

# Upper School Parent-Student Handbook 2018-2019

## TRINITY CHRISTIAN SCHOOL BOARD

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Jeff Calvery – Board Member  
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Troy Williams – Athletic Director  
James Swearingin – Upper School Principal  
Stacey Edwards - Elementary Principal  
Shari Smith – Dean of Student Life and Ministries  
Ted Skinner – Dean of Academics  
Charlotte Graham – Learning Center Director

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Phone Extensions:  
Accounting - 2821  
Admissions – 2810

***Accredited by ACTS (Association of Christian School Teachers and Schools)  
Recognized by TEPSAC (Texas Private School Accreditation Commission)***

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## ***WELCOME TO TRINITY CHRISTIAN SCHOOL AND TRINITY CHURCH MINISTRIES***

Welcome to Trinity Christian School, a school known for quality Christian education. We are honored you have chosen to be part of a journey towards excellence.

God is calling churches across America to build Christian schools. Trinity Ministries has accepted this call, acknowledging a great price to pay, but believing the reward will be well worth the effort. The next generation will be different if the people of God today will point a new direction.

The vision of Trinity Christian School is an extension of our vision for the entire ministry. Our primary purpose is to introduce, guide, embrace and train people for an eternal relationship with God. In practical terms, Trinity Christian School's mission is to provide a complete educational experience in a spiritual atmosphere enabling students to become outstanding leaders in our society.

The solemn responsibility of partnering with parents for the nurturing of young people is one we fully realize. We will do our best to serve all educational needs in an uncompromising spiritual format.

The guidelines offered in this handbook are helpful to establish the environment in which the educational and moral values can most effectively be imparted. These pages establish parameters and expectations by which parents and educators may meet the needs of students.

I am confident your decision to enroll at Trinity Christian School will result in a wonderful advance for your family. Have a joy-filled year.

**Rev. Jim Hennesy, Senior Pastor Trinity Church**

### ***SUPERINTENDENT'S GREETING***

Trinity Christian School is committed to providing the highest quality educational experience based in a Christian world-view. It is the goal of the administration, faculty and staff to identify and develop the variety of gifts and talents in every student through the pursuit of excellence in the students' spiritual formation, academics, athletics, and the fine arts.

There are many educational institutions that can provide classes and academic stimulation for your child. The distinctive of TCS is that we pledge to love your child. It is a fundamental goal of the school to know and to love each student that enrolls. The purpose and ministry of Trinity Christian School is to support and bless the families that entrust us with the education of their children. Thank you for allowing the staff and administration the privilege of ministering to your children and family.

**Mark Hennesy, Ed.S., Superintendent**

### ***MISSION STATEMENT***

Trinity Christian School provides a complete educational experience in a spiritual atmosphere, based on a biblical worldview, enabling students to become outstanding Christian leaders in society.

### ***PHILOSOPHY***

1. We present, without apology, the whole truth about Jesus Christ as He is revealed in His Word in every area of the program.
2. We strive for the full development of each student, drawing from resources within and without the school.
3. We believe learning is a natural, exciting process involving struggle and discovery, disappointment and satisfaction.
4. We value the hard work and extra effort needed to lead a student to excellence not otherwise attained.
5. We teach a complete educational experience in a Christian atmosphere integrated with the aesthetic, physical and spiritual which includes a full athletic program and a fine arts department.
6. We seek committed and caring professionals for our faculty and staff.
7. We seek students with intellectual promise from diverse backgrounds who are characterized by energy, enthusiasm, imagination, curiosity, creativity and a sense of humor.
8. We emphasize the value and dignity of individual spiritual needs, understanding and respecting the diverse beliefs represented in the TCS community while exposing students to the Christian tradition.

## **CORE VALUES**

### **SUBSTANCE**

TCS disciple's students into deeper relationships with God.

### **COVENANT RELATIONSHIPS**

TCS loves students as Christ loves them. We partner with families to meet their needs.

### **LEGACY**

The Word of God mandates that we teach and invest in the young people of today so that they will be able to lead their generation as they follow Christ.

### **MARKETPLACE**

TCS educates students, preparing them for God's call on their lives.

## **STATEMENT OF FAITH**

1. We believe the Bible to be the inspired, infallible, authoritative Word of God.
2. We believe there is one God, eternally existent in the three persons: Father, Son, and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His victorious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit by who's indwelling the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.

## **HISTORY**

Founded in 1981, Trinity Christian School is the oldest and largest Christian school in Southwest Dallas. TCS was founded by the Trinity Church Board of Trustees who had a vision to provide the finest liberal arts education in a Christian environment to the youth of our community. For over 30 years, the school has remained true to the goal of its founders. Our doors are open to families in the surrounding communities who desire for their children to learn and grow in harmony with the Word of God. TCS is a nonprofit organization, governed by a board of trustees from our sponsoring church.

Being a Christian school means we assist parents in fulfilling their divine responsibility to thoroughly train each child to obey God in every area of life and make him/her a true disciple of Jesus Christ.

## **GENERAL INFORMATION**

### **SCHOOL HOURS**

Upper school hours are 8:00 am. – 3:30 pm. All students are expected to take a full class load every year.

### **OFFICE HOURS** are 7:30 am. – 4:30 pm

Unless otherwise notified, Trinity Christian School is not responsible for students on campus at other times.

### **CAMPUS CLOSING POLICY**

The TCS campus officially opens at 7:00 am for Extended Care and at 7:30 am for all other students. The campus closes at 3:30 pm each day. Before 7:30 am and after 3:30 pm there should be no students on campus. The only exceptions are students participating in sponsor-led school activities, i.e. athletics, cheerleading, fine arts, extended care, clubs etc. These are the only options available that will provide reasonable security and safety for students.

Students who remain on campus for athletic events or other activities after school hours must be under adult supervision, specifically a coach, sponsor, faculty member or parent. Junior high students on campus after 3:45 pm without adult supervision will be sent to extended care and the appropriate fees will be assessed.

### **LOST AND FOUND**

Please identify each article of clothing your child may bring or wear to school by clearly marking the clothing tag with your child's last name and first initial. Misplaced items will be taken to one of four lost and found locations: the main school office, the gym office, the junior high office and the Upper School office.

### **LOCKER ROOMS**

Locker rooms are reserved for students who are participating in current sports or physical education classes. They will be open prior to the beginning of the school day, during PE class times, and after school to accommodate student athletes. They will remain locked during all other times.

### **LEARNING CENTER**

The TCS Learning Center is designed to enhance the learning experience of all TCS students in a positive environment through a variety of services and academic interventions. Assistance is available through the center to assist second language learners, international students, students with learning differences, and others that might require academic facilitation.

### **LUNCH**

Students may bring a lunch from home or purchase a meal at school. Lunches may be purchased daily with cash or on a weekly or monthly basis. Prices are subject to change during the school year.

Seniors are permitted off-campus privileges on Wednesdays provided they observe safety regulations and are back in class on time. Underclassmen are not permitted to leave campus for lunch unless with a parent or pastoral staff. If pastoral staff take students off campus, there must be prior permission from the parent and the principal. Students who are taken off campus for lunch by a parent or pastor must return to class on time.

Food may be brought to students only by their parents. A table is provided in the dining hall for lunches that are dropped off after 8:00 am. Make sure that the lunch is labeled with your child's name and grade. No food deliveries are allowed.

Parents, pastors and youth pastors are allowed to join students for lunch with pre-approval. Please schedule times with the appropriate upper school office.

## **PARKING AND AUTOMOBILE REGULATIONS**

Parking on the Trinity Christian School Campus is a privilege. Abuse of the parking guidelines and regulations will result in the loss of that privilege.

Students with a valid Texas driver's license may apply for a parking permit by submitting the following information (A maximum of two family vehicles may be registered on same permit):

- A completed application
- A fee of \$10.00 (cash, check, or money order made payable to Trinity Christian School).
- A photocopy of a valid Texas driver's license.
- A photocopy of a valid Vehicle Registration
- Proof of Insurance

The following TCS regulations shall apply:

- The student must abide by the rules and procedures as outlined in the TCS Upper School Parking Application Form.
- Students are authorized to park in student designated parking only. This area is located on the east side of the school. Each student will be given a designated space to use each day and must park only in that space. Failure to do so will result in a \$10 fine.
- Students may not linger in the parking area or return to the parking lot during the school day.
- Students must comply with the 5 MPH campus speed limit and adhere to all safety standards.
- Students who speed or drive recklessly on campus will lose the privilege of bringing a car to campus.
- Loud music and riding on cars is not permitted
- Driving on the grass or other unpaved areas is not allowed.
- The parking permit is to be placed on the rear windshield, driver's side, with the permit number facing out and easily visible from outside of the vehicle.
- Misuse of the parking permit, parking without a valid Parking Permit, or parking in areas other than assigned parking is subject to a \$10.00 fine for each violation.

## **VISITORS**

Trinity Christian School is a closed campus. Parents and youth pastors may visit after contacting the school office and obtaining a visitor's pass. Visitors must wear a visitor's pass at all times while on campus.

- Teachers will not be available to consult with parents or visitors during class time. Parents should make an appointment for parent- teacher conferences or observations.
- The Trinity Christian School campus is designated as a non-smoking campus.
- Pets or other animals may not be brought on campus without prior administrative approval.
- Visitors to campus should dress conservatively and modestly.

If prospective students desire to visit campus during the school day, the following guidelines will be observed:

- The visitor will provide the principal with an advance notice of twenty-four hours.
- The visitor will behave in a manner that is consistent with the guidelines of TCS.
- The visitor will dress conservatively and modestly.
- The visitor will commit to observe all TCS rules and regulations.

## **PARENT/TEACHER CONFERENCES**

The Parent-Teacher Conference is the one of school's intentional means of communication with the home. Conferences are strongly encouraged following the receipt of progress reports by the parent. A formal parent-teacher conference day is scheduled following the first term progress reports.

Either parents or teachers may request a conference. All conferences are scheduled directly with the teacher. The principal may attend and participate in any parent- teacher conferences should it be deemed necessary.

Parents are to obtain a visitor's badge from the main office prior to proceeding to a conference with the teacher.

## **SAFETY AND SECURITY**

### **SCHOOL CLOSINGS**

The Superintendent will make a determination as to school closing or delayed opening due to inclement weather by 5:00 am.

The television and radio stations listed below will be notified and asked to post TCS school closing information.

TV Channel 4 (Fox)	TV Channel 5 (NBC)	KLTY Radio
TV Channel 8 (ABC)	TV Channel 11 (CBS)	KRLD Radio

### **FIRE DRILLS / TORNADO DRILLS / LOCKS DOWN DRILLS**

Fire Drills, Tornado Drills, and Lock Downs Drills will be conducted for all grade levels on a regular basis.

In order to provide a safe and secure environment for all students, TCS will provide regular monitoring of school campus through manned patrols and video monitoring equipment. Outside services such as InterQuest Canines and The Guardian System may also be used to assist in ensuring a safe and secure environment.

## **PRIVACY**

Trinity Christian School has established the following policies to protect the privacy of student's personal, educational, and financial information.

### **Family Educational Rights and Privacy Act**

Public Law 93-380, the Family Educational Rights and Privacy Act of 1974 establishes that the educational records of students attending or having attended the school are confidential and can be released only with written permission from the student. The Family Educational Rights and Privacy Act of 1974 also authorize the school to routinely release directory information. Information which may be released without written permission from the student includes: student name, degree or certificate awarded, dates of attendance, athletic statistics, scholarships received, membership or office in TCS Student Government or Honor Society, part-time or full-time student status, and previous schools attended. No other information may be released without the student's written permission except as provided for in school policies. Students who are concerned about the confidentiality of their records should contact the business office.

TCS students and their parents (if the student is less than 18 years of age) have the right to review their own records and to petition for correction of erroneous information in their records. Basic information is shown on a student's transcript, an unofficial copy of which can be requested from the business office. The business office can provide a list of the types and locations of educational records available at the school. Requests to review the records should be made in writing to the office.

### **Annual Notification**

TCS will provide students annual notification of their rights as defined by the Family Education Rights and Privacy Act (FERPA), by publication in the Student Handbook, School Catalog and posting it in the Student Services Building.

### **Primary Rights of Students**

- 1.To inspect and review educational records.
- 2.To request amendment of educational records.
- 3.To have some control over the disclosure of information from educational records.

### **Procedure to Inspect Educational Records**

Students may inspect and review their educational records upon written request to the superintendent by identifying the record(s) the student wishes to inspect. The superintendent will make the needed arrangements for access within forty-five (45) days from the date of receipt of the written request. If the records are not maintained by the office of the superintendent, the superintendent shall forward the request to the appropriate school official. If the records contain information about more than one student, the student may inspect and review only the records which relate to him or her.

### **Limitation of Right of Access**

TCS reserves the right to refuse to permit a student to inspect the following records:

- 1.The financial statement of the student's parents.
- 2.Letters and statements of recommendations for which the student has waived his or her right of access, or which were maintained before January 1, 1975.
- 3.Records connected with an application to attend TCS if that application was denied.
- 4.Those records which are excluded from the FERPA definition of educational records.



### **Refusal to Provide Copies**

TCS reserves the right to deny copies of records, including transcripts, not required to be made available by FERPA in any of the following situations:

1. The student has an unpaid financial obligation to the school.
2. There is an unresolved disciplinary action against the student.
3. The educational record requested is an exam. or set of standardized test questions.

### **Types, Location and Custodians of Educational Records**

The following is a list of the types, locations, (length of time record is kept by the school), and custodians of records that the school maintains. Mail requests should be addressed to TCS, 1231 E. Pleasant Run Rd., Cedar Hill, TX 75104 to the custodian and location indicated.

### **Disclosure of Educational Records**

The school will disclose information from a student's educational records only with the written consent of the student or his/her parent (if the student is less than 18 years of age), except the following records may be disclosed without consent when the disclosure is:

1. To school officials who have a legitimate educational interest in the records.
  - a. A School Official is:
    - i. A person employed by the school in an administrative, supervisory, academic or research, or support staff position, including health center staff.
    - ii. A person elected to the Board of Trustees.
    - iii. A person employed by or under contract to the school to perform a special task, such as the attorney or auditor.
    - iv. A person who is employed by Campus Security.
    - v. A student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another school official in performing his or her tasks.
  - b. A School Official has a legitimate educational interest if the official is:
    - i. Performing a task that is specified in his or her position description or contract agreement.
    - ii. Performing a task related to a student's education.
    - iii. Performing a task related to the discipline of a student.
    - iv. Providing a service or benefit relating to the student or student's family, such as health education, counseling, advising, student employment, financial aid, or other student service related assistance.
    - v. Maintaining the safety and security of the campus.
2. To school officials of another school, upon request by that school, in which a student seeks or intends to enroll.
3. To certain officials of the U. S. Department of Education, the Comptroller General, and State and local educational authorities, in connection with audit or evaluation of certain State or federally supported education programs.
4. In connection with a student's request for or receipt of financial aid to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. To State and local officials or authorities if specifically required by a State law that was adopted before November 19, 1974.
6. To organizations conducting certain studies for or on behalf of the school.
7. To accrediting organizations to carry out their functions.
8. To parents of an eligible student who is claimed as a dependent for income tax purposes.
9. To comply with a judicial order or a lawfully issued subpoena.
10. To appropriate parties in a health or safety emergency.
11. To individuals requesting directory information so designated by the School.
12. The results of any disciplinary proceeding conducted by the School against an alleged perpetrator of a crime of violence to the alleged victim of that crime.

### **Directory Information**

TCS designates the following items as Directory Information which may be disclosed without prior written consent, unless the school is notified in writing to the contrary by September 15 of the academic year:

1. Student's name
2. Student's e-mail address
3. Dates of attendance at TCS
4. Degrees, certificates, and awards received by the student
5. Participation in officially recognized activities and sports
6. Weight and height of members of athletic teams

### **Correction of Educational Records**

Students have the right to ask for records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. The following are the procedures for the correction of records:

1. A student must ask the Superintendent to amend a record. The student should identify the part of the record to be amended and specify why the student believes it is inaccurate, misleading, or in violation of his or her privacy rights.
2. TCS may comply with the request or decide not to comply. If TCS decides not to comply, the school will notify the student of the decision and advise the student of his or her right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.
3. Upon request, TCS will arrange for a hearing and notify the student reasonably in advance of the date, place, and time of hearing.
4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of Trinity Church. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend educational records. The student may be assisted by one or more individuals including an attorney.
5. TCS will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
6. If TCS decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, the school will amend the record and notify the student, in writing, that the record has been amended.
7. If TCS decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, the school will notify the student that he or she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.

The statement will be maintained as part of the student's educational records as long as the contested portion is maintained. If TCS discloses the contested portion of the record, the school must also disclose the statement.

### **Tips for Protecting Your Personal Information**

All Web browsers will keep your personal data in memory until you exit the browser completely. We strongly recommend that after you complete any transaction using TCS online services, you log-off and close the Web browser completely, especially when using a public computer.

## **TCS POLICY REGARDING PROHIBITED PROPERTY**

### **1. Policy Regarding Illegal Drugs, Substances, Stolen Property and Unauthorized Items**

#### **a. Program Objectives**

TCS has always had and continues to have a commitment to provide a safe workplace for its students, faculty and staff in order to reduce the risk of injury to TCS visitors and the general public. Further, TCS has worked to establish programs which promote a high standard of student, faculty and staff health, safety, and well-being. In keeping with those commitments, TCS continues to develop a policy regarding prohibited property. The goal is to establish and maintain an environment free of illegal drugs and alcohol for the benefit of all.

#### **b. TCS Premises**

The term "TCS Premises," as used anywhere in this handbook includes all property, facilities, land, platforms, buildings, structures, fixtures, installations, automobiles, trucks, and all other vehicles and property owned, leased, or in use by TCS, as well as any other location at which any student, faculty or staff member are acting or appearing formally or informally as a TCS representative.

#### **c. TCS Policy**

It is the policy of TCS that the use, possession, concealment, transportation, promotion, or sale of the following items or substances is strictly prohibited at all times while the student, faculty or staff member is acting or appearing as a formal or informal TCS representative anywhere, and on all TCS Premises (including athletic events and vehicles):

- Illegal drugs, controlled substances (including trace amounts), look-alikes, designer drugs and alcoholic beverages
- Firearms, weapons, explosives, and ammunition
- Stolen property or drug paraphernalia
- Other smoking paraphernalia
- Prescription drugs-except under the following conditions:

Students, faculty and staff must inform the school office prior to using prescribed drugs while on TCS Premises. Each vial will be in the student, faculty or staff member's name. Each prescription will be no older than one (1) year from the date issued. Parents of students and/or students must deliver the vial to the school staff immediately upon arrival on TCS Premises.

TCS, at all times, reserves the right to have a physician determine if a prescription drug or medication produces hazardous effects and may restrict the use of any such drug or medication accordingly. This may also include restricting the student, faculty or staff member's activity.

As stated above, no one is authorized to possess a weapon on TCS Premises. If the faculty or staff member is authorized by the State of Texas to carry a concealed handgun, the faculty or staff member shall provide a copy of the license to the Superintendent. However, the above policy shall still apply to all TCS employees, and

no employee is ever authorized to carry a handgun on TCS Premises or to carry a handgun at any time the employee is acting or appearing formally or informally as a TCS representative.

#### **d. Searches and Inspections**

TCS reserves the right, at all times, while any student, faculty or staff member is on TCS Premises or is otherwise on duty, to have TCS principals or authorized search and inspection specialists conduct searches and inspections of students, faculty, staff members, or other persons and any of their personal property, including without limitation, their locker, backpack, baggage, purse, desk, clothing, and vehicles, for the purpose of determining if such persons are in possession, use, transportation or concealment of any of the prohibited items and substances of this policy.

The Superintendent has the right to conduct an on-the-spot search and inspection of the students, faculty and staff members and their personal effects as described above if a TCS faculty member has a reasonable suspicion that the student, faculty or staff are in direct violation of any part of this policy. All searches and inspections conducted by outside authorized specialists will be in the presence of representatives selected by TCS.

#### **e. TCS Position for Policy Violators**

A student, faculty or staff member who is found in possession, use, or transportation of any illegal substances, contraband, stolen property, or any of the above-mentioned drugs and unauthorized items, will be subject to disciplinary action as outlined in the handbook, up to and including immediate dismissal.

## **SECURITY CAMERAS**

In order to provide a safe and secure environment for all students, TCS will provide regular monitoring of areas of our school campus through video equipment. Outside services such as InterQuest Canines and the Guardians System may also be used to assist in assuring a safe and secure environment

## **POLICY VIOLATIONS**

A student, faculty or staff member, who is found in possession, use, or transportation of any illegal substances, contraband, stolen property, or any of the above-mentioned drugs and unauthorized items, will be subject to disciplinary action as outlined in the handbook, up to and including immediate dismissal.

## ***PARENT COMMUNICATION WITH STUDENTS DURING THE DAY***

If students need to make a phone call, they may do so during passing periods or use the student phone in the upper school office after receiving permission. All calls in the office will be monitored. Calls should be for emergencies only, but exceptions will be made for student illness, school cancellation, or changing of event schedules. Parents that need to contact students should always do so through the school office. Teachers will not permit students to answer phones during class. Telephone messages from parents to students should be reserved for emergencies. Classes will not be interrupted for messages except in the case of an emergency. Texting students during the school day may result in confiscation of mobile phones and is subject to electronic device policies.

## ***EXTENDED CARE***

Extended Care for the morning begins at 7:00 a.m. each morning. Students are to be walked in and signed in by a parent into the building.

Extended Care in the afternoon begins at 4:00 p.m. and concludes at 6:00 p.m.

Students in the Extended Care program should be signed out and picked up in the proper building:

K3-K4 Children's Center

Kindergarten – 5<sup>th</sup> grade - South Campus

Junior High – NAB Building

Extended Care is an extra fee. Parents can sign a contract to pay monthly or can pay a drop-in rate if just needed occasionally.

## **LATE PICK-UP AND DROP-IN FEES**

Students picked up after 6:05 p.m. are considered late pick-ups and will be charged \$1.00 per minute per student. Any unpaid charges will be added to the student's account.

All students who are in extended care and are not on contract will be charged a drop-in rate of \$15.00 per day per student. Students who arrive before 7:30 a.m. are considered to be in extended care and will be charged the extended care rate. Students who are left on campus after 4:00 p.m. and are not involved in a school sponsored activity will be taken to extended care and be charged the afternoon rate. Unpaid charges will be added to the student's FACTS account for the next available payment.

## **ELECTRONIC DEVICE POLICY**

### **MOBILE PHONE USAGE**

In order to ensure proper communication and protect the integrity and security of the school community, student use of mobile phones is permitted with teacher's directions during class time and passing periods.

### **ELECTRONIC DEVICES IN CLASS**

Each classroom will have a green sign and a red sign for students to see. Green means it's a time to use a device. Red sign will mean no devices are permitted at that time. These signs will be posted and used at the teacher's discretion.

Mobile phones, headphones, or any other devices which are used inappropriately will be confiscated by school personnel and held in the Upper School office until the end of the school day. The device may be returned to the student after consultation with the parent/ guardian. After the first incident, the student will be fined \$25.00 for the second violation. Each violation thereafter escalates as outlined below.

Headphones and ear buds may not be used on campus until after class or practice each day. They will not be allowed before school or during lunch. Headphones may be used in the classroom at teacher's directions for videos or other educational purposes. If devices are used at a time not specified by a teacher, school personnel will confiscate them and hold them until the end of the day. The device may be returned to the student after consultation with the parent/guardian. Repeat offenders will be subject to inappropriate electronic device use consequences.

### **INAPPROPRIATE ELECTRONIC DEVICE USE CONSEQUENCES**

- 1<sup>st</sup> Occurrence - Warning
- 2<sup>nd</sup> Occurrence - \$25 Fine
- 3<sup>rd</sup> Occurrence - \$50 Fine
- 4<sup>th</sup> Occurrence - \$100 Fine
- 5<sup>th</sup> Occurrence – Saturday School

### **ELECTRONIC DEVICE POLICY – UPPER SCHOOL**

All students must bring a laptop, Chromebook or tablet to class every day. If students do not have one, one will be loaned from the school for the year provided a contract is signed by the parent. Devices will be the responsibility of the student and his/her parents. Guidelines for use are as follows:

- R** remember to keep the device charged 100% battery every day
- E** exclusively use your device every day for school use only
- S** stay only on the apps as assigned by the teacher
- P** protect your electronic devices from damage
- O** obey the TCS honor code with all electronic devices
- N** navigate the web using social media guidelines
- S** sync your device regularly
- I** immediately report damaged, lost or stolen Chromebooks to the IT department
- B** bring your accessories every day; charger, etc.
- L** learn to use your device for educational purposes wisely
- E** engage with teachers and students in person whenever possible; electronic communications should be in moderation
- U** use electronic devices in designated areas and at designated times
- S** secure your device in a safe location at all times
- E** explore new ways to learn with your device

### **SMART WATCHES**

All smart watches are to be removed and put away during tests and quizzes. If one is seen during this time, it will be subject to confiscation and subject to electronic device violation policies.

**No Device Zones:** Locker rooms, bathrooms, school events during the school day, chapel, dining hall (JH)

Trinity Christian School will not be responsible for any cell phone or electronic device that is lost, stolen or damaged at school, on school property or at a TCS school sponsored activity. Parents are encouraged to be aware of the type of music, games, and videos with which your students engage to ensure that they are in compliance with the Student Honor Code.

## **SOCIAL MEDIA POLICY**

Students are encouraged to always exercise the utmost caution when participating in any form of social media or online communications – such as Facebook, Twitter, Snapchat and other online discussion forums – both within the TCS community and beyond. Students who participate in online interactions must remember that their posts reflect on the entire TCS community and, as such, are subject to the same behavioral standards set forth in the Student Code of Honor.

In addition to the regulations found in other relevant sections of this handbook, students are expected to abide by the following:

- to protect the privacy of TCS students and faculty, students may not, under any circumstances, surreptitiously create digital video recordings of TCS community members, either on campus or at off-campus TCS events, for online publication or distribution.
- students may not use social media sites to publish disparaging or harassing remarks about or photos/recordings of TCS community members, athletic or academic contest rivals, etc.
- students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the school.

This Social Media Policy applies at any time, day or night, during a student's enrollment at TCS. There are no limits on the reach of this policy concerning social media activity that involves a TCS student and/or other members of the TCS community. Failure to abide by this Social Media Policy, as with other policies at TCS, may result in disciplinary action as described in the TCS Handbook, or as determined by the administration.

## ***ADMISSIONS POLICIES***

Admission to TCS is open to any young person who meets the entrance requirements. TCS does not discriminate on the basis of race, color, national origin or ethnicity. All students must conform to the Christian standards set forth in this handbook and in God's Word to ensure that TCS provides an atmosphere that is safe and conducive to learning.

Before making application, please read the following information carefully to determine whether or not TCS offers the type of education that you desire for your child. Parents and students must be willing to cooperate with the school's guidelines and mission statement.

Admission to TCS will be determined by the following:

- basic Achievement & Skills Inventory (BASI)
- completed parent questionnaire and student questionnaire
- previous school records (i.e. academic performance, discipline records)
- recommendation forms
- pastoral Reference
- results of the interview process

## **HEALTH RECORDS**

In accordance with state law, parents are required to submit an immunization record and have all immunizations current upon the admission of a student. Additionally, parents must submit a listing of special health needs and the name of the child's physician. Failure to comply will constitute reason for suspension and/or dismissal.

## **ACCEPTANCE**

After review of the enrollment application and entrance evaluation results, an interview will be scheduled with a school administrator. No interview can be scheduled until all of the following forms have been completed in full and submitted along with the appropriate registration fees:

- completed On-line application with appropriate fees
- birth certificate
- immunization records
- previous school records
- pastoral reference

The interview will be held with at least one parent and the prospective student(s). The student is not enrolled until all interviews, test results, and previous school clearances are completed. Final decisions regarding acceptance will be made after the interview. Each student applying for admission will be considered on his/her own merit and not according to race or ethnic background. Parents will be notified, by letter, of their student's acceptance status.

## **RE-ENROLLMENT**

Students who are presently enrolled in the school are given first opportunity to re-enroll for the following school year contingent upon their account balance being current. Eligibility to return will be evaluated each year. Re-enrollments are not complete until the student is approved by the administration and has received written notification of acceptance. Administrative decisions will be based on the following:

- no more than one failing grade in a core subject as a year-end average.
- acceptable conduct.
- successful completion of the year's English course.

Students withdrawn from Trinity Christian School for reasons of academic deficiency or behavioral problems may apply for re-enrollment after successfully completing one (1) semester at an accredited school. Successful completion includes completing all academic classes with a grade of 75 or above and having no behavioral issues. Application for re-enrollment does not ensure acceptance as a student.

## ***ACADEMICS***

### **UPPER SCHOOL CURRICULUM**

TCS is committed to offering courses that will prepare students for their post-secondary pursuits. The curriculum is designed to help prepare serious students to compete academically in public and private universities while developing the various gifts of the student. Further, TCS is dedicated to a Christian program of spiritual maturity preparing students to be leaders in their communities.

### **GRADUATION REQUIREMENTS**

All students shall meet the following requirements for graduation. The minimum scholastic requirement for graduation from Trinity Christian School will be successful completion of 27 credits. 2017 incoming freshmen will complete 28 credits. There are two upper school graduation diploma tracks: Collegiate Honor and Collegiate.

#### **Traditional Collegiate Graduation Plan for 2018 – 2020 Graduates**

Bible	4 credits
English	4 credits
Mathematics	4 credits
Science	4 credits
Social Studies and Economics	4 credits
Foreign Language	2 credits
Physical Education	1 credit
Fine Arts	1 credit
Speech	1/2 credit
Electives	2.5 credits
Total	27 credits

#### **Traditional Collegiate Graduation Plan for 2021 and later graduates**

Bible	4 credits
English	4 credits
Mathematics	4 credits
Science	4 credits
Social Studies and Economics	4 credits
Foreign Language	2 credits
Physical Education	1 credit
Fine Arts	1 credit
Electives	2 credits
2 more credits of Fine Arts, PE, Foreign Language, or Technology	2 credits
Total	28 credits

## RECOMMENDED UPPER SCHOOL COLLEGIATE GRADUATION PLAN

	MATH	ENGLISH	SCIENCE	HISTORY	BIBLE	FOREIGN LANGUAGE	OTHER
<b>8<sup>th</sup> Grade</b>	Algebra I H					Spanish I H	
<b>9<sup>th</sup> Grade</b>	Algebra I* or Geometry* (Honors)	English I* (Pre-AP)	Biology I* (Honors)	World Geography*	Bible *	Spanish I*	
<b>10<sup>th</sup> Grade</b>	Geometry *or Algebra II* (Honors)	English II* (Pre-AP)	Chemistry I* (Honors) Integrated Physics and Chemistry	World History* (Pre-AP)	Bible *	Spanish I* Spanish II*	Fine Art Elective PE
<b>11<sup>th</sup> grade</b>	Algebra II* (Honors) Pre-AP Pre-Calculus Independent Math Studies AP Statistics	English III* (AP)	Chemistry I* (Honors) Anatomy & Physiology H Physics* (Honors) Forensic Science Intro to Neuroscience Honors	U.S. History* U.S. History (AP)	Bible *	Spanish II* Spanish III Honors	P.E. Elective Elective
<b>12<sup>th</sup> Grade</b>	Pre-AP Pre-Calculus Calculus AP AP Statistics College Algebra Independent Math Studies	English IV* (AP)	Anatomy & Physiology Honors Physics*(Honors) Forensic Science Intro to Neuroscience Honors	Government* (Honors) Economics* (Honors)	Senior Bible*	Spanish III Honors Spanish IV Honors	Elective Elective

\* Course required for graduation

### ACADEMIC DISTINCTIONS (for the classes of 2019-2021)

In addition to fulfilling the requirements of the collegiate upper school program, students may complete the following requirements to graduate with Academic Distinction:

- Honors distinction – 3.5 gpa or higher
- Math Distinction - must complete 4 years of honors math.
- Science Distinction - must complete 4 years of honors science
- Language Distinction - must complete 4 years of Pre-AP/AP English and 4 years of a foreign language.
- Fine Arts Distinction - must complete 4 years of fine arts courses and complete a portfolio by May 1<sup>st</sup> of their senior year.

### ACADEMIC DISTINCTIONS (for the class of 2022 and later classes)

In addition to fulfilling the requirements of the collegiate upper school program, students may complete the following requirements to graduate with Academic Distinction:

- Honors distinction – 3.5 gpa or higher
- Math/Science Distinction - must complete 4 years of honors math and 4 years of honors science.
- Language Distinction - must complete 4 years of Pre-AP/AP English and 4 years of a foreign language.
- Fine Arts Distinction - must complete 4 years of fine arts courses and complete a portfolio by May 1<sup>st</sup> of their senior year.

### COLLEGIATE WITH HONORS

Student who take 4 years of honors English, 4 years of honors math, 4 years of honors science, 4 years of honors history, and 4 years of a foreign language are awarded the Collegiate with Honors distinction at graduation.



## ACADEMIC RECORDS-TRANSCRIPT

Trinity Christian School uses a weighted numerical grading system. Credits and Grade Point Averages (GPA) become officially recorded on the high school transcript for students in grades 9-12 and are based upon the semester average in a course. GPA's are derived from a four-point system based upon the following scale:

Grade	Average	GPA
A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
F	Below 70	0.0

Special note: If a student fails one semester of any course and passes the other semester so that an overall average of 70 for the full course is achieved, a full credit will be granted. In order for the average of semester grades to occur, the student must have taken the course during the same school year and in consecutive semesters.

### GRADE POINT AVERAGE (for the classes of 2019-2021)

The cumulative grade point average (GPA) is determined by including all semester grades. The GPA is weighted for honors, Pre-AP, and advanced placement courses.

TCS uses a weighted GPA scale. Additional GPA points will be granted for students enrolled in courses designated as Honors courses, Advanced Placement courses, and Dual Credit\* courses taught on the TCS campus by a TCS faculty member. Honors Points will be awarded as follows:

Honors courses	1.0
Pre-advance placement	1.0
Advance placement courses	1.0

\*Dual Credit courses taken online and thus not taught by a TCS faculty member are not eligible for the extra GPA point.

### GRADE POINT AVERAGE (for the class of 2022 and later classes)

The cumulative grade point average (GPA) is determined by including all semester grades for core courses only (Bible, English, History, Math, Foreign Language, and Science). The GPA is weighted for honors, Pre AP, and advanced placement courses.

TCS uses a weighted GPA scale. Additional GPA points will be granted for students enrolled in courses designated as Honors courses, Advanced Placement courses, and Dual Credit\* courses taught on the TCS campus by a TCS faculty member. Honors Points will be awarded as follows:

Honors courses	1.0
Pre-advance placement	1.0
Advance placement courses	1.0

\*Dual Credit courses taken online and thus not taught by a TCS faculty member are not eligible for the extra GPA point.

## TRANSCRIPT REQUESTS

Students must make a written request to the registrar's office for each needed transcript. A minimal \$2.00 per transcript fee will be charged for more than 5 requests. A transcript request form can be obtained in the main school office or in the upper school office. A transcript may be requested by e-mail addressed to the registrar. Requests for transcripts that need to be forwarded to a college, university or other educational institution must have the college admissions office address on the form. Students who have taken dual credit courses must request a transcript from the applicable college. This cannot be done through the TCS registrar.

### CLASS RANK (for the classes of 2019-2021)

Class rank is determined by the grade point average of each student (See Grade Point Average). Students will be included in the class ranking following three semesters of attendance at TCS. In the event of a tie, class rank will be based by examining the following factors.

1. The overall numerical average of the students (core classes only)
2. The number of honors courses and advanced placement courses.

### CLASS RANK (for the class of 2022 and later classes)

Class rank is determined by the grade point average of each student (See Grade Point Average). Students will be included in the class ranking following three semesters of attendance at TCS. TCS will only rank the top 10 students in each class. All other students in the graduating class will not be ranked. In the event of a tie, class rank will be based by examining the following factors.

1. The overall numerical average of the students (core classes only)
2. The number of honors courses and advanced placement courses.

## ADVANCED PLACEMENT COURSES

Advanced Placement Courses give students the opportunity to involve themselves in college-level work while in upper school (10<sup>th</sup> - 12<sup>th</sup> grade) and gain the valuable skills and study habits required for college. The courses prepare students for the Advanced Placement Exams offered each May at TCS. Students that receive qualifying grades on the AP exams have the possibility of receiving credit or advanced placement from many colleges and universities. Students enrolled in Advanced Placement Courses are required to pay for, successfully complete, and take the AP Exam in order to receive weighted GPA credit.

The following are the Advanced Placement Courses offered at TCS.

English – Literature and Composition	Calculus AB
English – Language and Composition	U.S. History
Statistics	World History

## HONORS COURSES

Honors courses have specific entry criteria and are designed for highly motivated students. A differentiated honors curriculum includes a wider range and greater depth of study in the subject matter, compared to that of the traditional track course. Emphasis will be placed on higher level and critical thinking skills, creative and productive thinking, and independent guided research. Students must meet the entry criteria and be granted permission prior to being admitted to honors courses.

If a student is interested and qualified, final entry into any honors program will include:

- Teacher recommendation
- Parent approval
- Passing current honors courses with 80 or higher
- Passing on level course with 85 or higher

Admission information is available in the office of the Academic Dean.

Passing an honors course with an 80 or higher allows the student to advance to the next course in sequence. Contracts for honors courses will be distributed to students on the first day of class and will provide the student with the course expectations. A form signed by the student and parents, must be returned to the teacher.

Trinity Christian School currently offers the following Honors Courses:

### Mathematics

Algebra 1  
Geometry  
Algebra 2  
Pre-Calculus\*

### English

English 1\*  
English 2\*

### Science

Biology 1  
Chemistry 1  
Physics  
Intro to Neuroscience

### Foreign Languages

Spanish 3  
Spanish 4

### History

Geography  
Government  
Economics

\*These Honors Courses are designated as Pre-Advanced Placement

## DUAL CREDIT

Dual Credit courses are college level courses taken through applicable colleges. Students who successfully complete these courses receive both upper school and college credit. Any TCS student entering the 11<sup>th</sup> or 12<sup>th</sup> grade who qualifies on the TSI placement test or ACT/SAT scores may register for dual credit courses through the Academic Dean's office. Students may not take dual credit courses to replace courses that TCS requires for graduation.

## CLASS SCHEDULES/ADDS/CHANGES/DROPS

- All changes to a student's schedule must be made within two weeks of the beginning of the academic year and within one week of the beginning of the second semester.
- Students must complete a schedule change request form and secure parental and teacher permission to make a schedule change. Completed forms should be returned to upper school office.
- Students must consult with the Academic Dean to discuss the implication of possible changes to the student's graduation plan.
- Students are not authorized to move to new classes until a new, authorized schedule is given to them.
- Courses are assigned based on preference and availability once core courses are scheduled.

## GRADING POLICY

All classes will work with the same grading system. Classes will have the following categories and weighting:

Major Assessments	60%
Minor Assessments	40%

Semester grades are determined by combining the two term grades with the semester exam grade as follows:

<u>Semester One:</u>		<u>Semester Two:</u>	
Term 1	45%	Term 3	45%
Term 2	45%	Term 4	45%
Semester Exam 1	10%	Semester Exam 2	10%
Semester Grade	100%	Semester Grade	100%

The Final Grade is the average of the two semester grades.

## FINAL EXAM EXEMPTION POLICY

Teachers are allowed to exempt only seniors from final exams if they meet the following requirements:

1. It is an end of course exam. This means for December mid-terms, only semester classes are eligible for exemption (i.e. Government, Speech, Health, etc.).
2. The student's semester average without the final is a 90 or higher.
3. The student has five (5) or fewer absences. This includes both excused and unexcused.

NOTE: Students who do not meet the above requirements but are enrolled in Advanced Placement (AP) courses and take the AP exam in May are eligible to be exempted from their spring final.

## MONITORING OF GRADES

TCS provides parents with access to grades, assignments and other important information through a private and secure parent's web page. There is an expectation that parents will access and monitor their students' progress.

To access the Parent's Web Site:

- Log onto the internet and go to [www.renweb.com](http://www.renweb.com)
- Click on the box that is labeled "Parent's Web Login"
- Log in as follows: District Code is TCS-CH, then, type in the E-mail address that you provided to the school.
- Click new user login if you have not logged into RenWeb Previously.
- You will be emailed a new password within 3 minutes (to the e-mail address you typed in, which must be the same e-mail address that you provided to the school).
- Go back to the first screen and type in your password to log in.
- Select "Continue"
- To access grades, click Classrooms.
- This will bring up all of the classes in which each of your children is enrolled at Trinity.
- Click on Homework Summary or Grade Book Summary at the top for each child.
- You can also check your child's attendance and email the teachers directly from this site.

## PROGRESS REPORTS AND REPORT CARDS

Progress Reports are sent via email to the addresses provided by parents. These reports are sent for each student, at the midway point of each term. Terms are nine-week grading periods. Report Cards are emailed to the addresses provided by the parents at the end of each nine-week term. Financial accounts must be current in order to receive report cards.

## ACADEMIC PROBATION

Academic probation is designed to give notice to both students and parents that the student's enrollment at TCS is in jeopardy because of the lack of academic achievement. An Academic Review Committee consisting of faculty and administrators reviews all candidates for academic probation. The following guidelines apply to academic probation:

- Students earning two or more failing grades for a semester will automatically be placed on academic probation for the following semester.
- Parents will be notified by letter regarding their student's probation.
- Students placed on probation will be reviewed in order to determine the student's status at TCS. Students that fail two or more classes while on probation, may be dismissed. Students who are passing all classes at the end of the next term may be removed from probation.
- Students placed on Academic Probation will be required to attend a study skills seminar (fee based). Students on academic probation are highly encouraged to attend individual tutoring sessions until released from academic probation.

- If a student is withdrawn from TCS for academic reasons, he/she may reapply for enrollment after attending another accredited school or approved program for at least one semester. For readmission, the student may not have scored lower than 75% in any class while completing a full academic load.

## **TUTORING**

Teachers are available for tutoring with students before and after school. Teachers will make their individual tutoring schedule known during the first week of classes.

## **ACADEMIC INTEGRITY**

Students pledge to demonstrate academic integrity. Students found to have engaged in academic dishonesty will receive disciplinary and/or academic penalties. Academic dishonesty includes copying the work of another student, plagiarism, use of unauthorized notes, or information and unauthorized communications between students.

- 1<sup>st</sup> Occurrence - will result in a class A detention, 1 demerit, a zero for the assignment and will be entered into the students file
- 2<sup>nd</sup> Occurrence - will result in a class A detention, 1 demerit, a zero for the assignment and will be entered into the students file. In addition, the student will be mandated to serve 30 hours of community service.
- 3<sup>rd</sup> Occurrence - will result in OSS and the student being taken before the Disciplinary Review Committee which could result in dismissal from the school.

## **PLAGIARISM**

Webster's dictionary defines plagiarizing as "to steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source: to commit literary theft or: present as new and original an idea or product derived from an existing source."

If a student is found to turn in work that is in essence not their own, but "borrowed" from another source without proper citation, they will be considered guilty of plagiarism.

Should a student choose to plagiarize any portion of an essay or other form of writing assignment, this will be considered academic dishonesty and will result in a zero for the assignment and disciplinary action.

## **TEXTBOOKS**

Responsibility for the acquisition of textbooks lies with the family of each student. Students are required to have text books in class by the third week of school. Required textbooks are available through the Trinity Christian School Online Bookstore managed by MBS. A link may be found on the Trinity Christian School web site.

## **ACHIEVEMENT TESTS**

Standardized and/or benchmark tests are given to all students. These tests allow the teachers and administration to evaluate the school's curricula and the student's progress. These tests expose students to skills needed to perform well on standardized tests. ACT exams will be offered on campus to 11<sup>th</sup> and 12<sup>th</sup> grade students on a first-come, first-served basis.

## **COLLEGE ENTRANCE TESTS**

The Preliminary Scholastic Aptitude Tests (PSAT) is administered at TCS each year to students in the 8<sup>th</sup> through 11<sup>th</sup> grades. Juniors who score well on the test may qualify for National Merit Scholarship competition. The results give students a good indication of what to expect on the Scholastic Aptitude Tests (SAT) and the American College Test (ACT). Juniors are encouraged to take each of these exams once in the spring of their junior year. Seniors are encouraged to take these exams twice during the year. Information on how to prepare for these tests is available in the office of the Academic Dean

## **HOMEWORK POLICY**

Students that desire to achieve academic excellence must understand that homework is a vital part of academic growth. Trinity Christian School is committed to providing all students with the tools for academic as well as spiritual success. The amount of homework that is necessary depends upon the particular courses studied and the individual student. Homework is an extremely important part of any skill building subject.

Homework may be given each day, but no homework may be due on Thursday. TCS encourages families to set aside Wednesday evenings to attend church activities. Because of this policy, no tests will be given on Thursday; however, pop quizzes and semester exams may be given.

Parents are expected to support our homework policy by assisting their child in the following ways,

1. Provide a time for study.
2. Provide a quiet place for study.

3. Review the work with them.
4. Review student assignment notebooks or assignments posted on Renweb.

### **LATE WORK (HOMEWORK ONLY)**

All students are expected to submit required assignments on time. With the exception of the policy regarding make-up work, any student who is late submitting required assignments will receive the following point deduction:

One class day late	25% reduction
Two class days late	50% reduction
Three or more class days late	0

Appeals to this policy can be made to the teacher in question.

## **ATTENDANCE**

In order to receive the full benefit of an education, a student must attend class. Students who miss class are deprived of first-hand instruction from the teacher and class discussion. It is impossible to make up for missing the classroom experience and the student's education will be adversely affected. Students with good attendance are more apt to achieve higher grades, enjoy school, and learn responsibilities necessary for independence and success in life. Parents are encouraged to make sure their students are faithful in attending school.

### **ATTENDANCE REQUIRED FOR CREDIT**

- Regular daily attendance is required in order to receive credit for a class. Students who have been absent from a class more than nine times during a semester, will have their situations reviewed by the principal for possible non-credit.
- Students missing class or leaving campus without permission will be considered unexcused and subject to possible discipline proceedings.

Parents will be notified when the student has accumulated 5, 7 and 9 absences. Students may be required to attend Saturday School to make up missed classroom time. Saturday School will be held on an as needed basis and will require a fee of \$25 per four-hour session. Fees should be paid upon admission to Saturday School. Failure to attend Saturday school or more than 9 absence will go before the review board. Absence failure may be assessed due to lack of compliance.

### **EXCUSED ABSENCES**

Absences may be excused for the following reasons:

- Personal illness (two days only, thereafter excused only with a Doctor's note)
- Illness or death in the family
- Medical appointments with a doctor's note
- School-sponsored activities
- Parent requested absences with permission of the principal
- Church-sponsored activities, with the approval of the principal

### **TARDIES**

- Students arriving late to school must report to the downstairs front office, and the tardy is to be considered excused or unexcused according to handbook policy.
- Tardies caused by normal and expected traffic patterns or oversleeping will not be considered excused.

### **TARDY CONSEQUENCE PROCEDURE**

- 1<sup>st</sup> Occurrence - Warning
- 2<sup>nd</sup> Occurrence - \$10 Fine
- 3<sup>rd</sup> Occurrence - \$20 Fine
- 4<sup>th</sup> Occurrence - Class B offence
- 5<sup>th</sup> Occurrence - Class A offence
- 6<sup>th</sup> Occurrence - Saturday School

### **EARLY RELEASE FOR THE DAY**

Students are expected to remain at school for the entire day. Appointments should be made after the school day ends or on days when school is not in session. Students who must leave school before the end of the school day because of illness must be signed out in the main office. Only parents or persons listed on the Trinity Christian School Emergency or Field Trip Permission Form may pick up students. If a student finds that he / she must leave school early for reasons other than illness, a signed parent request for early release should be submitted to the school office.

## **MAKE-UP WORK**

Students who miss school work due to excused absences (see guidelines above) are allowed to make up any work missed during the time they were absent. Students are allowed one (1) day to make up work for each day they were absent. A student who is absent for several days must turn in the first-day absence make-up work one day after returning, second-day absence work on the second day after returning, etc.

If a test was scheduled for the day of an excused absence, the student should be prepared to take the test upon returning to school. Missing a review day will not excuse students from taking quizzes, tests, or exams when they are scheduled.

It is the student's responsibility to make arrangements with each teacher to complete missed assignments, quizzes, or tests. Students and parents may check the RenWeb parent's web page for homework assignments or contact the teacher via email to verify assignments.

If a student will be absent for more than two days, the parent should contact the appropriate school office to make arrangements regarding all of the missed work.

## **ATHLETICS**

Participation in athletics provides opportunity for the student to develop mentally, physically, socially and spiritually. As the activities of the athletic department are an integral part of Trinity Christian School's total educational program, student-athletes are expected to maintain the same biblical standards of conduct as required during the school day. These standards of conduct apply to practice sessions, home and away games, and at any time the student is representing the school.

All students represent TCS at sporting events, whether competing or in the stands, consequently, the conduct of TCS students must always reflect Christian sportsmanship toward the opposing team and the officials.

Texas Association of Private and Parochial Schools (TAPPS) is the sanctioning body for all upper school sports.

### **ATHLETICS OFFERED AT TCS:**

Football	Baseball	Soccer	Softball
Volleyball	Golf	Tennis	Cross country
Basketball	Track and Field	Cheerleading	

### **ELIGIBILITY**

Eligibility to participate in athletics and other extracurricular activities is determined as follows:

- Students must have been enrolled in ninth grade not more than three years ago.
- A Student failing more than one subject (a grade below 70) at the end of a term (does not include midterms or finals) will be declared ineligible.
- Ineligible students are not allowed to participate in games, travel with the team, suit-out or sit on the bench for two weeks starting the Monday after the grading term ends.
- Ineligible players may practice with the team.
- In the event of a "dead week", (midterms, finals, or other State or TAPPS mandated times) the two-week period will begin the Monday following the "dead week".
- Probation may fall over a school break, if it is not a declared "dead week", probation will be served.
- At the end of two weeks of ineligibility, the Academic Dean will review the student's grades. If it is determined that the student is still failing more than one subject, He/she will remain ineligible for the next two weeks.
- The student will remain ineligible until he or she is failing not more than one subject at the end of the two-week period.
- When a student has raised his/her grades to achieve eligibility, he/she will remain eligible until the next grading period.
- In the case of a student serving ineligibility over Christmas Break, he / she will be eligible on a probationary basis for the two weeks starting the new grading term. Two weeks into the new grading period, grades will be checked, and the player will be declared eligible or ineligible at that time.

### **FORMS**

Students must have the following forms and information on file in the athletic office in order to participate in athletics. The following forms are available in the athletic office.

1. Physical examination
2. Parent or guardian consent

3. Confirmation of insurance (The school does not provide medical or accident insurance)
4. Parent/student driver release (required only if student wants to drive his or her vehicle to practice or games)
5. TAPPS eligibility form
6. Signed acknowledgement of TAPPS rules
7. Consent for random drug testing

Trinity Church and Trinity Christian School carry insurance with a “football exclusion” clause. The school and the church DO NOT carry insurance which covers participants in football in any way.

### **GENERAL GUIDELINES FOR PARTICIPATION IN ATHLETICS**

Each athlete, with the exception of cheerleaders, will be required to pay an annual athletic fee of \$425.00. This fee will cover the cost of general practice apparel, athletic equipment, fees for sports officials and two all-season game passes for parents. If a family has multiple students involved in athletics, the first student will pay the \$400.00 fee and each additional athlete will be assessed a fee of \$200.00.

Each coach will stipulate specific requirements for his/her sport and/or team. Following are some general guidelines that apply to the entire athletic program:

1. To participate in that day’s athletic event or practice, students must be in class no later than 10:00 am.
2. Practice times are established based on availability of facilities and the coaches’ schedules. All practice times are subject to change throughout the season.
3. Student athletes will normally travel to games on the school buses.
4. Discipline in athletics falls under the discipline section of the handbook. Coaches may impose additional discipline policies as they see fit.
5. Because of the importance of keeping commitments, athletes who desire to quit a sport after the second week of the season must meet with the head coach to discuss that decision. An athlete may not participate in another sport until the current season is completed, unless agreed upon by the two coaches and the athletic director.
6. Students who desire to participate in two sports during one season must receive the approval of both head coaches and the athletic director.
7. A student who plays in a sport with an off-season program is expected to participate during the off-season unless he/she is involved in another sport that is in season concurrently with the off-season program.
8. Athletic cuts occur in those sports where a limited number of athletes are able to practice effectively and receive an adequate amount of playing time. The procedure for cuts includes the following:
  - a. Players cannot be cut prior to participating in one week of practice.
  - b. Players will be informed personally if they did not make the team and will be given an evaluation of strengths and weaknesses in order to improve future performance.
  - c. No cuts will be made if only one or two players would be eliminated.
  - d. Athletes may be cut from a team because of disciplinary issues
  - e. Students are responsible for all uniforms and equipment checked-out to them. If the equipment is lost, stolen, or not returned to TCS, the parents will be billed for the missing items.

### ***FINANCIAL POLICY***

#### **IMPORTANT POINTS**

- All tuition and extended care payments are due on the 1<sup>st</sup>, 5<sup>th</sup>, or 10<sup>th</sup> based on the choice that was made when the FACTS account was established. If the bank does not honor the payment when it is presented by FACTS, a fee of \$30.00 will be assessed by FACTS and a fee of \$25.00 will be assessed by TCS.
- The release of records and reports is subject to all accounts being current.
- All payments made at TCS should include the student’s name and the purpose of the payment.
- If a student(s) is withdrawn during any month, the parent is responsible to pay the entire month’s tuition.
- All TCS parents are required to establish a FACTS account for automated payment processing via a checking/savings account. Credit card and debit payments are an option through FACTS with the exception of American Express. Payments made at the school office or through the Trinity Christian School website using the payment link can be made with credit or debit cards. Credit card fees will be responsibility of the parent.

## **REGISTRATION FEES**

The enrollment process is accomplished on-line using the Renweb online enrollment system. A portion of the registration fees must be paid during the enrollment process. The remainder of the fees will need to be paid in the subsequent two months after enrollment. Registration fees are non-refundable with the following exceptions. If TCS chooses not to accept a student, the registration fees will be refunded, except for testing fees.

## **TUITION CONTRACT OPTIONS**

- Parents who opt for twelve (12) month contracts must enroll and apply for this option prior to April 10<sup>th</sup>. Payments to fulfill the contract begin in June.
- Parents who opt for ten (10) month contracts begin payments in August.
- Payment-in-full contracts are due before the first day of school. If the payment is received before August 1<sup>st</sup>, the school will apply a five (5) percent discount to the tuition of the students.

## **DISCOUNTS AVAILABLE**

Trinity Church members in good standing may apply for a Trinity Church member discount. The request form must be completed each year for review and acceptance.

## **RETURNED CHECKS**

A \$50.00 return fee will be assessed for any check given to TCS and returned by the bank for non-payment. The parent will be notified of the returned check. The payment should be cleared within five (5) business days with cash, money order, cashier's check, or credit/debit card at the school office. Future checks will not be accepted if two prior checks are returned for non-payment.

## **RETURNED AUTOMATIC ACH PAYMENTS**

FACTS will not resubmit returned ACH payments for reprocessing. Unpaid balances resulting from returned ACH payments will be paid in the school office with cash, money order, cashier's check, or a debit/credit card.

## **AFTER SCHOOL: LATE PICK-UP AND DROP-IN FEES**

Students picked up after 6:05 pm are considered late pick-ups and will be charged \$1.00 per minute per student. Any unpaid charges will be added to the student's account. All students who are in extended care and are not on contract will be charged a drop-in rate of \$15.00 per day per student. Students who arrive before 7:30 am are considered to be in morning care and will be charged the morning care rate. Students who are left on campus after 4:00 pm and are not involved in a school sponsored activity will be taken to after-care and be charged the afternoon care rate. Unpaid charges will be added to the student's FACTS account for the next available payment.

## ***HEALTH SERVICES***

Parents are encouraged to discuss any specific needs personally with the Upper School Office.

If your child has a specific health need in regard to conditions such as hypoglycemia, seizures, asthma, diabetes, insect allergy, sickle cell anemia, etc., that information must be identified on the medical release form. All specific measures to follow in the event an incident occurs should also be included. If the measure to counter the illness involves the administration of medication, (Glucagons, Adrenalin, Benadryl, etc.) please send this medication, properly identified, with the physician's instructions. It will be properly stored for the school term and returned at the end of the year.

Any student or employee with a major communicable disease, for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with a communicable disease for which immunization is not available shall be excluded from school while ill and during recognized periods of communicability. If the nature of the disease and circumstances warrant, the school may require an independent physician's examination of the student or employee to verify the diagnosis of major communicable disease. TCS reserves the right to make all final decisions necessary to enforce its major communicable disease policy and to take all necessary action to control the spread of such diseases within the school.

## **ACUTE ILLNESS OR ACCIDENT**

Parents should not send their student to school if in the last 24 hours they have:

- vomited
- had diarrhea
- have/had temperature of 100 or above
- have or suspected to have a minor contagious condition, such as, impetigo, ringworm, pinkeye, lice, flu, etc.



- have not sufficiently recovered from an illness

If a child becomes acutely ill at school, parents will be notified to pick up their student from school. If the parents cannot be reached, those individuals identified on the emergency medical data sheet will be contacted. Please make sure that all cell phone and work numbers are current on your RenWeb account. In the event of an emergency, TCS will attempt to call parent first, then notify proper medical assistance.

A student who has a temperature of 100° or above is considered too ill to attend class and the parent will be notified. He/she will be allowed to stay in the school office until they can be picked up, however due to lack of facilities to care for a large number of students, we ask that the child stay no longer than one hour. Occasionally a child will sustain injury, which may continue to manifest symptoms after the school day. When these are noted, a call may be placed to the parent to let them know to continue to observe the child at home.

Please note that a student MUST be fever, vomiting, or diarrhea-free without medication, for 24 hours before returning to school.

### **MEDICATIONS**

All medication, prescription or over-the-counter, may be administered only if the medication is in its original container and the lower school office has a written request from the parent. If the student will be on the medication longer than a 15-day period, the school must also have a statement from the doctor to keep in the school files.

Prescriptions medication container must have the following information

- Name of student
- Name of MD, DO, or Dentist
- Medication name and number
- Instructions for administration

This policy is based upon state law and requires your cooperation for compliance. Please do not send the medication in an unlabeled plastic bag. When you purchase your medication at the pharmacy, request an additional container, and then send the medication that will be required for the school period in the labeled container.

Students are not permitted to keep medications of any kind at school. Any exceptions to this must be discussed with the Elementary Office and administration.

### **VISION AND HEARING SCREENING**

State law requires that vision and hearing screening be conducted for K-4, K-5, 1st, 3rd, 5th, 7th, 9th, and all new students. This must be done within the first semester of enrollment. If your student has not already been screened by a physician, school screening will be performed during the month of October.

## ***STUDENT LIFE***

### **CHAPEL**

Attendance and participation in a weekly chapel service is an integral part of student life at Trinity Christian School. Students are encouraged to explore their gifts and talents by participating in dramas, worship groups and other facets of the chapel worship experience. Chapel services are conducted by the TCS Chaplain.

### **NATIONAL HONOR SOCIETY AND JUNIOR HONOR SOCIETY**

The National Honor Society and The Junior Honor Society are a service organization designed to recognize those students in grades 7-8 and 10-12 who have achieved a cumulative GPA of 3.5 or above. Students must also possess high moral character, be involved in service activities, and demonstrate leadership capabilities. A high scholastic average alone does not qualify the student for admission to the honor society.

Students are selected for induction into the NHS and JHS by a faculty council. The council uses for their consideration the following four areas; grades, leadership, service, and character; whereupon an invitation for membership may be extended to the student. A member in good standing must maintain a cumulative GPA of 3.5 or above. Should their GPA fall below a 3.5, they may be placed on probation and/or removed from membership if their GPA is not raised to an appropriate level in a timely manner.

## **STUDENT COUNCIL**

The Student Council strives to suggest, promote, and carry out school-wide activities that serve to build school morale and honor the name of the Lord Jesus Christ. The expectation is that members will model Christ-like behavior, will provide positive peer pressure, and will come along side to serve the needs of fellow students.

Student Council members are elected at large each year and serve for the academic year. Leadership positions include: class officers and student council representatives who are chosen from each grade, National Honor Society officers, team captains, and club officers.

The TCS administration requests that students hold only one leadership position each year with the exception of team captains and club officers. This allows the school to provide greater opportunity for leadership throughout the student body.

## **OTHER CLUBS**

Students are encouraged to participate in other clubs and interest groups. The groups may be formed in conjunction with a faculty member upon approval by the appropriate principal or administrator.

## **MERIT PROGRAM AND STAR STUDENTS**

The TCS merit program is an effort to recognize students who demonstrate Christ-like values, a godly life style and who consistently model the core values of Trinity Christian School. Teachers, staff, and administrators will acknowledge students who are deserving of recognition and award them with a merit. Upon the accumulation of 5 merits, the student will be recognized as a TCS Star Student. Each merit awarded will subtract ½ demerit (Class B only) from the student's discipline record if he/she has accumulated any infractions.

Other merit programs may be implemented throughout the year.

## ***STUDENT BEHAVIOR / CHRISTIAN PRINCIPLES***

The Board of Trustees and administration are committed to a student management plan that effectively supports the mission statement and core values of Trinity Christian School. Student management at Trinity is therefore based on Biblical principles and is deemed mutually beneficial for parents, students, and school personnel.

Trinity Christian School shall exercise authority over its students from the time they arrive on campus each morning until they depart the campus at the end of each day. This authority encompasses any activity during the school day on school or church grounds, attendance at any school-related activity regardless of time or location, any school-related misconduct regardless of time or location, and any misconduct while the student is wearing the uniform of Trinity Christian School. When students are admitted to Trinity Christian School, they become identified with the school and are judged by the way they conduct themselves.

As TCS seeks to produce responsible citizens and ambassadors for Christ, it is expected that student conduct will reflect favorably on the student and Trinity Christian School at all times. Therefore, the authority of the school, with respect to student conduct, must extend to any occurrence that reflects adversely on the good name or reputation of Trinity Christian School.

Certain fundamental principles apply at Trinity Christian School that directly impact the arena of student management.

- TCS is committed to the philosophy that education is the product of a fully cooperative relationship between the home and the school.
- TCS reserves the right of admission. Attendance is a matter of privilege, not a right.
- TCS will not, in the admission, attendance or in any other processes of the school, discriminate on the basis of race, sex, or national origin.
- As a private, Christian institution, TCS reserves the right and indeed assumes the obligation to establish rigorous academic standards and strong disciplinary standards, as well as, decisive actions to be taken when these standards are not met.
- While TCS must be firm in maintaining an academically sound, safe and effective environment for learning, TCS is also extremely sensitive to the well being of each family.

- Finally, the ongoing success and welfare of the entire school must, in the final analysis, take precedence when decisions are made regarding a student's admission or continuance at Trinity Christian School.

The TCS Student Handbook is not intended to be, nor can it be, all-inclusive. It does not attempt to define all types and aspects of student management standards. The administration reserves the right and assumes the authority to promulgate rules and regulations in all matters of student management not otherwise specified. While TCS acknowledges that the education of the child is ultimately the responsibility of the home, maintaining the standards of academics and conduct are the obligation of TCS. Therefore, in adherence to the TCS purpose, philosophy, core values and mission statement, TCS does not hesitate to require appropriate behavioral and academic discipline from each child.

TCS reserves the right to request drug testing for any student suspected of involvement with drugs or alcohol.

If a student demonstrates repeated behavioral problems in the classroom, parents will be notified so that appropriate action may be taken at home to ensure a safe, secure, and productive learning environment for all students. Lack of parental support in this area could be cause for removal from class and submission of that student's name to the Disciplinary Review Committee for consideration for expulsion or release.

Students and staff are expected to conduct themselves according to biblical standards at all times.

### ***TCS UPPER SCHOOL UNIFORM DRESS CODE***

There will be no alteration of the official uniform without the principal's specific written permission. Exceptions are granted for valid medical excuses only and with documentation provided to the Upper school Office.

Please Note: The TCS uniform dress code is applicable during the entire school day.

#### **THE FOLLOWING REGULATIONS APPLY AT ALL TIMES**

1. Students who stay on campus after school must remain in complete uniform.
2. Students must never be barefoot on campus.
3. TCS students are required to dress modestly, even when out of uniform, at all school sponsored events.
4. Students should be neat and well-groomed at all times.

#### **UNIFORM VENDOR**

All school uniforms must be purchased from the designated uniform store, Mills Uniform Company. Information is available in the school office.

#### **GIRLS: MONDAY – THURSDAY**

1. **Shoes:**
  - a. A closed toe, closed heel dress shoe with a heel extending no more than 1" below the sole of the shoe.
  - b. Boots are permitted. Boot heels must be 2" or lower.
  - c. Sandals, house shoes, flip-flops, slides, backless, or open shoes of any type are not permitted. Shoes worn in the gym should have non-marking soles. Shoes must not bear any inappropriate inscription.
  - d. No student is permitted to be "shoeless" while on campus.
2. **Polo Shirts:** Girls may wear any of the approved polo style shirts with the TCS logo shirts. There will be no excessively large or excessively small shirts. Shirts are to be worn in such a manner as to exemplify modesty. No mid-drift may show.
3. **Hair:** Hair must be clean and combed or braided. No extreme hairstyles are allowed. Hair must be of a natural color.
4. **Makeup:** No heavy or extreme makeup is permitted.
5. **Tattoos and Body Piercing:** No other piercings, other than ears, are allowed. Tattoos must be covered at all times. No spacers may be used in place of jewelry for piercings nor may gages be worn.
6. **Head Coverings:** No head coverings are to be worn inside the building.

7. **Shorts, Pants, Capris and Belts:**
  - a. Shorts must be longer than the finger tips with arms extended at the side in a relaxed stance. Only uniform style shorts are allowed. Shorts may not be rolled or altered.
  - b. Pants may be the uniform style khaki or black and cannot be split or altered.
  - c. A belt may be worn with pants or shorts. The belt must fit through all of the belt loops and be secured at the waist (no sagging or hanging belts). No inappropriate inscriptions are permitted on belts or buckles.
8. **Skirt:** Skirts must be worn so as to reach the top of the knee cap when walking or standing. Modesty shorts must be worn with skirts at all times. Skirts must be black or khaki uniform style and material.
9. **Jewelry:** Girls jewelry is to be modest design and taste. There will be no excessive, suggestive or gaudy jewelry. Girls are allowed to wear earrings. No other body piercing is acceptable. Smart watches are not permitted.
10. **T-Shirts:** T-shirts with any designs or writing are not allowed under the uniform shirts. Students may only wear t-shirts of school colors under the polo. No sweatshirts are to be worn under school shirts.
11. **Hoodies.** Current official TCS hoodies are permitted. Hoods are to be off at all times. If a hood is seen being worn at any point it will be taken up for the rest of the day. Fines will be issued for repeat offenders.

#### **BOYS: MONDAY – THURSDAY**

##### **1. Shoes**

- a. A closed toe, closed heel dress shoe with a heel extending no more than 1" below the sole of the shoe.
- b. Boots are permitted. Boot heels must be 2" or lower.
- c. Sandals, house shoes, flip-flops, slides, backless, or open shoes of any type are not permitted. Shoes worn in the gym should have non-marking soles. Shoes must not bear any inappropriate inscription.
- d. No student is permitted to be "shoeless" while on campus.

##### **2. Shorts, Pants and Belts**

- a. Shorts must be longer than the finger tips with the arms extended at the side in a relaxed stance. Only uniform style shorts are allowed. Shorts cannot be rolled or altered. No cargo shorts.
- b. Pants may be the uniform style khaki or black and cannot be split or altered. There will be no sagging pants or shorts. Pants and shorts may be no more than one size larger than the waist measurement. There will be no excessively tight pants. Underwear is not to be exposed at any time.
- c. A belt must be worn with pants or shorts. The belt must fit through all of the belt loops and be secured at the waist (no sagging or hanging belts). No inappropriate inscriptions are permitted on belts or buckles.

##### **3. Head Coverings:** No head coverings are to be worn inside the building.

##### **4. Polo Shirts:** Boys may wear any of the approved polo style shirts with the TCS logo. There will be no excessively large and no excessively tight shirts.

##### **5. Hair:** Hair must be clean, neatly trimmed, combed or braided. No extreme hairstyles or unnatural coloration are permitted. Partial or complete shaving of the head is not acceptable except for medical purposes. No designs or patterns may be cut into the hair.

##### **6. Jewelry, Tattoos and Body Piercing:** Boys may not have earrings or body piercing. Tattoos must be covered at all times. Spacers are not permitted. Smart watches are not permitted.

##### **7. Facial Hair:** All facial hair must be neat and well-trimmed.

##### **8. T-Shirts:** T-shirts with any designs or writing are not allowed under the uniform shirts. Students may only wear a t-shirts of school colors under their polo. No sweatshirts may be worn under school shirts.

##### **9. Hoodies.** Current official TCS hoodies are permitted. Hoods are to be off at all times. If a hood is seen being worn at any point it will be taken up for the rest of the day. Fines will be issued for repeat offenders.

#### **OPTIONAL SPIRIT WEAR FRIDAYS (MAY BE WORN INSTEAD OF THE REGULAR SCHOOL UNIFORM DRESS CODE)**

Spirit Wear is approved to wear on Fridays only. Should students choose not to participate, usual uniform standards apply. Spirit wear guidelines are as follows:

1. All spirit shirts must be predominantly TCS colors (shirt colors must be royal blue, black, grey, or white) and must be official shirts from the school uniform store or provided by the school.

2. Spirit Wear that is available for purchase through the school only.
3. Athletic director approved team shirt
4. T-shirts produced by Explicit Ministries in school colors (must be a youth shirt only)
5. Jeans must be blue, black, white, or grey and should not have patterns
6. Jeans must fit appropriately and have no holes

### **ALL STUDENTS—COATS/JACKETS/HOODIES**

Only approved TCS letter jackets, windbreakers, monogrammed sweaters or sweatshirts, may be worn in the classroom. Sweatshirts and jackets sold through Mills Uniform Company or provided by an approved TCS program or sport are also permissible. Other coats or jackets may only be worn outside. Students are not to wear sweaters, sweatshirts, or jackets wrapped around their waists. Students who wear other heavier coats from home must put them in their locker at the start of the day.

### **INFRACTIONS**

In the event that a dress code policy infraction cannot be immediately remedied by the student, the parent will be called, and the student will be removed from class until the student comes into compliance. If student does not come in compliance they will be sent home. A dress code violation will be issued to the student. Upon receipt of the third dress code infraction a Class C detention will be issued.

## ***DISCIPLINE MANAGEMENT***

The discipline procedures of Trinity Christian School are designed to create an atmosphere in which spiritual and academic goals can be met enabling students to become outstanding leaders in society. The following principles shall apply to all disciplinary actions taken by the school and its representatives.

- To be redemptive rather than punitive in nature.
- To be governed by principles and instructions contained in the Word of God
- To be addressed in a consistent and judicious manner.

### **HALLWAY BEHAVIOR**

Students are required to receive permission before leaving the classroom for any reason. Students are not allowed in the hallways during class time without a pass signed by the teacher. Proper decorum and respect for all individuals, is expected at all times from every TCS student. This especially holds true during those times of transition from class to class. Horseplay, extreme volume, inappropriate physical contact, or unnecessary lingering is not allowed in the hallways at Trinity Christian School. Students should move from class to class in a mature and efficient manner without causing disruptions in or blockage of the hallways. Students who have difficulty following these guidelines will receive detentions from the UPPER SCHOOL principal or teachers monitoring the hallways.

### **TCS FORMS OF DISCIPLINE**

#### **1. Counsel**

Disciplinary counsel with a teacher or administrative staff member is designed to pinpoint the heart motives of the student. It is designed to help the student realize that wrong decisions have affected not only the individual students, but also the school community. Counsel should reinforce in the student the foundational philosophy of the school, as well as the biblical principles on which school policies are based. The primary focus of all disciplinary counsel should be the forming of the character of Christ in the student.

#### **2. Parent Conference**

Parent conferences may be requested by the parent, the teacher, the school principal or other school administrators. These conferences are intended to bring unity between the parents and the school regarding the course of action that is deemed best for the student's growth in Christ-like character.

#### **3. School Community Service**

Community Service within the TCS community will be assigned to help correct negative behavior. Community Service can be assigned by the administration.

#### 4. The TCS Demerit System

TCS utilizes a demerit system for disciplinary problems. Demerits (or points) are assessed depending on the violation. Demerits accumulate during the school year and have graduated consequences as follows:

- a. Upon the accumulation of 3 demerits, the student will be assigned to Saturday School.
- b. Upon the accumulation of 5 demerits, the student will be assigned to In-School Suspension (ISS).
- c. Upon the accumulation of 7 demerits, the student will be assigned Out of School Suspension (OSS) and the student's disciplinary and academic record will be reviewed by the disciplinary committee. Recommendations may include further disciplinary measures or possible dismissal from TCS.
- d. At the beginning of each new semester, all demerits are erased, and students begin the new semester with no demerits.

#### 5. Detention Hall

Class A, B and C offenses are normally assigned a one hour after school detention hall (3:40-4:40 PM). Detentions will be held on Tuesday and Thursday afternoon with locations posted in the Upper school offices. Students must serve detention within one week from when assigned. Students are not allowed to miss a scheduled detention without the approval of the Upper school principal or assistant principal.

**Class A offenses** include but are not limited to behavioral issues, rebellion, blatant misbehavior, skipping class, fighting, lying, vandalism, disrespect or other inappropriate behavior. Class A offenses result in the assessment of one (1) demerit to the student and one (1) detention. Demerits received as the result of a Class A offense cannot be negated by receipt of a merit.

**Class B offenses** include but are not limited to behaviors such as, arriving to class unprepared, being in an unauthorized area, excessive talking, class C violations that become habitual, etc. Class B offenses result in the assessment of ½ demerit to the student and one (1) detention.

**Class C offenses** are issued for chewing gum, drinking or eating in class, or upon receipt of the third dress code violation or third unexcused tardy. Class C offenses result in a detention for the student. No demerits are assessed. At the principal's discretion, a \$20.00 fine may be assessed in lieu of the hour of detention. If a detention is not served or the fine is not paid within one week of the issuance of the Class C offense, the offense is converted into a Class B offense and one (1/2) demerit is assessed.

Failure to serve detentions results in Saturday school assignment with a \$25 fee.

#### Office Referral

Faculty members will refer students to the office for disciplinary action if any of the following situations have occurred

- a. student uses or threatens to use physical violence.
- b. student damages or destroys property.
- c. student continually and purposefully refuses to obey.
- d. student continually engages in behavior that keeps other students from learning.
- e. student shows blatant disrespect toward a faculty or staff member.
- f. student engages in behavior that the faculty member deems uncontrollable, threatening, or insubordinate.

Upon being sent to the upper school office, the student will meet with the principal and a parent /guardian. The student will not be returned to the regular classroom until an administrator has reviewed the incident or event. The principal has discretion to determine and assign appropriate corrective measures.

#### 6. Saturday School

##### **Purpose/Objective**

The objective of Saturday School is to extend the consequences for habitual, negative behavior, outside the regular school environment. It is an intentional attempt to intervene in the scholastic life of the student in an effort to prevent further disciplinary incidents. Saturday School is built around the principle of isolation, leading to reflection and thus to positive change

taking place. The supervising faculty member will engage the student in exercises which will cause the student to reflect on the inappropriate behavior which led to this consequence. Excessive absences may also result in a Saturday school assignment.

Students will be remanded to Saturday School upon receipt of a third demerit, or at the discretion of the administration. A student who has been assigned Saturday School will be charged a fee of \$25.00 to cover the cost of supervision. The fee is to be paid upon admission to the school. Students will report to Saturday School in their school uniform.

#### **Guidelines**

- Students and parents will be informed about the violation(s) and the date the student will be required to attend Saturday School.
- Illnesses that require a doctor's visit, mandatory pre-planned out of town family trips or a death in the family are the only reasons a student may postpone Saturday School attendance. No student will be excused from Saturday School without submitting a written request from the parent/ guardian to the Upper school principal or assistant principal, prior to the assignment day.
- Students will report to school promptly at 8:00 AM and will be released at noon. Students will not be admitted after 8:00 AM. Tardy students will have to attend the next scheduled session. If the student is tardy a second consecutive time they will be given two (2) days of In-School Suspension.
- Students will be given assignments that must be completed during the Saturday School.
- Students may be required to perform physical labor as community service as part of the Saturday School activities.
- Talking, sleeping, chewing gum, and drinking or eating food will be cause for dismissal from Saturday School. The student will be required to attend the next scheduled session (fee is forfeited).
- If a student is absent unexcused, he/she will be required to attend the next session and the fee will increase to \$40.00. If a student has an unexcused absence the second time, they will:
  - Be suspended from school for two days and receive zero's for all assignments given (except major tests or exams),
  - Be required to attend the next available session.
  - Be placed on Disciplinary Probation.
- A student will be declared truant from Saturday School on the third unexcused absence and be subject to discipline review for possible expulsion.

#### **7. In-School Suspension**

A student may be assigned to in-school suspension for the number of days determined by the upper school principal or assistant principal. The student will be placed on behavioral probation upon return to regular classes. In-school suspension may result in the assessment of 1 ½ demerits to the student.

#### **8. Out of School Suspension.**

- Only principals may assign an out of school suspension.
- The parent will be notified of the suspension by telephone or in person.
- Pending parent notification, the student will remain in the upper school office.
- The term of the suspension shall not exceed three (3) consecutive days unless otherwise directed by the disciplinary review committee.
- Suspensions are considered unexcused absences and zeroes will be given for missed assignments. Students will be allowed to make up any missed major exams.
- Suspension automatically initiates disciplinary probation.
- Two (2) demerits will be assessed to the student.
- With each suspension, the upper school administrative assistant will complete a Renweb records entry and email a copy to the student's parents and notify teachers.

#### **9. Expulsion**

Upon receiving seven demerits or committing a serious offense against school rules or the honor code, the principal will forward the student's disciplinary file to the disciplinary review committee for consideration. The committee will consider the file and make a recommendation to the school administration regarding the student in question. The school administration will then determine if expulsion or some other form of disciplinary action is warranted.

## **DISCIPLINARY REVIEW**

1. The Disciplinary Review Committee will be comprised of the upper school principal and faculty and administration members as appointed by the superintendent.
2. The Upper School Principal will obtain behavior reports from each of the student's teachers and a student review form, which includes attendance, academic, and disciplinary records, to present to the committee.
3. The committee will consider and make a recommendation.
4. The committee recommendation will be forwarded to the superintendent for a final decision.
5. In the event that expulsion is determined to be the appropriate course of action, the following communications will take place:
  - a. The Upper School Principal or assistant principal will inform the parents of the decision, in person, if possible.
  - b. A review committee Decision Form will be completed.
  - c. A copy of the review committee decision form will be given to the upper school administrative assistant for the student's file.
6. A copy of the review committee decision will be given to the registrar, the finance office and the TCS superintendent.
7. The parents/ guardians may submit a written appeal to the superintendent within one week of communication of the decision of the review committee.
8. The appeal will be considered by a disciplinary appeal committee. This committee will be comprised of the superintendent, a member of the church executive committee, and other faculty or administration as appointed by the superintendent.
9. Upon reviewing the decision of the disciplinary review committee, the appeals committee will submit a written decision to the parents/ guardians. A copy of the report will be placed in the student's cumulative file.
10. If the parents are desirous of a further appeal, they may submit a written appeal to the superintendent to be considered by the Executive Committee of Trinity Ministries.
11. Student will be on automatic probation and suspended until the decision is made pending board review.

## **DISCIPLINARY PROBATION**

Disciplinary probation is a status imposed when the student demonstrates difficulty in adhering to established conduct standards at TCS.

The student will be placed on disciplinary probation under the following conditions

- upon receiving a third demerit.
- upon receiving an in-school or out-of-school suspension
- upon displaying a general attitude of rebellion or disrespect
- upon committing a serious offense as deemed by school administrators

A student's failure to demonstrate significant improvement while on disciplinary probation could result in consideration for expulsion by the disciplinary review committee.

Students on disciplinary probation will not

- participate in any extra-curricular activity or practice for a period of one week.
- travel to away games, competitions or other off campus activities until their probation is ended.
- all information regarding disciplinary action is private in nature and will only be discussed with the individual student's parents/guardians and teachers.