students are expected to report immediately to the School office any damaged furnishings or other School property. If any property is lost or damaged, including textbooks, the student(s) responsible for the damage will be responsible for the cost of replacement.

#### D. Student Driving

Students must secure approval from the Administration before they can drive vehicles to School, and must obey the following rules.

1. Have in possession their own valid driver's license when operating a vehicle on school property.
2. Register vehicles with the School office.
3. Park correctly in the student parking lot.
4. Drive safely, 10 mph or slower, on campus. Reckless driving will result in the loss of driving privileges on campus.
  - 1<sup>st</sup> offense – written warning
  - 2<sup>nd</sup> offense – loss of driving privileges for 30 days
  - 3<sup>rd</sup> offense – loss of driving privileges for the semester
5. Report any accident to the School office immediately.
6. Enter and exit the campus at proper gates.

Trinity Christian School maintains an active and highly-successful interscholastic sports program, which has won 46 state team championships and is an integral part of the education experience. The Crusaders compete in baseball, basketball, cheerleading, cross country, football, golf, soccer, softball, swimming, tennis, track and field, and wrestling with other private schools in Georgia. The School is a member of the Georgia Independent School Association (GISA).

## I. Athletic Philosophy

Colossians 3:23 states: "And whatsoever you do, do it heartily as to the Lord and not unto men."

There are two parts to this verse. To do an activity "heartily" requires a complete commitment physically, mentally, emotionally, and spiritually. The second part, "as to the Lord...", provides motivation for the effort. A Trinity student-athlete should strive to honor God and not seek man's praise.

The goals of the Trinity Christian School athletic department:

1. Promote the development of a personal relationship with Jesus Christ by all student-athletes.
2. Teach the skills to maintain a high level of performance.
3. Encourage student-athletes through positive coaching.
4. Develop and maintain an atmosphere conducive to good sportsmanship.

## II. Behavior at Athletic Events

Although the intensity of athletic competition often leads one to become emotionally involved, good sportsmanship and respectful behavior from the faculty, coaches, players, cheerleaders, and spectators is expected. Respect for game officials, opponents, and spectators from our opponent schools is to be shown at all times. Any complaints or disagreements are to be shared privately with administrative personnel.

## III. Georgia Independent School Association (GISA) Code of Good Behavior

While the preponderant majority of schools, and all associated with each school, clearly and consistently exhibit appropriate sportsmanship year-in and year-out, it is incumbent upon each to continue to insure that all are aware and attempt to stimulate fair play, friendly rivalry, and good sportsmanship among contestants, schools, and communities. Toward that end-goal, the Georgia Independent School Association provides the following guidelines to help each school attain these goals, especially with respect to establishing norms of exemplary sportsmanlike behavior during all Association events.

- A. All School personnel (i.e. coaches, assistants, students, teachers, etc.) are expected to set a positive example of good sportsmanship by their demeanor, personal example, and leadership at all times.
- B. Each year (and more often, if necessary) students and all other fans (especially parents) should be informed what behavior is acceptable and that which is not acceptable during all competitive School events.
- C. Every student athlete, coach, and official is to be treated with honor, dignity, and respect before, during and after each athletic or literary event.
- D. Fans (including students) are encouraged to cheer and applaud the accomplishments of their favorite team. (This can be done in so many wholesome ways without the use of profanity or other improper language, harassment, gestures, or other actions which can cause embarrassment to the School.)
- E. When the contest is over, it is over. Period. Any complaints must be filed according to the Association rules and regulations.
- F. It is the host School's responsibility to provide (and insure) that all participants, fans, and officials can attend any event in safety without undue or improper harassment, etc. from opposing school fans, police, etc.

- G. Persons who do not behave properly (or who have violated this code or broken laws, etc.) are to be warned and asked to leave the premises. (In case of law violations, these matters need to be handled by the security personnel, taking appropriate action as may be deemed necessary.)
- H. Ultimately, the School Head of School is at all times (home and away) totally responsible and accountable for all actions of his/her teams, coaches, students, and fans. With proper leadership, all associated with the School are expected to know and exhibit good sportsmanship, proper acceptable behavior, and manners becoming a host or guest at any event.

A \$50.00 fine will be levied by the GISA on the School for any coach, player, or fan (student or adult) ejected from a sporting event in which GISA schools participate. Trinity Christian School will require the ejected person to pay this fine to Trinity Christian School. In addition, the GISA requires a coach or player to be suspended from the next regular season game, regardless of the sport.

More detailed information regarding the Athletic Program at Trinity Christian School is available in the School's Athletic Policy Manual.