

Trinity Christian School

2021—2022



Parent-Student-Teacher Handbook

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A ministry of Trinity FWB Church

Welcome to
Trinity Christian School
Home of the Tigers

Aim Higher. Love Greater. Serve Better.

Our Mission Statement:

It is the mission of Trinity Christian School to educate and develop the whole person for the glory of God through adherence to Biblical principles that produces spiritually maturing believers.

Administration:

Trinity Christian School is a ministry of Trinity Free Will Baptist Church. The pastor, school board, and administrator are responsible for setting all policies of the school. The administrator implements these policies in the daily operation.

Affiliation:

Trinity Christian School is a member of the American Association of Christian Schools which is one of the largest and strongest organizations of Christian schools in the country, a member of the North Carolina Christian School Association, and a member of the North Carolina Christian Athletic Association.

TCS abides by all graduation requirements established by the State of North Carolina and admission requirements established by the University System of North Carolina.

Statement of Nondiscrimination:

Trinity Christian School admits students of any race, color, national and ethnic origin, to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship programs, athletic and other school-administered programs.

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Letter of Welcome

Dear Parents and Students:

We are pleased that you have chosen Trinity Christian School as your school. We consider it a great honor and privilege to share the responsibility of training your child. With privileges come responsibilities; therefore, we must have rules to guide our relationship.

The Bible is our guidebook which serves as our set of rules and shows us how to live the Christian life. Our prayer for your family is that God's Word will have a strong impact upon your life.

We share a great burden for our school family; first for salvation of all our parents and students, and secondly for spiritual growth in each of our lives. On the following page you will find several passages of Scripture that will be a help to those who have never received Christ as their personal Savior.

Please call us if we can be of assistance to you. May the Lord bless you as you seek to educate your family in academic and Biblical principles.

Trinity Ministries Administration

Head Pastor	Mike Gladson
Administrator	James Bradford
Administrative Assistant	Briley Brand
Campus Pastor	Brandon Tucker
Daycare Director	Hannah Tucker
High School Coordinator	Katelyn Stocks
Elementary Coordinator	Sherri Woolard
Financial Assistant	Karen Ray
Middle School Coordinator	Jeanne Smith
Music Minister	Taylor Stocks
Treasurer	Drew Cooper
Ministry Receptionist	Jeanne Woolard
School Board:	Brian Carawan
	Woody Furlough
	Wayne Stox
	Bryant Stocks, Deacon Rep.

Theme: “Growing in Faith”

Theme Verse: Colossians 2:7

What Must I Do To Be Saved?

Admit that you are a sinner.

The Bible says, *For all have sinned and come short of the glory of God.* Romans 3:23

Know that God has already provided for your salvation.

For God so loved the world that He gave His only begotten Son that whosoever believeth in Him should not perish but have everlasting life.

John 3:16

Know that you cannot save yourself.

Not by works of righteousness which we have done, but according to his mercy he saved us. Titus 3:5

Repent of your sins.

Except ye repent, ye shall all likewise perish. Luke 13:3

Ask Jesus Christ to save you.

For whosoever shall call upon the name of the Lord shall be SAVED.

Romans 10:13

Believe on the Lord Jesus Christ, and thou shalt be saved. Acts 16:31

Confess Jesus before men.

If thou shalt confess with thy mouth the Lord Jesus, and shalt believe in thine heart that God hath raised him from the dead, thou shalt be saved. For with the heart man believeth unto righteousness; and with the mouth confession is made unto salvation. Romans 10:9-10

TCS History:

Trinity Christian School was established in 1980 by the faithful members of Trinity Free Will Baptist Church in order to fulfill the God-ordained mandate to educate our children in the ways of our Lord Jesus Christ. As an important outreach ministry of the church, TCS has always been viewed as a work of the Holy Spirit and not a work of the flesh. It is the Lord's school and includes preschool, elementary school, middle school, and high school levels.

TCS Statement of Faith:

1. We believe the Bible to be the inspired and the only infallible authoritative Word of God. (II Tim. 3:16, II Peter 1:21)
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. (Gen. 1:1, John 10:30, 37, 38)
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious 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. (Isa. 7:14, Matt. 1:23, Luke 1:35, Heb. 4:15, Heb. 7:25, Jn. 2:11, Heb. 9:12, Eph. 1:7, Col. 1:14, Jn. 11:25, Acts 1:11, Rev. 19:11-16)
4. We believe that man is sinful by nature and that regeneration by the Holy Spirit is essential and an absolute necessity for his salvation. (Rom. 3:19, 23, Jn. 3:16-19, Jn. 5:24, Eph. 2:8-10, Tit. 3:5-6)
5. We believe in the continuing ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life. (Eph. 5:18, Eph. 4:30, I Cor. 3:16, I Cor. 6:19-20)
6. We believe in the resurrection of both the saved and the lost—they who are saved unto eternal life and they who are lost unto eternal damnation. (Jn. 5:28-29)
7. We believe in the spiritual unity of believers in our Lord Jesus Christ. (Rom. 8:9, II Cor. 12:12-13, Gal. 3:26-28)
8. We believe in the creation of man by the direct act of God. Gen. 1:26-28, Gen. 5:1-2)

TCS Student Goals:

1. To teach that the Bible is the inspired and the only infallible authoritative Word of God, thus developing attitudes of love and respect toward it. (II Tim. 3:15-17, II Pet. 1:20-21)
2. To teach the basic doctrines of the Bible. (Titus 2:1)
3. To provide opportunities for the student to confess Christ as Savior and Lord. (Rom. 10:9-10).

4. To teach the student to know and obey the will of God as revealed in the Scriptures, thus equipping the student to carry out God's will daily. (Rom. 12:1-2, II Tim. 2:15, Deut. 26: 16-17)
5. To impart an understanding of each Christian's place in the Body of Christ, and its worldwide mission, providing opportunities for the student's involvement in this task. (Eph.4:12, I Cor. 12:1-31, Matt. 28:19-20)
6. To teach Biblical character qualities and provide opportunities for the student to demonstrate these qualities. (I Sam. 16:7, Gal. 5:22)
7. To teach the student how to develop the mind of Christ towards Godliness. (Phil. 2:5, I Tim. 4:7)
8. To encourage the student to develop self-discipline and responsibility from God's perspective. (Rom. 13:1-7, Heb. 13:17, Eph. 6:1-3)
9. To teach the student the respect for and submission to authority from God's perspective. (Rom. 13:1-7, Heb. 13:17, Eph. 6:1-3)
10. To help the student develop a Christian world view by integrating life, and all studies, with the Bible. (II Pet. 1:3)
11. To teach the student to hide God's Word in his heart through memorization and meditation. (Ps. 119:11, Ps. 1:1-3)
12. To teach the student how to study God's Word. (II Tim. 2:15)
13. To help the student develop his self-image as a unique individual created in the image of God and to attain his fullest potential. (Ps. 139:13-16)
14. To teach the student to treat everyone with love and respect as unique individuals created in God's image. (Phil. 2:1-4, Eph. 5:21) .
15. To teach the student how to become a contributing member of his society by realizing his need to serve others. (Gal 5:13, Rom. 12:10)
16. To teach the student Biblical skills for personal and social relationships. Ps. 119:9, Eph. 4:12)
17. To teach the student the Biblical view of dating, marriage and the family. Trinity Christian School believes that the Bible prohibits sexual immorality of any type, including but not limited to pornography, homosexuality, or any other sexual activity outside the marriage of one man and one woman (I Thes. 4:1-7, I Tim. 4:12, Gen. 2:18-25, Eph. 5:22-23, Lev. 20:13, Rom. 1: 26,27)
18. To teach the student physical fitness, good health habits, and wise use of the body as the Temple of God. (I Cor. 6:19-20)
19. To teach the student Biblical attitudes toward material things and his responsibility for using them to God's glory. (I Tim. 6:17-19, Matt. 6:19-20, I Cor. 10:31)
20. To teach the student an appreciation of the Fine Arts.
21. To teach the student to understand and use the fundamental processes in communicating and dealing with others (such as reading, writing, speaking, listening, and mathematics). (II Cor. 5:20)
22. To teach and encourage the student to use good study skills and habits. (II

Tim. 2:3-7)

23. To teach the student how to research and to reason logically from a Biblical perspective. (Heb. 5:14, Rom. 12:2)
24. To teach the student creative and critical thinking based upon the proper use of Biblical criteria for evaluation. (II Tim. 3:14-17)
25. To teach the student good citizenship through an understanding and appreciation of our Christian and American heritages (home, church, nation). (I Cor. 10:11, Rom. 13:1-7)
26. Use current affairs in all areas, teaching the student how they relate to God's plan for man.
27. To teach the student an understanding of and an appreciation for God's world, developing an awareness of man's role in his environment and his God-given responsibility to subdue, use and preserve it properly. (Ps. 8:6, Heb. 2:6-8)

TCS Family Goals:

1. To bring those who are not Christians to the saving knowledge of Jesus Christ. (II Pet. 3:9, I Tim. 2:4)
2. To aid families in Christian growth and to help them develop Christ-centered homes. (Eph. 5:22-33, II Pet. 3:18)
3. To cooperate closely as servants to the parents in every phase of the student's development, especially as it relates to the school program. (Mark 10:45)
4. To help the parents to understand the school's purpose and program.
5. To assist parents in keeping up with the changing culture and its effect on the home and the implications for their children.
6. To encourage regular attendance and involvement in the local church. (Heb. 10:24-25)
7. To encourage parents to realize and shoulder their responsibility for the spiritual, moral and social education of their children. On those occasions in which a particular home or student is acting counter to or in opposition to the Biblical beliefs and lifestyle that the school teaches (the marriage of one man and one woman), the school reserves the right, in its sole discretion, to refuse admission to an applicant or to discontinue enrollment of a current student. This includes, but is not limited to, living in, condoning, or supporting any form of sexual immorality; practicing or promoting a homosexual lifestyle or alternative gender identity; or otherwise having the inability to support the moral principles of the school as stated throughout this handbook (Deut. 6:4-7, Prov. 22:6)

Expected Student Outcomes

TCS desires and is working towards the following to be true of all graduates.

EDUCATE THE MIND

- A TCS graduate articulates distinctions among worldviews and evaluates them in terms of a biblical perspective (Administrative Handbook, School Objectives #1, 7).
- A TCS graduate is well prepared in all academic disciplines (SO #5).
- A TCS graduate thinks critically, researches, analyzes, investigates effectively, problem solves, draws conclusions, and makes wise choices (SO #1,4).
- A TCS graduate has the ability to present ideas and research in verbal, written, and technological format with clarity and quality (SO #5).
- A TCS graduate displays competencies enabling pursuits of excellence in post- secondary endeavors (SO #13, 14)

NURTURE THE SOUL

- A TCS graduate has a personal relationship with God through faith in Jesus Christ (SO #2).
- A TCS graduate knows, understands, and applies God's Word (SO #1,8).
- A TCS graduate engages in the spiritual disciplines of prayer, Bible study, Scripture memory, worship, and service (SO #1,2,3).
- A TCS graduate demonstrates the ability to discern Truth from error (SO #4,7, 8).
- A TCS graduate is committed to carrying out the Great Commission locally and globally (SO #2).

SHAPE THE CHARACTER

- A TCS graduate has the ability to defend their biblical worldview with a compassionate spirit (SO #7, 14).
- A TCS graduate is empowered by the Holy Spirit to pursue a life honoring others through faith, goodness, self-control, perseverance, and love (SO #1, 2, 5, 10).
- A TCS graduate is a good steward of their time, talents, and resources (SO #11, 12, and 13).
- A TCS graduate understands the worth of every person as created in the image of God, treating each as such with respect, dignity, grace, and truth (SO #10, 14).
- A TCS graduate is prepared for the responsibilities and privileges of a citizen

of the United States (SO #6, 17).

- A TCS graduate pursues work to honor God and carries out each task for the Lord as an act of worship (SO #15, 16).
- A TCS graduate demonstrates a servant's heart; just and gracious in relationships and resolves conflict in a God-honoring manner (SO #9, 10, 11).

General Information

Age Requirements:

Students entering Kindergarten must reach the age of 5 years by August 31st that year. Students entering First Grade must reach the age of 6 years by August 31st of that year.

Admission Procedures:

A student is admitted on the basis of former achievement, placement testing, an interview with the administration, and openings in the particular grade level. General behavior is carefully considered. It is the policy of the school not to accept students whose accomplishments and/or behavior have not been up to acceptable standards. All students entering are on a nine-week trial basis both academically and behaviorally. Admission procedure is as follows:

1. Complete an application through RenWeb's Online Application Module.
<http://www.trinitychristian-school.com/>
 - Applying is easy using our Online Application. We encourage families to apply online as it simplifies submission and provides parents a tool for tracking online the status of their admission after their application has been submitted. A non-refundable fee of \$125 must be submitted with each application.
 - Create an Online Application
 - To begin the Online Application process, Create an Account. Then log in to your account and Create A New Student Application for your child. You will then have the flexibility to log in and out of your account and access your open application.
 - After submitting the application, you will be able to track online your admissions status at the school by logging in to your account. There you will be able to print the completed applications.
2. Be sure to submit the most recent report cards and achievement test results. Included should be both academic and behavioral information. Trinity Christian School is unable to accommodate for academic or behavioral special needs students.
3. Meet with the administration for the student interview.

4. Schedule a time for your student to take a Testpoint entrance test. This test provides benchmarks in the areas of Math, Reading and Language. You may preview a sample test at: <http://www.testpoint.net/testing-products/placement-testing/>
5. Upon acceptance
 - Complete the Online Enrollment Module. This module will lead you through the remaining requirements for your student to be completely registered.
 - Enroll in the FACTS payment system

It is understood that attendance at Trinity Christian School is a *privilege* and not a *right*. It is understood that if a student does not cooperate in maintaining high ideals of academic work and Christian conduct with respect for authority and peers, he will be asked to withdraw should the general welfare demands it.

Financial Procedures:

Trinity Christian School is a non-profit, non-sectarian organization. Fees cover only a portion of the expenses involved. In a very real sense each family receives tuition aid through facilities provided by the church, faculty sacrifice, and fundraisers. Trinity welcomes any tax deductible gifts from alumni, friends, and parents of TCS. Several fundraisers are planned each year to help keep tuition affordable.

We have partnered with FACTS Management Company to manage our tuition payment program (Phone: 866-441-4637, Website: www.trinityregistration.com). We are confident this program will offer greater efficiency and financial stability for the school while providing convenience to families. Security, convenience of payment processing and information technology offered by FACTS will strengthen the financial operations of our school. We will not allow enrollment for the new school year with an account in delinquent status.

You will receive and understand these benefits by using FACTS.

1. **Payment Dates:** Day Care, After School Care and Tiger Club families will be using our bi-monthly payment option that allows for equal payments which should help in your monthly budgeting (no more 5 week months). TCS parents may choose either the 5th or 20th of each month as your payment date or choose the bi-monthly option. Parents will have several options for making payments by following onscreen instructions during enrollment in FACTS.
2. **Enrolling in FACTS:** You may enroll in FACTS by going online at www.TrinityRegistration.com
3. **Convenience & Security:** Along with multiple payment plan options, your payments are processed securely through a bank to bank transaction.

4. **Consumer Account:** You may check your personal account or make payments online (if applicable) from the convenience of your home or office anytime.

Trinity maintains decision-making control with FACTS. We will continue to work with families should special circumstances or “hardship” cases arise during the school year. Contact our Financial Assistant, Karen Ray at 758-0037 for questions about FACTS.

Account Information:

1. Accounts may be paid in full for the year by August 5 or monthly.
2. Monthly payment plans can be made over a 12-month period beginning June 5 and ending with the May payment, or a 10-month period beginning August 5 and ending with the May payment.
3. Tuition payment is due each month on your selected date. It is past due after that date. A late charge of \$35 will be added to delinquent accounts. Both the tuition and late fee must be paid by the last day of the month.
4. A \$30 service charge will be added to any account on which a returned draft occurs for insufficient funds.
5. Books and other fees may be paid up front or spread evenly over the months of your payment plan.
6. There are two types of Incidentals. The first type of Incidental is charged to your FACTS account (ex. lunches, sports fees etc.) You will receive an email when a charge is posted to your account. You should take notice and make payment in a timely manner in order to avoid late fees. The second type of Incidentals should be paid at the time of the event, not through FACTS. You will be notified by the school when this type occurs (ex. Saturday-School, Saturday Detention, sports banquet, field trips, etc.)
7. A student is not officially enrolled each year until the Registration Fee has been paid. Registration fees are non-refundable and non-transferable unless the student is not accepted by the school as a student.
8. Should an account be overdue when report cards are sent home, the report card(s) of that account will be held in the finance office until the account is current. The same applies to senior transcripts and diplomas. All tuition and fees must be paid 2 weeks prior to the end of the school year. Athletic uniforms must be returned in order for an account to be considered current.
9. K5 through grade 12 students will not be permitted to remain enrolled at Trinity if their account becomes 45 days overdue.
10. Day care parents, upon enrollment of their child, are made aware of financial obligations regarding fees and due dates. A parent with a 30 day delinquent account will be instructed to withdraw their child from day care if full payment or arrangement for payment has not been met. This 30 day

period begins on the day following the payment due date. Day care payments are to be paid within 10 days of the established due date. Late fees will be added to the account if the payment is not received within this timeframe. Parents will be notified at the end of a second 10 day period (Day 20) that the student will have to be withdrawn from day care if the payment is not received within a third 10 day period (day 30). Any appeal to the school or day care policy can be made by contacting the school administrator.

11. A student will not be re-admitted any year in which there is an outstanding balance from a previous year. School records, including transcripts, will not be released or forwarded to another school until the account is paid in full.
12. Students with delinquent accounts will not participate in extracurricular events/activities.
13. A full month's tuition is due for the month in which a student withdraws from school. Students who withdraw during the last two months of school must pay for the full school year. The first month's tuition and fees will be charged for students withdrawing unless a formal withdrawal is made 72 hours before the formal opening of the school year.
14. Tuition is non-refundable. When TCS is open for in-person or remote learning, or if the school closes due to health mandates from CDC or state/local governments, tuition payments are still required. Refunds cannot be given due to a temporary quarantine mandate.

Insurance:

Accidental insurance coverage for your child while at school is provided. Our policy provides for secondary coverage and will usually cover in excess over your family coverage. Parents will be notified of accidents and appropriate forms will be completed.

School Hours:

Office Hours	7:30 AM—4:00 PM
Preschool (Nursery-K4)	6:30 AM—6:00 PM
Elementary (K5-5th)	8:00 AM—3:10 PM
Middle School (6th-8th)	8:00 AM—3:15 PM
High School (9th-12th)	8:00 AM—3:15 PM
Before School Care	6:30 AM—7:20 AM
After School Care (K5-6th)	3:00 PM—6:00 PM
Early Release/Half-Days-Elem	8:00 AM—11:35 AM
Early Release/Half-Days-MS/HS	8:00 AM—11:37 AM

Morning Drop-Off:

Students should arrive at least 10 minutes early to give them time to prepare for

the day without anxiety.

Elementary:	6:30 AM—7:40 AM	Dining Hall
	7:40 AM—8:00 AM	Gym
Middle School	6:30 AM—7:45 AM	Dining Hall
	7:45 AM—8:00 AM	Gym
High School	6:30 AM—7:50 AM	Dining Hall

A note to Elementary Parents: Parents are not allowed in the elementary hall during school arrival or school dismissal times. A parent must have a pass from the office to visit the classroom during the day.

Afternoon Pick-Up:

Elementary:	2:45 PM—3:10 PM	Gym
Middle School	3:15 PM—3:35 PM	Gym
High School	3:15 PM—3:35 PM	Dining Hall

Parents are asked to pick up their children promptly at the time of their dismissal. Students are not permitted to roam the campus unsupervised. **Any K5-12th grade student** who remains at school more than 20 minutes after his/her dismissal time without permission and not under the supervision of a teacher, coach or other staff member will be taken to the office and the parent will be called. A fee will be charged for this service if the teacher or staff has to stay late.

Before and After School Care:

Before and After School Care is a part of our Daycare Program and is available for K5—6th grade students. Contact the office for more information. Times are as follows:

Before School Care	6:30 AM—7:20 AM
After School Care	3:00 PM—6:00 PM

Late pick-up will be charged at a rate of \$5.00 between 6:00—6:05 PM. An additional dollar will be charged for every minute thereafter.

Parking Lot:

- For the safety of our children, parents, please do not park in the traffic flow area between the gym and the middle island during drop-off and pick-up. Do not pull into these spots and wait for your child. You will be asked to move.
- In order to avoid confusion and potential harm, please allow the teacher on duty to direct the pedestrian traffic and the car traffic in front of the gym during Morning Drop-Off and Afternoon Pick-Up. Do not wave students across.
- Parking between the island and the Office building is for staff and parents only.

- Student parking is behind the Office and Church buildings only. Be sure to park in the lines appropriately. Failure to comply is to lose the privilege of driving to school.
- Trinity Christian School assumes no liability for damage to or losses from any vehicle parked on campus at any time.

Student Vehicle Privilege:

Students must make required progress toward a high school diploma and have no major disciplinary infractions to maintain a NC Driving Eligibility Certificate. The privilege of driving to school and parking on campus is contingent on the following conditions:

- Have a valid driver's license.
- Park properly in the assigned parking area.
- Not enter the parking area to access the vehicle during the school day without a pass from his/her teacher.
- **Transport another student to or from school in the vehicle only with a written note from the parent of the student granting permission to do so. Note must be filed in the office.**
- Not hang out with other students in the vehicle in the school parking lot before, during or after school.
- Failure to comply with these expectations will result in the forfeit of driving privileges.
- Decals, stickers, markings etc. deemed inappropriate by the administration will be removed.

Attendance Requirements:

To receive credit for the school year a student must not miss more than 20 elementary days or 20 middle or high school class periods per year. This total includes both excused and unexcused absences. School trips and school competitions do not count against these absences. A failure due to excessive absences can be made up in summer school if the student has a passing grade and a teacher is available. Cost and time are dependent on the number of days past 20 that the student has missed (\$18.00 per hour for every hour over in every class). Student will be retained for absences past 20 days or 20 class periods per subject when a teacher is not available.

- A student is counted absent for the day if he arrives after or leaves before 11:30 AM. A student must be in attendance at least 3 1/2 hours per day.
- A Middle or High School student is counted absent in a class if half of the class is missed.
- A student who is absent one half day or more (sign in after 11:30 or sign out before 11:30) may not participate in, nor attend, afterschool activities such

as ball practice, games, programs, etc.

- Three tardies (excused and unexcused) equate to one absence with the exception of a signed doctor's note.
- All assigned work is to be turned in to all classes daily even when a student is tardy, this includes tests that will be given during study hall.
- Athletes have to be in attendance to participate in athletics that day.

Absences:

If a student is absent for any part of a day, he/she must bring a written note from a parent to the office first thing the following morning stating the reason for the absence. An absentee pass will be issued marked either excused or unexcused. The pass must be signed by the teacher in each class missed and left with the last teacher who will place it in the secretary's box for filing.

Excused Absence: Absence due to legitimate illness, death in the immediate family, doctor appointments.

- The student is allowed 2 days for each day he is absent up to a maximum of 5 days to complete missed work for full credit. Work not completed in the allotted time will receive a zero.

Pre-Planned Absence: Absence approved as excused **at least one week ahead of time.**

- A letter should be sent to the office and approved by the administrator.
- Upon approval a *Pre-planned Absence Form* will be given to the student to take to each of his teachers.
- Each teacher will sign the form and may give the student assignments to be completed while gone.
- This is an excused absence; however, missed work should be completed before returning to school.
- Parent and student college visits are limited to two days. Requests beyond 2 days must be approved by the administration and will count against perfect attendance.

Unexcused Absence: Absence not approved by the administration. Often this occurs because no parental note is received in the school office giving the reason for the absence.

A student will receive no more than 70% for any work missed during an unexcused absence.

Early Pick-Up:

Early pick-up is discouraged; therefore, it is unexcused except for reasons stated under *Absences*. A parental note stating the reason and time of dismissal should be brought to the office before school for approval. Note that 3 early pick-ups

(excused or unexcused) are equivalent to one absence with the exception of a signed doctor's note. At the proper time the student should be picked up at the office where he/she must be officially signed out. Three excused or unexcused early pick-ups will convert to an absence. A student who drives and has proper approval may sign himself/herself out at the proper time.

Tardiness:

Students are expected to arrive at school 10 minutes early so they can calmly prepare for the day to begin. And as the day continues, Middle and High School students are expected to be in each period classroom before the class bell rings. Note that to be excessively tardy is rude and disrespectful and that 3 tardies (excused or unexcused) are equivalent to one absence with the exception of a signed doctor's note.

Elementary Morning Tardy:

- Any student who is not in the classroom before the 8:00 bell rings is considered tardy to school and must first report to the office to receive a tardy pass for admittance into the classroom.
- It will be marked *excused* if there is a note from a parent stating a valid excuse, and it will be marked *unexcused* if there is no such note.
- This tardy slip is to be given to the classroom teacher who will place it in the secretary's box for filing. (Traffic and trains are not valid excuses.)

Middle & High School Class-Period Tardy:

- Any student not in the classroom before the bell rings is tardy to class.
- Each student is allowed one warning per class per quarter for unexcused tardiness. After that, 5 demerits will be assigned per tardy. Additional tardiness will result in increased demerits as prescribed on page 44 of the handbook.

Excessive Tardies for all Levels

- Should any student reach an accumulation of 15 tardies (which equates 5 absences) he/she will be required to serve a two-hour Saturday-School which will remove one absence from the record total. Saturday-School starts at 8 AM. The \$36 fee is to be paid by the Friday preceding Saturday-School. Saturday-School is for the removal of excessive tardies only, not for making up excessive absences.

Should the tardies persist by another 15 to equal 30 tardies (another 5 absences), a four-hour Saturday-School will be required which will remove two absences from the record total. Saturday-School starts at 8 AM. The fee is \$36 per two-hours and should be paid by the Friday preceding the Saturday-School. Failure to attend as scheduled will incur a \$10 reassignment fee. Should tardies persist, the student may be asked to withdraw.

This type of Incidentals should be paid at the time of the event, not through FACTS. (Ex. Saturday-School, Saturday Detention, sports banquet, field trips, etc.)

Permission Procedures:

- Written Permission: All permission, whether it is from parents, teachers, etc. must be in written form. This includes permission to leave campus for any reason. Verbal permission is not acceptable.
- Teacher Permission: Every student is assigned to be with a specific teacher every hour of the day; therefore, only that teacher can give permission for any purpose during the school day. This includes permission to use the phone, bathroom, go to lockers, go anywhere on campus, etc. The written pass should be returned to the issuing teacher for filing.
- Office Permission: Our office staff is very busy; therefore, no student permission will be given by office staff during school hours. Permission must come from the attending teacher.

Communicable Diseases

Schools have the responsibility to provide a safe and secure environment for all students and employees. Under certain circumstances, students with communicable diseases or conditions may pose a threat to the health and safety of others. Parents must inform the office if their child contracts any of these communicable diseases. Students with communicable disease or conditions shall remain at home according to recommended precautions and procedures for reportable and non-reportable diseases and conditions. The student must be fever free for 24 hours before returning to school. A listing of reportable diseases can be found on the Public Health Department website and NCGS 130A-136. We do have procedures for specific non-reportable contagious conditions. The following procedures are recommended for these non-reportable contagious conditions:

- COVID-19 – If student exhibits several know symptoms (fever or chills, cough, shortness of breath or difficulty breathing, fatigue, body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting and diarrhea), he/she will be required to be tested and will not be allowed back on campus until a negative result is confirmed, the child is fever free without the use of a fever reducing medicine and has felt well for 24 hours. If a child has been diagnosed with COVID-19 but does not have symptoms, they should remain out of school until 10 days have passed since the date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms since their positive test. If a child has been determined to have been in close contact with someone diagnosed with COVID-19., they should remain out of school for 10 days since the last

known contact, unless they test positive. They must complete the full 10 days of quarantine even if they test negative. If positive test is confirmed, student must quarantine for 10 days. If Trinity has a confirmed case of COVID-19, Administration will contact the Center for Disease Control (CDC) immediately and follow appropriate steps to ensure the health and safety of students and staff.

- Chickenpox – Student is excluded from school until all blisters have formed scabs.
- Head Lice (Pediculosis) – Student is excluded from school until treatment is completed and documentation of treatment (box top of medicine) is provided to school. Student’s hair should be free of lice and nits upon return to school.
- Pink Eye (Conjunctivitis) – Student is excluded from school and requires doctor’s note to return to school if:
 - There is yellow discharge
 - Conditions has lasted more than 3 days
 - There is an epidemic in the school or it appears that cases are being transferred from one student to another.
- Impetigo – Student is excluded from school if he/she has more than two or more draining crusting, exposed sores (i.e. face, hands). Doctor’s note required to return to school.
- Streptococcal and staphylococcal infections: Student is excluded from school until treated with a prescription antibiotic for 24 hours.
- Ringworm: For ringworm of the skin, parent/guardian must send the box top of the antifungal medicine with the child when he/she returns to school. For ringworm of the nails or scalp, parent/guardian must send a doctor’s note to school verifying treatment. Students may return to school once treatment begins.

Medication Administration

Trinity Christian School is making a change in administering medications to students. This change is being made due to possible medical and legal complications. Acetaminophen and ibuprofen are the only medications that will be on hand for distribution from the school office to students. Parents must give written permission for their child to receive this over the counter medication.

We prefer that parents administer all medications (prescription and nonprescription). We do realize that medication administration sometimes has to occur during the school day and administration by school personnel may be necessary. We request that the parent/guardian complete an “Authorization for Medication” form if the school is needed to assist in administering a specific medication for a specific length of time. Parents must provide the medication along with the form. This form can be picked up in the office. Asthma inhaler use

requires a copy of the prescription and procedures for use on file in the office. Authorization for Medication forms should be filled out yearly.

All medications must be presented in pharmacy packaging and bearing the name of the prescribing doctor if it is a prescription medication. Medications will be kept in the office and administered by a school official unless a physician's instructions include keeping additional doses closer to the student (e.g. epi-pens in homeroom and/or gym). Parents will be notified with a notice through RenWeb whenever medicine is administered.

Dual Enrollment

TCS partners with Pitt Community College in their College and Career Promise program. Participation in the program is offered to eligible juniors and seniors. Classes may be taken online. Students must gain administrative approval to attend classes on PCC campus. Online classes will be taken in the high school computer lab during the appropriate class hour. Every student must be enrolled in no less than 4 Trinity-taught academic classes. Up to 2 dual enrollment classes may be taken per semester.

Telephones/Electronic Devices:

- Students will only be given permission to use the phone when it is deemed absolutely necessary. Phone permission will not be given in order to have parents bring forgotten items such as homework, uniforms, or lunch. (We will be sure the student has something to eat.)
- Parents are asked not to call students during school hours unless it is an emergency.
- Cell Phones: Cell phones must be turned in to the first hour classroom teacher and picked up at the end of the day. No students are to use cell phones in the Trinity Christian School buildings. If a student is seen to have a telephone in his/her possession (either on the body or in a bag), demerits will be issued.
- Electronic devices: Students are not allowed to have devices that communicate electronically (internet, messages, email, photos, etc.), at school. Please leave them at home. This includes Smart Watches and similar devices.

Video or Photography:

- Events and/or activities may be videoed or photographed during the school year. Video or photography media may be used for publicity, promotions, newspaper reporting, church or school activities, yearbook and school web site. You must request and complete a waiver if you choose not to have your child videoed or photographed. The waiver form is available in the office.

Visitors:

Trinity Christian School welcomes visits during school hours. Advance notice is

appreciated. All guests must check in at the school office. We ask all visitors to please observe the following guidelines:

- Obtain permission from the administrator at least a day in advance when possible.
- Adhere to our school dress code and other rules. This includes parents.
- Refrain from smoking or other use of tobacco while on school grounds.
- The administration may determine that a guest may not be approved for admission to classes.

Lunch:

- Preschool students are served a hot lunch which is prepared in our kitchen.
- Elementary, Middle, and High School students may bring bag lunches from home. Microwaves are available in the dining hall for students in grades 2 and up.
- Lunches are pre-ordered from the cafeteria via ParentsWeb. Lunches are ordered two-weeks in advance. Items include pizza, cheeseburger, sandwiches, and chicken brought in from local restaurants; and prepackaged microwave-able sandwiches. Milk, juice, and chips are also available.
- If a parent brings in a lunch, it should be labeled and left in the kitchen, and the parent should be in appropriate dress attire. (No short shorts and no low cut or tight clothing)
- Parents are welcome to join their student for lunch during the student's lunch break, but students are not permitted to leave for lunch.
- Students may not leave campus to get lunch.
- Parent or students may not order lunch and have it delivered from outside vendors.
- **If a student does not have a lunch for the day, they will charge a lunch from the kitchen. No call to parents will be made.**

Students are expected to behave appropriately in the dining hall. This means movement should be minimal and conversation volume should be low. Each is responsible for the cleanliness of his/her location. Seating of choice and conversation are privileges which can be revoked if necessary.

Faculty:

TCS teachers are born-again Christians who are dedicated to teaching as a service to the Lord, have required degrees, and are certified or working toward certification.

Parent-Teacher Conferences:

TCS encourages communication between parents and teachers. Teachers are busy before and after school, so just showing up in hopes that a teacher can meet with you can often prove futile. We have a good on-line resource, RenWeb, which

allows parents to see their students' grades, homework assignments, project due dates, and progress reports as well as additional information from the teachers. It also allows teachers and administration to quickly send e-mail messages to all parents. Teachers can be contacted by email to set up an appointment if a conference is desired. Teacher email is available on RenWeb.

Room Parent:

A room parent facilitates communication between parents, teacher, and administration and supports the teacher and/or school in needs that may arise. This facilitation can take many different forms and can require anything from a minor volunteer commitment shared with other parents to a large responsibility.

Orientation Meetings:

Just before school starts each year three parent orientation meetings are held, one for Preschool, one for Elementary, and one for Middle and High School together. These meetings are mandatory for at least one parent in each family due to the essential information which is provided. Families then have the opportunity to visit the classrooms where teachers hand out materials and answer questions. The finance office is open on orientation nights so that any final business can be taken care of before school officially begins.

Re-Enrollment:

The month of February is set aside as Early Re-Enrollment month for families who have students already attending Trinity Christian School and for families in Trinity Free Will Baptist Church who do not yet have students attending. Information and forms are available via ParentsWeb. The enrollment fee increases \$100.00 for everyone after March 31. FACTS accounts must be in current status to re-enroll for the upcoming year. Once the re-enrollment is completed via RenWeb, a student's place is secured for the following school year. Registration fees must be paid at the time of re-enrollment. March opens enrollment to the general public.

Chapel Services:

Elementary (K5-5th), and Middle-High School (6th-12th) chapels are held each week in the church sanctuary during which guest speakers, our church pastors, members of our faculty and sometimes students share spiritual truths from God's Word. Each service often includes scripture reading, music, skits, and pledges. Revival is held one week for elementary and two weeks for middle-high school in the fall and one week in the spring with guest evangelists. Elementary chapel takes place once a week and middle-high school will have a chapel service once a week and will participate in a small group once a week. Small groups consist of

other student and are led by faculty and/or upper classmen. Guests are welcome to visit any of our chapel services.

Flowers, Balloons, Gifts, Birthday Invitations etc.

We ask that gifts and mementos such as flowers, balloons, and other items from a florist or elsewhere NOT be brought or sent to students during school hours. Such items will NOT be accepted in the office nor in classrooms on any school day. This includes Valentine's Day. Birthday invitations should not be given out at school unless every member of a class is invited. Please do not have limousines pick children up at school. We ask that any birthday celebrations on campus be within reason. No decorations are permitted.

Body Art and Body Piercing:

Body art or any body markings (such as tattoos, permanent or temporary) and body piercing (such as the piercing of facial features and all other parts of the body) are prohibited at Trinity Christian School. Students attending TCS may not participate in the acquisition of body art, markings, or body piercing and the products thereof.

- Should a student applicant already have a tattoo and be accepted into TCS as a student, then exhibition of the tattoo is prohibited. It should remain covered at all times.
- Should a student applicant already have body piercing and be accepted into TCS as a student, all piercings should be allowed to heal. Body piercing is prohibited at all times.

The one exception: No more than two ear lobe piercings or one lower and one upper ear piercing is allowed for young ladies, but is prohibited for the young men. Gauges, bars and chains are not permitted.

Should Problems Arise:

Should a problem or disagreement arise, it is extremely important that it be dealt with in a Christian manner. Biblical steps for proper resolution are found in Matthew 18:15. Following God's plan allows for the resolution of a problem without the spreading of criticism, negativity, and gossip which if allowed only result in tearing down a person(s) or the school. Remember that God's plan is to *gain thy brother*, not tear him down or cast him aside.

1. Contact privately the person or persons that have offended you and discuss the matter.
2. If you cannot resolve the matter between the two of you, then you may involve the appropriate Team Coordinator.
3. If the matter is then not resolved, you may involve the Administrator.

Emergency Closing:

You will be notified of school closings via RenWeb, e-mail, SchoolCast, and one local television station in the area.

WNCT-TV9

Please check RenWeb and/or watch these stations for information rather than calling the school and tying up personnel for information we may not yet have. Parents will receive a notice from School Cast regarding delays, closures and early releases.

Trinity Christian Daycare

Trinity Christian Daycare is an important part of Trinity Christian School. . For information concerning availability of space, registration, and fees, please calls the school office.

Preschool:

Our goal is to provide a safe and secure environment where preschool children can grow and develop spiritually, physically, emotionally, and mentally under the care of qualified teachers. The love of Jesus is emphasized in every classroom through Bible stories, songs, pictures, and scripture. A curriculum is also used in each classroom which is designed for the age level of development in that classroom. As a student continues through our preschool classes, he/she is gradually being prepared for our K5 classrooms. Preschool classes include:

- Nursery 6 weeks —12 months
- K1 Toddlers 11 months—24 months
- K2 2 year olds
- K3 3 year olds
- K4 students who turn 4 years old by August 31st of that year.

Summer Program (Tiger Club)

Tiger Club is our summer program for school-age children in grades Kindergarten through 5th. Many activities are planned such as chapel, swimming, skating, bowling, field trips, crafts, videos and more. Christ is the center of each of our activities.

Tiger Club operates daily 6:30 a.m. to 6:00 p.m. Registration required for Tiger Club is in early Spring. Be sure to sign up. It is expected that any student participating in Tiger Club is enrolled for the following school year.

Before and After School Care

Before and After School Care serves children in grades Kindergarten through 8th with pre-registration. Before-school students report to the dining hall upon arrival at school.

- After-school elementary students are picked up from their classrooms by their after-school teachers. They are divided by age and given time for snack, study, and play.
- Sixth-eighth grade students report to the ASC coordinator.

The hours for Before and After-School Care are as follows:

Before School Care	6:30 AM—7:20 AM
After School Care	3:00 PM—6:00 PM

Any student in grades K5 through 12th who remains after school and is not under the supervision of a teacher, coach, or other staff member will be taken to the office and the parent will be called. A fee is charged if a staff member has to stay late for this service.

Academic Information

The Team Breakdown:

Trinity Christian School is divided into three teams: Elementary, Middle School, and High School. Each team is led by a team of teachers, one of whom is the Team Coordinator. It is the job of the Coordinator to advise, lead, and coordinate her teachers as they work together to constantly improve their team’s program. The four Coordinators form a team that works closely with the Administration to keep the whole school functioning together for the benefit of the children. In the end we all come together, both students and staff to form one team under the headship of Jesus Christ for Trinity Christian School.

Primary & Upper Elementary Schools:

(Kindergarten through 2nd Grades) & (3rd through 5th Grades)

It is our desire to train students to be diligent and use their abilities to the fullest extent. We seek to accomplish this through high standards, effective discipline, a warm Christian atmosphere, and a strong emphasis on the basic fundamentals of education.

The primary Elementary curricula used at Trinity are the time-tested, Christ-Centered curricula produced by ABeka Publishers and Bob Jones University Press. These materials in the hands of an experienced, professional staff allow us to provide a strong, well-rounded education. Included are as follows:

- A strong phonics program that begins at the kindergarten level and produces excellent readers
- A quality traditional mathematical based program preparing students for higher academic mathematics
- Bible study
- Science
- Chapel
- Penmanship
- Spelling
- Music
- History
- Language
- Library

- Physical Education
- Informed parents
- Poetry
- Homework
- Graduation Ceremony
- Fine Arts Competition
- Field trips
- Recess
- Computer

Middle School:

(Grades 6th through 8th)

Many dramatic changes begin to occur during the Middle School years which affect students spiritually, physically, emotionally, socially, and mentally. It becomes a challenge to stay focused on the task of strengthening intellectual and spiritual capabilities. Our experienced staff is here to help by maintaining an environment of structure and discipline so students can focus and accomplish themselves in areas of spiritual training, creative expression in writing and speech, personal organizational skills, academic challenges, and Biblical peer relationships. The primary curriculums used are ABeka, Bob Jones University Press and Saxon Math. A program of electives, field trips are made available throughout the school year.

High School:

(Grades 9th—12th)

Spiritual and academic growth continue in High School through a program which emphasizes self-discipline, obedience, respect for authority, love of God and country, love for fellow man, honesty, and dependability. The environment is still one of structure and discipline, but includes extracurricular opportunities for students to express opinions and grow in independence.

The High School program of Trinity Christian School is designed to meet the requirements established for entrance into the University of North Carolina System. To ensure that each student achieves as much as possible academically, and to ensure that each student acquires the proper credits required for graduation, each student must follow a course of study planned out for him/her, individually, by the administration. The primary curriculums used are Abeka, Bob Jones University Press and Saxon Math. See *Graduation Requirements* for a list of courses offered.

Bible:

At Trinity we believe that basic to all knowledge and good character is the knowledge of God through Jesus Christ. We hold the Bible as our principal textbook, and we interpret other subjects in the light of the Scripture. Therefore, Bible study and Bible memory work are fundamental requirements of all students at Trinity Christian School.

Bible is the major course of study in every grade at Trinity and must be passed every year. Those who do not pass Bible will be evaluated. If it is determined that the failure is due to an attitude that Bible is not important, the student may

not be allowed to return the following year.

AP English/AP Calculus:

Three AP level courses are offered to students in grades 11 and 12 who qualify based on previous grades and teacher recommendation.

- AP English Literature and Composition
- AP English Language and Composition

At the end of the course, students are required to take the AP College Board Exam which gives opportunity to achieve college credit if the score is high enough. GPA is weighted for these courses if the student takes the College Board Exam.

Honors:

Honors courses include: English, Algebra I, II, Geometry, Physical Science, Biology, Chemistry, World History, US History, Government, PreCalculus, and Calculus.

Library:

Every class has access to the library. Books from the library are checked out for a period of two weeks except for the reference books which cannot be checked out. A fine of 50¢ per week is charged for any book kept out past its due date. If a book is lost, it will be charged to the student's account or it may be replaced by a book of equal value that is acceptable to the librarian.

Textbooks:

Most of our textbooks are purchased from ABeka Publications and Bob Jones University Press. Trinity Christian School will purchase all books and supply them to students for payment charged through book fees.

- Consumables are those textbooks purchased through book fees which are the student's to keep at the end of the year.
- Hardcover texts are those books rented through book fees and are returned to Trinity at the end of the year. All hardcover textbooks must be covered during the first full week of school. Covers are not to be taped or in any way attached to the book such that damage is caused when the cover is removed. Books should never be covered with contact paper. Hardcover books are assessed for damage at the end of the year. Students will be charged for books that are lost or damaged beyond the normal wear and tear of use.

Homework:

Homework is not *busy work*. It is given in order to help a student master the understanding of skills and concepts taught in the classroom. Homework plays a major role in our quest for academic excellence; therefore, students are

required to complete homework assignments. Please note:

- Homework should not take an unreasonable amount of time for any grade level. If you feel that your child is spending an excessive amount of time doing homework, please contact the teacher and discuss the matter.
- In order to encourage church attendance, reduced homework is given on Wednesday night.
- Athletes, when leaving campus early, are required to collect homework assignments from and turn in assignments due to missed classes before leaving. Homework is due on time the next day.
- A study hall for doing homework is provided for those students waiting for sports practice after school when possible.

Study Hall:

Study Hall is for study. There should be no talking or moving around during study hall. Should a student disrupt the class such that others cannot study he/she will be sent to the office and receive 30 demerits. No credit is given for study hall. When possible, an after school study hall is provided for students waiting for sports practice.

Teacher's Aide:

High school students who meet administrative approval can elect to serve as a Teacher's Aide. Such a student will be paired up with a teacher who will supervise the student for one class period. The supervising teacher will provide tasks for the student, monitor the completion of the tasks, and provide grades for mid-quarter and quarter reports. The student will receive 0.5 credit per year when assigned during a full class hour daily.

Drop-Add Period:

The High School drop-add period is two weeks from the first day of school. No course may be dropped or added unless the student secures written permission from the administration. No changes may be made at semester break.

Grades, Conduct, and Report Cards:

Academic grading at Trinity is based on a percentage of 100 as follows:

A	Excellent	93.0—100
B	Above Average	85.0—92.9
C	Average	77.0—84.9
D	Below Average	70.0—76.9
F	Failure	0—69.9

Citizenship/Conduct grading and equivalencies are as follows:

E	Excellent
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G	Good
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

Grade Point Average (GPA):

- Only academic courses are used in calculating GPA for High School. (Academic classes include math, English, science, history, foreign language, life development classes, etc. Non– academic include music, art, yearbook, Teacher Aide, etc.)
- Grade point equivalents are A=4, B=3, C=2 D=1, F=0. AP grade equivalent courses are A=6, B=5, C=4, D=3, F=0. Honors grade equivalent courses are A=5, B=4, C=3, D=2, F=0.
- To calculate the GPA, divide the sum of the academic Grade points for each academic course by the number of academic grades.

“I” for incomplete is given when a student fails to complete the required assignments before the issuance of grade reports.

Progress Reports:

- Elementary progress can be monitored daily by checking the homework and grades on RenWeb and monitoring the papers sent home weekly in the folder.
- Middle and High School Progress can be monitored daily by checking homework and grades on RenWeb.

Report Cards:

- All report cards are available on RenWeb at the end of each quarter and can be printed from the site. The first semester and final semester report card for the school year will also be mailed.

Parent-Teacher Conferences and other communication can be scheduled at any time by contacting the teacher via email found in RenWeb.

Honor Students:

Honor Roll Students:

- *Principal’s List* students have achieved an A in every subject, an 85.0 or above on an exam, and conduct scores of S or better cumulatively at each marking period. Students in K5—fifth grade also must achieve scores of S or better in all classes receiving a letter grade.
- *A Honor Roll* Students have achieved an A in every subject , an 85.0 or above on an exam, and conduct scores of S or better per marking period. Students in K5—fifth grade also must achieve scores of S or better in all

classes receiving a letter grade.

- *B Honor Roll* Students have achieved an A or B in every subject, a 77.0 or above on an exam and conduct scores of S or better per marking period. Students in K5—fifth grade also must achieve scores of S or better in all classes receiving a letter grade.
- Honor Roll students are recognized at the end of each marking period.

Junior Marshals

Marshals are juniors who have a scholastic average of 92.0 or above and have maintained less than 50 demerits at the end of the 5th high school semester. Marshals will be identified by a special ribbon at graduation.

Honors Graduates:

Honors Graduates are seniors who have a scholastic average of 92% and have maintained less than 50 demerits at the end of the 7th high school semester. Honors Graduates are identified during graduation by a gold cord.

Salutatorian:

The Salutatorian is the senior who is an Honors Graduate and has attained the second highest weighted grade point average (GPA) in the senior class over the four years of High School. The Salutatorian wears a special cord and speaks at graduation.

Valedictorian:

The Valedictorian is the senior who is an honors graduate and has attained the highest weighted GPA in the senior class over the four years of high school. Ties will be broken by using the weighted numerical average. The Valedictorian wears a special cord and speaks at graduation.

Exams and Exemption:

Exams are given at the end of each Semester for all academic courses in Middle and High School. Each exam counts 20% of the semester average.

Exemption:

- There are no exemptions for Semester I Exams.
- Seniors may be exempt from any Final Exam in which they have an A average, no more than 5 absences (excused and unexcused), and no more than 5 tardies/checkouts (excused and unexcused) in the class for the year. **Additionally, 3 tardies/checkouts (excused and unexcused) in any class equal an absence.** Exam attendance is not required with 5 absences.
- Students in grade 11 may be exempt from three exams of choice; in grade 10, two exams of choice; and in grade 9, one exam of choice; all provided they have an A average, no more than 5 absences (excused and unexcused), and no more than 5 tardies/checkouts (excused and unexcused) in the class

of choice for the year. **Additionally, 3 tardies/checkouts (excused and unexcused) in any class equal an absence.** If a doctor's note is provided for either an absence or a tardy, it will not count against the student for exam exemption.

Promotion and Retention:

Elementary and Middle School:

- At the end of the year the report card will state whether the student has been promoted or retained. Students receiving an F in any academic subject may be retained.
- Students in 5th grade will be reviewed before moving into Middle School and students in 8th grade will be reviewed before moving into High School. The review will include both academic and behavioral performances. Students who are passing but tend to not do homework and/or disruptive in the classroom will not be allowed to enter the next school level.
- Any elementary student absent more than 20 days is automatically retained. If the student is passing, time should be made up in an accepted summer school program.
- Middle School students who are absent more than 20 days in a class automatically fail that class and should make it up in an accepted summer school program.
- A parent's involvement is sought in the retention or promotion decision. The final decision will be based on a comprehensive review of the achievement levels, standardized test scores, ability, maturity (social, emotional, and physical), grades, subject mastery, rate of absenteeism, behavior and needs for educational assistance above and beyond what Trinity Christian School can provide.

High School:

- If a student fails a required course, he/she must attend an accepted summer school program.
- High School students who are absent more than 20 days in a class will not receive credit for that course unless missed time is made up in an accepted summer school program.

Academic Probation:

Any student in middle or high school who fails two or more subjects at the end of Semester I will be placed on academic probation. Should the student still be failing two or more subjects at the end of the year, he/she may not be re-admitted for the following year.

Summer School:

A failed or incomplete academic course should be taken in summer school.

- Elementary students failing subjects may be required to take summer school.
- A student may take summer school in Public School. In such a case, it is the student's responsibility to register himself with the appropriate school. The grade should be officially sent to TCS where it will be averaged as a third semester with the first two semesters for the final grade.
- A student may take summer school at Trinity Christian School if arrangements can be made for a teacher. The student will spend 35 hours in class over a period of days designated by the teacher. The summer school grade will be averaged with the first two semesters to get the final grade. The cost is \$750 and must be paid prior to summer school beginning.

A failure due to excessive absences can be made up in summer school if the student has a passing grade and a teacher is available. Cost and time are dependent on the number of days past 20 that the student has missed. Student will be retained for absences past 20 days or 20 class periods per subject when a teacher is not available.

Senior Transcripts:

The Senior Transcript is a computer printout which displays the following:

- A list by year of every course taken in high school along with the final grade achieved in each.
- The cumulative high school numerical average.
- The class rank.
- The credits earned for each completed high school course.
- The Grade Point Average (GPA).
- SAT and ACT scores by month and year taken.

Transcripts are not released until all accounts are paid in full and all student access cards are returned.

Graduation Requirements:

Requirements for graduation from Trinity Christian School are based, but not solely, on the requirements set by the University of North Carolina System for admission into North Carolina's state universities. Our primary diploma emphasis is college preparation.

- Credits for graduation are accumulated for courses taken in grades 9 through 12; therefore, GPA and numerical averages are calculated only from academic courses taken in high school. No graduation credits are brought forward from middle school.
- Because Trinity is a Christian School, four credits of Bible are required for graduation. Each student must pass all four high school Bible courses. Should a student fail Bible, the reason will be evaluated. If it is determined

that the failure was due to an attitude that Bible is not important, he/she may not be allowed to return the following year. Should it be the senior year, the student will not graduate until a fourth Bible course is taken and passed.

- It is also required that students complete ACT or SAT testing before they are allowed to graduate. The student must have completed testing or have documentation that they are registered to complete testing prior to commencement services.

Trinity Christian School Graduation Requirements:

- 4 Bible: 9-12
- 4 English: 9-12, AP English Lit. & Comp., AP English Gram. & Comp.
- 4 Math: Algebra I, Geometry, Algebra II, Discreet Mathematics, PreCalculus, AP Calculus
- 3 Science: Physical Science, Biology, Chemistry
- 4 Social Studies: Geography, World History, US History, Gov/Economics
- 2 Life Development: Physical Education (half credit), Health (half credit), Public Speaking (half credit), Family Life & College Prep. (half credit), Psychology (half credit)
- 2 Foreign Language: Spanish 1, Spanish 2
- 1 Electives: Physics, Spanish 3
- 24 Total Credits Required*

**New requirements begin with the class of 2024.*

Students will not be permitted to participate in the graduation exercises unless all credits are complete and final. If summer school is required, the student will not participate in graduation exercises. Athletic uniforms must be returned and all financial debts must be paid before graduation exercises.

Academic Testing:

Iowa Achievement Test:

All students in Grades 1—11 are given the Iowa Achievement Test in the spring to measure achievement in the areas of English, math, science, and social studies. Student results are compared to students nationally and to those students in other Christian Schools nationally. The report will be sent home with the final report card during summer break.

PSAT-NMSQT (Preliminary Scholastic Aptitude Test-National Merit Scholarship Qualifying Test):

All students in grades 9th—11th take the PSAT during the fall for several reasons. It is great practice for taking the SAT which they will take their junior and senior years in preparation for college applications, it measures how they are performing compared to other high school students in math and verbal skills, and it measures if they qualify for Merit Scholarships for

college.

AP (Advanced Placement Test):

Junior and seniors who have taken the AP English Literature and Composition, AP Language and Composition or Calculus are required to take the AP Test in the spring. Scores of 3, 4, or 5 may receive college credits. A student must attain a score of 2 or higher to receive high school AP credit. Lower scores will receive Honors credit.

SAT (Scholastic Aptitude Test) or ACT (American College Test):

All seniors must take the SAT or ACT, which are national tests, for their college applications. It is recommended that they take the tests several times their junior and senior years as test scores tend to improve. To take the SAT, a student must register himself through the College Board, pay a fee to the College Board, and actually take the test on an assigned Saturday at an assigned college. Register on-line at www.collegeboard.com. To take the ACT, a student must register himself, pay a fee, and take the test on an assigned Saturday. Testing information is passed out several times during the year.

Scores from both the SAT and ACT together give colleges the truest picture of a student's scholastic abilities.

Extra-Curricular Activities

School Dress code is required for students and chaperones during extra-curricular activities unless otherwise noted.

Athletics:

Trinity Christian School participates in an interscholastic sports program through the *North Carolina Christian Athletic Association* and is governed by all association rules. Middle and High School students compete seasonally in Volleyball, Soccer, Basketball, Cheerleading, Baseball, Softball, and Golf. Junior varsity players are selected from grades 7-9. Varsity players are selected from grades 10-12.

- In order to try out and then participate in athletics, a student must have on file each year a physician-signed physical examination form, a parent-signed waiver of responsibility form, and must pay the athletic fee required for each sport.
- In order to participate, a student's parents must be willing to help with chaperoning, concessions, and other volunteer duties needed during the

sport's season(s) in which their child participates. Sign-up sheets for such duties are planned ahead for convenience.

- To participate in any sport a student must be in at least the 7th grade, take at least 4 academic courses, maintain a minimum scholastic average of 77% with no F's, and keep less than 75 demerits.
- Athletes must meet daily attendance requirements to participate in athletics that day. (See p. 15 for attendance details).
- Students participating in winter and spring sports must be academically eligible at the beginning of try-outs. Students not meeting academic standards for participation will not be eligible to try-out for the team. New students transferring into TCS are the only students eligible to be added to a team after the team has been selected. Spring sports will begin for boys and girls once both winter teams have completed their season.
- Grades are checked mid-quarter, at the end of each quarter and semester. Should a student have a failing grade or less than a C average, he/she will not participate for ten school days after which all grades will be checked, and if the student meets requirements, he/she may rejoin the team. If at that time grades are not within requirements, he/she will turn in his uniform. After the second ten-day academic suspension, the athlete must turn in his uniform.
- At mid-quarter and quarter checks, any student with an incomplete will not play until the incomplete(s) are satisfactorily removed, at which time he/she may immediately resume playing.
- Should a student reach 75 demerits he/she is no longer eligible to participate in the current sport. If demerits are reduced and maintained below 75 by the next sport, the student may participate in that sport. If 75 is reached again the student is disqualified from athletics for the rest of the year.
- Students with delinquent accounts will not participate in extracurricular events/activities.
- Upon entering 9th grade a student cannot participate more than four seasons in any sport and becomes ineligible at the age of 19 years, 7 months.
- Whenever players use a classroom for any reason, an adult chaperone must be in the room with them. This includes home and away teams.
- Players must abide by the *Transportation Rules* found in this manual.
- Athletes, when leaving campus early, are required to collect homework assignments from, and turn in assignments due, to missed classes before leaving. Homework is due on time the next day.
- A study hall for doing homework is provided for those students waiting for sports practice after school when possible.
- MP3 Players, CD Players, Ipods, Head Phones, Video Game Players, and other electronic devices are prohibited at all sports events and during travel. Cell phones are allowed for the purpose of calling/texting parents regarding

return to school time only. Cell phones are not to be used for music, gaming, etc. Cell phones should be secured out of sight.

- Uniforms from one sport must be turned in before a player can participate in another sport.
- All athletes must demonstrate attitudes and actions that are consistent with the rules and goals of TCS and the NCCAA Athletics Program. Students not compliant with these standards will be dismissed from the program.

Game Day Player and Student Dress:

On game days players, as representatives of Trinity Christian School Athletics, are required to dress to a higher standard. **Players not in required dress will not play.**

- Boys are to wear dress shirts tucked in, ties tied properly, and dress pants during school and up until time to change for their game. After the game they should change back into their appropriate school dress code attire, worn to school and to the game. Ties do not have to be worn after they have played.
- Girls are to wear dresses or skirts with blouses during school and up until time to change for their game. After the game they should change back into appropriate school dress code attire, worn to school and the game.
- Cheerleaders may wear their administration-approved special attire during school to promote school spirit.
- Concerning game uniforms, players must abide by the athletic dress code requirements found in the NCCSA Athletics Manual and Trinity Christian School.
- Non-player students may wear TCS T-shirts/sweatshirts to school on home game days. **All students are required to be in dress code at games (no jeans, sweatpants or shorts).**
- Uniforms and warm-up clothes are not to be worn as spirit wear to class on Fridays.

Senior Trip:

The annual senior trip is regarded as a significant educational experience and is a required event for all seniors.

- The Senior Class Staff Advisor is responsible for helping students in planning and carrying out their senior trip.
- TCS administration must approve all senior trips before finalized plans are made.
- The Senior Advisor or another staff member assigned by the administration will accompany the seniors on their trip.
- Seniors are responsible for the cost of the senior trip including the cost for the chaperones. Any fundraising done to acquire money for the senior trip

is to be carried out under the supervision of the Senior Advisor.

- Seniors are required to maintain the same level of discipline on their trip as required at school.

Field Trips:

Field trips are taken during the year to places of educational and social interest. Written parental consent is required for any student to go on a field trip. When school transportation is provided, all students are required to ride the TCS bus. Field trips are for TCS students only, not their siblings. Parent chaperones for field trips are not to include siblings.

Students are required to maintain the same level of dress code and discipline away from TCS as required at school. No electronic devices are permitted on field trips. Parents who serve as chaperones are required to follow the same dress code and conduct standards as is required of the students.

When school transportation is used, gas must be paid for by the group.

Transportation Rules:

In order to provide a high level of safety on our vans and bus certain guidelines must be followed.

- The maintenance check-list must be completed in writing well ahead of time, and before the vehicle is boarded by riders.
- The number of riders must never be more than capacity.
- For any trip taken in a van, there must be at least two adult chaperones, one driving with the required credentials, and one sitting in the back seat.
- For any trip taken in the bus, there must be at least three adult chaperones, one driving with the required credentials, one seated in the middle of the bus, and one seated at the back.
- Boys and girls should be separated with one group located in the front half and the other group located in the back half of the vehicle.
- No food or drink should be taken on the vehicle at any time (except for the driver).
- Students must remain seated at all times.
- Talking should be in hushed tones. No loud talking, yelling or chanting.
- Nothing should hang out or be thrown from the windows.
- **The vehicle must be left clean and full of gas. Nothing should be left on the vehicle when it is parked.**
- The maintenance form must be completed and turned in to the office

Student Government Association:

The Trinity Christian School Student Government Association is composed of officers and representatives from grades 9-12. In order to participate as officers

and representatives, a student must have been a TCS student in the previous semester prior to the year of running for office and not have been on disciplinary probation from the previous year. A student must maintain a minimum scholastic average of 85% with no D's from the previous year/semester. An elected student must achieve no less than a C on each 9 week report card, must have maintained less than 50 demerits in the prior year, and must maintain less than 50 demerits in the current year, and exhibit actions and attitudes which exemplify the character of Christ. A staff advisor is responsible for all SGA activities.

American Christian Honor Society:

The American Christian Honor Society was founded by the American Association of Christian Schools in March of 1979 with a fourfold purpose: to advance Christian scholarship, to challenge Christian leadership, to honor Christian character, and to stimulate Christian service. A staff advisor is responsible for all ACHS activity.

Students must be at least a sophomore, maintain a minimum scholastic average of 92%, maintained less than 50 demerits in the prior year, must maintain less than 50 demerits in the current year, and exhibit actions and attitudes which exemplify the character of Christ. Students who are not eligible at the end of their freshman year will be reviewed at the end of each subsequent year. Transfer students must complete one semester to become eligible for ACHS.

Any student who is suspended, asked to withdraw, or is expelled will be dismissed from the Honor Society.

Class Officers:

In order to be nominated for class office or representative, a student must have been a TCS student in the previous year of running for office and not have been on disciplinary probation from the previous year. A student must maintain a minimum scholastic average of 85% with no D's from the previous year/semester. A student must maintain less than 50 demerits, and exhibit actions and attitudes which exemplify the character of Christ. Each class is assigned a staff advisor who is responsible for all class activity.

Music Programs:

- Private piano lessons are offered to students on-site during school hours. For more information inquire at the school office.
- Music Class is provided for all grade levels.
- Middle School Choir is mandatory for students in grades 6-8.
- Participation in the annual Christmas program is mandatory for students grades K5-8, as well as for high school drama and choral students. There are attire requirements for this program as well.

Fine Arts Competition:

Trinity Christian School students participate in district, state, and national fine arts competitions through its affiliation with the *North Carolina Christian School Association* and the *American Association of Christian Schools*. Competitions include music, art, essays, poetry, short stories, spelling, academic testing, Bible competitions, science projects, and the like. Additionally, we compete in several areas of the Southeast Association of Christian School (SACS) competition.

Homecoming, Athletic Banquets, and any other Socials:

Homecoming representatives must not be on disciplinary probation. The representatives must have maintained less than 50 demerits, and exhibit actions and attitudes which exemplify the character of Christ.

Trinity Christian School is not responsible for any party or social affair which is not officially sponsored or approved by the school administration. Formal events, Homecoming, and athletic banquets sponsored by the school require modest evening wear approved by the school administration. Girls' gowns should have a high neckline in the front and back showing no cleavage. Shoulder straps should be one inch wide on each shoulder. No halter or one-shoulder styles. Length should meet dress code or longer. No see-through, stretchy or clingy material may be worn, or combination of materials that give the appearance of nudity. **Dresses must be approved by the administration.** Boys' tuxedos must be appropriate and conservative with solid colored shirts, matching socks and shoes, and modest accessories. Tuxedos other than black or white must be approved by the administration.

Standards of Conduct and Discipline

Good conduct and discipline are necessary for the welfare of the student as well as the entire school. It is impossible for learning to take place in a classroom unless control and good order are maintained. Students are reminded that they must adhere to a good code of conduct not only for their benefit, but for the benefit of others. Trinity Christian School expects full cooperation from both students and parents. Parents who cannot support the discipline standards of Trinity Christian School are encouraged to find a school whose standards more nearly reflect their own.

Because attendance at TCS is a privilege and not a right, the privilege may be forfeited by any student who does not conform to the spiritual, moral, and scholastic standards and regulations of the institution. The administration may request withdrawal of any student at any time who, in the opinion of the

administration, does not fit into the spirit of the school ministry, regardless of whether or not the student conforms to the specific rules and regulations of the school. While TCS is concerned for each family individually, we must also be committed to the general welfare of the total school family and to the Lord Jesus Christ.

General Conduct Requirements:

A. Rules

- Remember the sanctuary is a place of reverence. Be respectful and use any waiting time to quietly ponder your relationship with Jesus Christ and His will for your life. Bring your own pencil, paper, and Bible. Do not touch items in the back of the pews.
- Always treat others with respect using words like *please* and *thank you*. Address adults as *Ma'am* and *Sir*.
- When entering a classroom other than your own, respectfully go in without knocking and quietly stand until recognized by the teacher. If the door is locked, politely knock.
- No running, loitering, or talking without permission in classrooms.
- Early arrival students must report to the dining hall. When permission is granted, they should go directly to respective classrooms and be seated in the appropriate desk or chair.
- Students must obey promptly the commands and directions of teachers without complaint, argument, or facial expressions of disagreement. Disrespect, disobedience and insolence will not be tolerated.
- Stealing another student's books or personal belongings will not be tolerated.
- Cheating and lying are not tolerated. Neither teacher editions nor texts of older siblings are to be used by students. Their use undermines the integrity of the class, school and student.
- Swearing and other indecent language is not allowed.
- No student will be allowed to remain at TCS who is sexually active, involved in pornographic behavior, or at any time uses unlawful drugs, alcohol, or tobacco of any form. Lockers and vehicles can be searched.
- Students may use the telephone only in cases of extreme emergency. Forgotten items are not extreme emergencies. Student should see office staff to request a call.
- School-office business should be conducted at the window. Only office staff is allowed inside the office.
- Students sent to the administrative office should check in at the window with the secretary before going into the administrator's office.
- A parent wishing to visit a classroom or pick up a child must go directly to

the school office window and speak with the secretary.

- Never touch anything on or in a teacher's desk.
- Criticism of teachers, administration, or rules is not permitted.
- Physical contact, touching, is not permitted. Teacher directed activities are the only variance to this policy. Keep hands, feet, arms, and lips to yourself at all times. Horseplay is never permitted.
- Students and employees will be treated with respect and be free of discrimination, harassment and bullying.
- All hardcover books must be covered the first full week of school.

B. Campus

- Students are not allowed to remain unsupervised on school grounds after school. Anyone not under supervision of a coach or teacher must leave.
- The gymnasium is off limits to students except when under the supervision of a teacher or coach. At no time should anyone walk across the gym floor when traveling through to classrooms. Walk on the orange or blue areas, only. Street shoes should never be worn on the gym floor.
- Do not sit on tables or desks, lean back in chairs, put your feet on the walls, write on chalkboards, open windows, or adjust thermostats.
- Students who abuse or damage school equipment or property will be required to replace the item or pay for the damage-repair in addition to being disciplined. Writing on desks, walls, or window sills is a serious offense. Vandalism could result in expulsion.
- Students must park in approved areas and not return to their vehicles during school hours. The parking lot is considered off-campus during school hours.
- The athletic equipment rooms and concession stand area are off limits to students at all times.
- Soft drink and snack machines should only be operated before school, during lunch or snack, and after school.
- Toys, MP3 player, portable CD players, Ipods, video games, other electronic devices and conventional playing cards are not allowed at school, after school events or on school sponsored trips.
- No knives, guns, or weapons of any kind; nor, replicas of such are allowed on the school campus.

C. Cleanliness

- Littering is not allowed in the buildings or on the grounds. Please pick up and discard any trash you see.
- Students are required to keep classrooms, lockers, hallways, and other areas neat and orderly at all times.
- In the dining hall, movement should be minimal and conversation should be

in hushed tones. Each student is responsible for leaving his/her location clean.

- No gum chewing is allowed on school or church property. Candy, food, and drink are not permitted outside the dining hall other than that allowed for athletic events.
- Lockers should always be neat both inside and out.
- Book bags and personal belongings should never be left in the halls or classrooms.

D. Hygiene

- No spray deodorant may be brought to school for any reason.
- Students are to use restrooms only during breaks and will not be excused from class unless it is an emergency.
- No male student is allowed to have pierced ears.
- Students are not allowed to acquire body art, markings, or body piercing (including rub-on tattoos). Should a student already have a tattoo, it should remain covered at all times.
- Do not attend to personal grooming in class.

Property Respect and Care:

The facilities used by Trinity Christian School belong to Trinity Free Will Baptist Church. Everyone is expected to participate in care and upkeep by helping to maintain cleanliness and orderliness. Rooms should be picked-up daily, and dusted and vacuumed as needed and at the end of every week.

Window blinds should be handled with care. Eating and drinking should be limited to the approved areas (dining hall and gym concessions). Furniture and equipment should be treated with care so as not to become scuffed, scratched and marred. Should an accident occur which causes damage, do not hesitate to let a teacher know so that repairs can be made.

Skipping Class:

Every student is assigned to be with a specific teacher every hour of the day. If for any reason a student is somewhere other than where he/she is supposed to be without the written permission of that teacher, it is considered to be skipping class. A student will receive 30 demerits for skipping class.

Candy, Food, and Drink:

There is to be no consumption of candy, food, or drink/water outside the dining hall or gym concessions. Should a student choose to break this rule, he/she will receive demerits. Concessions are allowed in the gym at athletic events and other approved activities. Students and adults must clean up after themselves.

Gum:

No gum chewing is allowed on school or church property. Should a student

choose to break this rule, he/she will receive demerits.

Forbidden Articles:

Cigarettes, vapes, jules, alcoholic beverages, any narcotics, knives, guns, matches, explosives of any kind, skate boards, radios, magazines, media not related to class work, and other non-school related items are not permitted on school property. No books or magazines are to be brought to school unless they are directly related to a specific course of study and permission to bring them has been granted ahead of time. Lunch boxes, book covers, book bags, and other school items should always display good taste and bear designs appropriate for a Christian school.

Disruption in the Classroom:

A student whose behavior hinders the teacher's ability to teach the class efficiently will be sent to the Coordinator or Administration. For such:

- the teacher will notify the Coordinator or office that the student is coming.
- the student will check in with the Coordinator or at the office window to let administration know that he/she has arrived.
- the secretary will inform the administration of the student's arrival.

Discipline for being dismissed from class ranges from 20 demerits to being sent home depending on the magnitude or re-occurrence of the situation.

Elementary, Middle, and High School Disciplinary Measures:

On all levels, discipline is primarily handled in the classroom by the classroom teacher. Should a problem arise which is not solved through classroom discipline, and contacting parents, then the teacher first will turn to his/her Team and Team Coordinator for help and advice. There are three Teams: Elementary, Middle School, and High School. If the problem cannot be resolved on the Team level, then the Administrator will become involved.

- Elementary School: Discipline in the elementary levels consists of positive rewards, taking away of privileges, contacting parents, suspensions and dismissal. In the event that an elementary student lies, steals, cheats, damages or destroys school property or is disrespectful to any TCS personnel a parent will be notified by his child's teacher or the Administration. Any infractions may result in a meeting with the Administrator.
 - 1) Cheating will result in a zero on the assignment in which cheating occurred and loss of one or more extra-curricular classes.
 - 2) Stealing will result in a meeting with the Administrator, loss of two extracurricular classes and retribution of the stolen item(s).

Please note that this list is not all-inclusive. Infractions not listed here will

be interpreted by the Administration for consequences. No demerits are given to elementary students.

- Middle School discipline consists of a program developed by the Middle School Team of teachers. Behavior is managed by a scoring system kept by the classroom teacher. Along with this is a program involving demerits, detention and suspension.

Middle School students are also positively motivated with rewards such as special activities, homework and quiz passes.

- High School Discipline is handled primarily in the classroom by the classroom teacher. Along with this is a program developed by the Team of High School teachers involving demerits, detention and suspension. The Student Government Association also gives council concerning discipline policy. Rewards are also built in for positive behavior.

Bullying Policy:

The TCS three strike bullying policy will be implemented for the first time this school year. When students are written up for bullying, the incident will be brought to the attention of the TCS administrator. The administrator will present the bullying incident to the school board where they will review the situation and determine whether the bullying incident would warrant a strike. There will be level of consequences for each strike. This policy will cover incidences during and outside school hours. The only strikes that can be appealed are strikes two and three. The person bullying and the one bullied will be required to meet with the Campus Pastor.

Strike 1: 1 Day Suspension (Telephone conference with parent and administrator)

Strike 2: 3 Day Suspension (Conference with parent and administrator)

Strike 3: Automatic Expulsion

The Appeal Process

1. The administrator will meet with the responsible coordinator.
2. Once all details have been explained to the administrator, the school board will be contacted no later than 6:00 p.m. that day.
3. The administrator will then contact the parents/guardians no later than 8:00 a.m. the next day with the results.
4. The parents/guardians will have 24 hours after being contacted to appeal the strike. (Response must be an email to the school board email address)

5. The school board will respond within 48 hours with the date to meet with the parents/guardians.
6. After the scheduled meeting, the school board will respond with the final outcome within 24 hours.
7. Suspensions will begin directly after step 6.

Merit Program:

The merit program allows a student to earn the removal of demerits simply by not accruing infractions or demerits in a specified length of time. Removal of demerits does not remove any consequences students have earned previously for demerits, such as serving detentions or removal from extra-curricular activities. Removal of demerits benefits the student's record and may sometimes keep him/her from reaching further punishments due to demerit accumulation.

- Demerits are removed at the end of each quarter, only.
- Five demerits will be removed by going ten school days in a row with no infractions. A warning counts as an infraction and will hinder the removal of demerits. The ten days will be counted starting after the student's most recent infraction.

Demerit Program:

The demerit system is a guide for behavior record-keeping in Middle and High School. Demerits, themselves are not punishment, but rather, are a means of keeping track of unfavorable behavior and of communicating to parents about such behavior. Punishment comes when students reach designated amounts of demerits, the first of which is a Tuesday Detention at 25 demerits.

Demerits are removed at the end of each quarter in **ONE** of two ways:

- Five demerits will be removed by going ten consecutive school days with no infractions. A warning counts as an infraction and will hinder the removal of demerits. Any remaining demerits will be carried over to the next quarter.
- If the student has a total of 20 demerits or less at the end of the quarter, all demerits will be removed.

Demerit Lists

Please note that these lists are not all-inclusive. Infractions not included here will be interpreted for demerits by the administrator in relation to items on these lists.

Important Note: Demerits will be increased by the addition of 5 upon the repetition of an infraction.

5 Demerits—Level 1

- Chewing gum
- Eating or drinking outside the dining hall
- Tardy to school or class
- No homework
- Dress Code violation
- Unexcused absence
- Excessive talking
- Sleeping in class
- Failure to return a signed form the next school day

10 Demerits—Level 2

- Horseplay/disorderly conduct
- Dress Code violation, second violation
- Outward signs of affection/physical contact
- Hanging around unsupervised during and after school
- Talking back or questioning a teacher inappropriately
- Any minor disrespect or disobedience
- Going to vehicle without permission
- Light property damage: also cost of repair
- Unauthorized use of school telephone

15 Demerits—Level 3

- Sent to the Coordinator
- Three misbehavior checks on the board
- Dress Code violation, third violation

20 Demerits—Level 4

- Arguing with a teacher
- Any moderate disrespect or disobedience
- Dress Code violation, fourth violation
- Safety violation: endangering others/fighting
- Driving recklessly in the parking lot
- Coarse or rough language; slang
- Moderate property damage: also cost of repair
- Cell phone or other electronic device usage or possession
- Moderate harassment and bullying.

30 Demerit—Level 5

- Swearing or profanity
- Cheating: also a zero on the work
- Lying or deception
- Stealing
- Sent to the office for class disruption

- Any major disrespect or disobedience
- Dress Code violation, fifth violation
- Leaving campus without properly checking out
- Major property damage: also cost of repair
- Using teacher editions

50-150 Demerits—Level 6

- Smoking, vaping, drinking, drugs
- Immorality, pornography, indecent liberties
- Threatening a teacher, staff member, student
- Tattoos, skin piercing
- Vandalism
- Fighting
- Posting profanity, immorality, suggestive language or disrespect toward others on the internet.
- Possession of sexually explicit material or images, written or printed
- Mace/Pepper spray possession and/or use
- Repeated or major harassment and bullying.
- Extreme types of behavior not mentioned

Accumulation of Demerits:

- 25 Tuesday Detention
- 40 Tuesday Detention
- 50 Saturday Detention: At 50 demerits a student meets with the Administrator and placed on probation.
- 65 Tuesday Detention
- 75 Saturday Detention: At 75 demerits a student meets with the Administrator and the pastor. The student loses the privilege of participating in extracurricular activities. In the case of athletics, at 75 a student may not continue to play in the current sport, but if the demerits fall below 75, the student may play in the next sport. Should 75 demerits be accumulated again, the student may no longer participate in any sport.
- 90 1-day Suspension
- 100 Saturday Detention
- 115 3-day Suspension
- 125 Saturday Detention
- 140 Recommended Withdrawal or 5-day Suspension
- 150 Expulsion

* See page 47 for detention explanations.

Disciplinary Probation:

A student is placed on disciplinary probation when he/she reaches 50 demerits. When a student reaches 75 demerits, he/she is removed from all extracurricular activities. In athletics he/she is removed from the current sport. A parent/student/administrator meeting will be required.

Suspension:

When a student is absent due to a disciplinary suspension, all work must be made up and 30 points (15 points for elementary) will be deducted from the grade down to a zero. This includes major tests. The student may not come to school or to any school activity on the day(s) of suspension. Suspension is assigned as above by demerits or at the discretion of the Administrator when warranted in other situations.

Expulsion:

A student is expelled who

- Accumulates 150 demerits during a year.
- Uses, possesses, or distributes alcohol, tobacco products, or illegal drugs.
- Is involved in immorality.
- Is involved in pornography.
- Brings firearms or other weapons to school.
- Is involved in criminal activity.
- Threatens a teacher, staff member, or school board member.
- Is involved in any of the above categories on the internet.
- By his attitude, dress, and behavior gives evidence of not wanting to uphold the guidelines, policies, and testimony of the school before demerits are accumulated.

A student who is expelled must sit out one year before he/she can apply for readmission to Trinity Christian School. The student and parents must meet with the Administration before readmission will be considered.

A student who is expelled or asked to withdraw will not be allowed on the school grounds unless he/she has official business or has obtained permission from the administration.

Review of Students:

In January of each year, the faculty and administration will review students' academic and disciplinary standing. Meetings will be held with parents of those students who reach:

- a delinquent account
- disciplinary probation due to 75 or more demerits

- academic probation due to failed subjects on the mid-term report card

Detention:

There are two detentions, and each takes precedence over athletics, appointments, pleasure trips, etc. Failure to serve a detention incurs 30 demerits-plus depending on which type was missed.

Tuesday Detention (T Detention):

Tuesday Detention is a one hour detention held each week for High School and Middle School from 3:20 until 4:20 p.m. A student is assigned this detention due to demerits. It starts at 25 demerits and is given in increments as shown on page 45. Failure to serve a Tuesday Detention will result in 15 demerits.

Saturday Detention (S Detention):

Saturday Detention is a 2-hour detention which is assigned at 50 demerits. It is held on Saturday morning from 8:00 until 10:00 AM. Stipulations are that students must be driven to Trinity by a parent (The student cannot drive himself/herself.), and the \$36.00 fee is due to the finance officer by the Tuesday before. A \$20 fee will be assessed for late payments. Failure to pay by Thursday will incur a late fee and a detention reschedule. Check with teacher concerning attire. Saturday Detention is assigned at 50, 75, 100, and 125 demerits. Failure to serve a Saturday Detention will result in 30 additional demerits.

Dress Codes:

Because of our commitment to the Bible and Christian education,

- we believe that any style of clothing that our young ladies wear should be modest, feminine, and should not be tight, form fitting, or revealing in any way.
- we believe that the clothing of our young men should be neat, masculine, and avoid worldly appearance.

No list of rules can adequately cover every clothing style; therefore, the administration reserves the right to make a judgment about any style of clothing which it deems as inappropriate. **Students attending home or away athletic events and all other school functions are required to be in school dress code.**

MS/HS students will meet with administration following a second infraction on dress code.

MS/HS students and parents will meet with administration following a third infraction on dress code.

Trinity Girls

1. Girls Tops—Collared polo or oxford type shirts which are:

- Any color solid, stripes, or plaids (no white or other patterns).
- In good repair
- Loosely fitted.
- Closed in the front leaving only the top button unbuttoned if desired. Short or long-sleeved.
- Made with a long shirt tail that could stay tucked in all day.
- Without graphics except for garment, school, or sports logo that is smaller than a credit card.

A solid camisole may be worn under an approved dress code top.

Christian t-shirts and TCS spirit wear t-shirts may be worn on Fridays, unless there is a planned special event.

2. Girls Outer Garments—Long-sleeved cardigans, pullover sweaters (**stripes allowed on pullovers only**), sweat shirts, jackets, coats, and other outer-garments which are:

- Worn over a dress-code top.
- Loose-fitting, proper length and in good repair.
- Any color, solid or **two-toned**. (Such as North Face, without stripes or patterns)
- Without graphics except for garment, school, or sports logo that is smaller than a credit card.
- With any size TCS emblem or from Southeastern Christian College, Welch College, Liberty University, Bob Jones University and Pensacola Christian College.
- No shrugs or midriff garments may be worn.

3. Girls Pants and Shorts—Dress or Duck Head type pants with inset pockets (**No pockets attached on the outside**) which are:

- Of solid black, brown, navy, gray, or khaki color with no writing.
- Made of cotton, cotton blend, or non-stretchy dress fabrics.
- Worn waist high. A belt must be worn if the pants have loops. Do not remove loops.
- Non-jean-style and have no denim fabric of any color.
- Very loosely fitting
- In good repair.
- Without extra pockets
- Without zipper or Velcro pockets..
- Pants of ankle or lower length. No Capri lengths. **Shorts must be to the top of the knee**
- Have no undergarment lines visible at any time.

- **Shorts may only be worn by elementary students. MHS students are not permitted to wear shorts.**

4. Girls Skirts or Culottes which are:

- Of solid black, brown, navy, gray, khaki or prints/patterns without writing. Any patterns must be of reasonable size and may not feature any commercial characters (Disney, superheros, etc.)
- Made of cotton, cotton blend, denim, or non-stretchy dress fabrics.
- Worn waist high. A belt must be worn if the garment has loops. Do not remove loops.
- Have hemlines that come at least to the bend line at the back of the knee. **If the skirt has a slit, the top of the slit must be at or below the bend line at the back of the knee.**
- In good repair
- Flared and very loosely fitted. (Skirts may be straight if loose enough.)
- Allowed with leggings when worn under an approved dress, skirt or jumper.
- Have no undergarment lines visible at any time.

5. Girls Jumpers or Dresses which are:

- Of any solid color (except white) or prints and patterns. Any patterns must be of reasonable size and may not feature any commercial characters (Disney, superheros, etc.)
- Made of cotton, cotton blend, denim, or non-stretchy dress fabrics.
- Short or long-sleeved.
- Made with a high rounded or collared neckline, or worn with a polo or oxford type shirt underneath.
- Have hemlines that come at least to the bend line at the back of the knee. **If dress has a slit, the top of the slit must be at or below the bend line at the back of the knee.**
- In good repair
- Very loosely fitted.
- Worn with a slip.
- Allowed with leggings when worn under an approved dress, skirt or jumper.
- Have no undergarment lines visible at any time.
- Without graphics except for a garment, school, or sports logo that is smaller than a credit card.
- Or with any size TCS logo.

6. Girls Hair must be well groomed, modestly kept, and out of the face. No trendy colors or styles.

7. Girls Make-up must be modest with no overly-trendy colors or styles.
8. Girls Shoes may be dress, casual dress, athletic, or sandals. No backless shoes.
9. Girls Hats may NOT be worn in the buildings. This includes the hoods on coats and sweat shirts.
10. Girls Sunglasses may NOT be worn in the buildings.
11. Girls Body Art is NOT permitted
12. Girls Piercings may be two ear lobe piercings or one lower and one upper ear piercing. Gauges, bars, chains, hoops larger than 1-inch in diameter, and body piercings are NOT permitted.
13. No masculine apparel allowed.

Trinity Boys

1. Boys Tops—Collared polo or oxford type shirts which are:
 - Any color solid, stripes, or plaids (no patterns, no graphics should be seen under an approved shirt).
 - In good repair
 - Properly fitted.
 - Closed in the front leaving only the top button unbuttoned if desired.
 - Short or long sleeved.
 - Made with a long shirt tail that must stay tucked in all day.
 - To remain tucked in **until student has left the TCS premises**.
 - Without graphics except for garment, school, or sports logo that is smaller than credit card.

Christian t-shirts and TCS spirit wear t-shirts may be worn on Fridays, unless there is a planned special event.

2. Boys Outer Garments—Long-sleeved cardigans, pullover sweaters (**stripes allowed on pullovers only**), sweatshirts, jackets, coats, and other outer garments which are:
 - Worn over a dress-code top.
 - Properly fitted and in good repair.
 - Any solid color or **two-toned**. (Such as North Face, without stripes or patterns)
 - Without graphics except for garment, school, or sports logo that is smaller than a credit card.
 - Or with any size TCS emblem or from Southeastern Christian College, Welch College, Liberty University, Bob Jones University and Pensacola Christian College.
3. Boys Pants—Dress or Duck Head type pants with inset pockets (**No pockets**)

attached on the outside) which are:

- Of solid black, brown, navy, gray, or khaki color with no writing.
 - Worn with a belt.
 - Properly fitted (meaning not too loose and not too tight) and in good repair.
 - Non-jean-style and have no denim fabric of any color.
 - Pants should have no more than 2 front and 2 rear inset pockets. **(No cargo or carpenter pants with extra pockets.)**
 - Without zipper or Velcro pockets.
 - Of proper full length.
 - Revealing no undergarment at any time.
 - **Elementary students may wear shorts that follow the above guidelines. Shorts must come to the top of the knee. MHS students are not permitted to wear shorts.**
4. Boys Shoes—Dress, casual dress, or athletic, shoes. No sandals or backless shoes. Socks are required.
 5. Boys Hair—Neatly groomed at all times, cut well above the ears, and well above the shirt collar. Bangs must be 1 inch above the eye brows. No trendy colors or styles. Young men thirteen years and older should be clean shaven. No moustaches. Sideburns should be no longer than the middle of the ear.
 6. Boys Hats may NOT be worn in the buildings. This includes the hoods on coats and sweat shirts.
 7. Boys Sunglasses may NOT be worn in the buildings.
 8. Boys Body Art is NOT permitted.
 9. Boys Body Piercings are NOT permitted.
 10. No feminine apparel allowed

Game Day Player and Student Dress:

(See pages 36, and 49 under Athletics)

7/20/21 bib

Pledges

A demonstration of an individual's love and appreciation of our country, our Savior, and the Bible is a freedom afforded to every citizen of our country and an opportunity provided to every student of Trinity Christian School each day. The recitation of the words of the pledges given below is a consistent and continual reminder of the honor and privilege we have both as American citizens and Christians.

Pledge to the Bible:

I pledge allegiance to the Bible, God's holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its word in my heart that I might not sin against God.

Pledge to the Christian Flag:

I pledge allegiance to the Christian Flag and to the Savior for whose kingdom it stands. One Savior, crucified, risen, and coming again, with life and liberty for all who believe.

Pledge to the American Flag:

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

Closing Statement

The contents of the handbook are to be used as a guide. This book is no way an all-inclusive statement of Trinity Christian School's rules, regulations, and philosophy. School administration reserves the right to fully monitor/review activity on all school computers as well as personal media brought from home. The administration reserves the right to determine acceptable and unacceptable actions, behavior, conduct and dress. The administration also reserves the right to add or delete elements of this handbook at any time if deemed necessary.