

# Trinity Christian School



Family Handbook  
2024 - 2025

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# I. INTRODUCTION

## Administration

Administrator	Nathan Pridgen	Nathan.Pridgen@trinitychristian-school.com
Campus Pastor	Brandon Tucker	Studentpastor@trinityfwchurch.org
Marketing, Admissions	Rachael Furlough	Rachael.Furlough@trinitychristian-school.com
Director of Administration	Cindy Suter	Cindy.Suter@trinitychristian-school.com
Athletic Director	Josh Betts	Josh.Betts@trinitychristian-school.com
Daycare Director	Hannah Tucker	HTucker@trinityfwchurch.org
Financial Assistant	Karen Ray	KRay@trinityfwchurch.org
Receptionist/Registrar	Jeanne Woolard	Jeanne.Woolard@trinitychristian-school.com
Coordinator	Briana Hill	Briana.Hill@trinitychristian-school.com
Coordinator	Jeanne Smith	Jeanne.Smith@trinitychristian-school.com
Coordinator	Sarah Brown	Sarah.Brown@trinitychristian-school.com

## School Website and Address

School Web Site – [www.trinitychristian-school.com](http://www.trinitychristian-school.com)

Admission/ Enroll - [applytcs.org](http://applytcs.org)

[TrinityRegistration.com](http://TrinityRegistration.com)

- Facts
- Reenrollment

**3111 Golden Road Greenville, NC 27858**

**Office : 252.758.0037 Fax: 252.758.0767**

[trinitychristian-school.com](http://trinitychristian-school.com)

## Our Mission Statement

Trinity Christian School is a ministry of Trinity Free Will Baptist Church. 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.

## School Vision

TCS's vision is to educate the mind, nurture the soul, and shape the character.

## Affiliation

TCS 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.

## **Statement of Nondiscrimination**

TCS students and teachers will be treated with respect and be free of discrimination, harassment, and bullying. TCS 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.

## **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 Daycare, Lower School, and Upper School.

## **Statement of Faith**

We believe the Bible to be the inspired and the only infallible authoritative Word of God. (II Tim. 3:16, II Peter 1:21) 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) 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, Rev. 19:11-16) 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) 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) 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) We believe in the spiritual unity of believers in our Lord Jesus Christ. (Rom. 8:9) We believe in the creation of man by the direct act of God. (Gen. 1:26-28)

## **Student Goals**

- 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)
- To teach the basic doctrines of the Bible. (Titus 2:1)
- To provide opportunities for the student to confess Christ as Savior and Lord. (Rom. 10:9-10).
- 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)
- 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)
- To teach Biblical character qualities and provide opportunities for the student to demonstrate these qualities. (I Sam. 16:7, Gal. 5:22)
- To teach the student how to develop the mind of Christ towards Godliness. (Phil. 2:5, I Tim. 4:7)

- 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)
- 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)
- To help the student develop a Christian worldview by integrating life, and all studies, with the Bible. (II Pet. 1:3)
- To teach the student to hide God's Word in his heart through memorization and meditation. (Ps. 119:11, Ps. 1:1-3)
- To teach the student how to study God's Word. (II Tim. 2:15)
- 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)
- 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) .
- 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)
- To teach the student Biblical skills for personal and social relationships. Ps. 119:9, Eph. 4:12)
- 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)
- 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)
- 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)
- To teach the student an appreciation of the Fine Arts.
- 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)
- To teach and encourage the student to use good study skills and habits. (II Tim. 2:3-7)
- To teach the student how to research and to reason logically from a Biblical perspective. (Heb. 5:14, Rom. 12:2)
- To teach the student creative and critical thinking based upon the proper use of Biblical criteria for evaluation. (II Tim. 3:14-17)
- 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)
- Use current affairs in all areas, teaching the student how they relate to God's plan for man.
- 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)

## Family Goals

- To bring those who are not Christians to the saving knowledge of Jesus Christ. (II Pet. 3:9, I Tim. 2:4)



- To aid families in Christian growth and to help them develop Christ-centered homes. (Eph. 5:22-33, II Pet. 3:18)
- 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)
- To help the parents to understand the school's purpose and program.
- To assist parents in keeping up with the changing culture and its effect on the home and the implications for their children.
- To encourage regular attendance and involvement in the local church. (Heb. 10:24-25)
- 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)

### **What Must I Do To Be Saved?**

- **Admit that you are a sinner.** 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 in 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

## **II. ADMISSIONS**

### **Requirements**

Students entering Kindergarten must reach the age of Five years by August 31st that year. Students entering First Grade must reach the age of Six years by August 31st of that year. 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. All students entering are on a nine-week trial basis both academically and behaviorally.

## **Enrollment Procedures**

Follow these procedures for enrollment.

1. Apply online at [applytcs.org](http://applytcs.org). A non-refundable registration fee will be due with submission of the application, however, in the case that TCS denies an applicant, the fee will be refunded
2. Schedule an on-site visit with the administrator.
3. Submit the most recent report cards and achievement test results. Included should be both academic and behavioral information.

## **Upon Acceptance Procedures**

Follow these procedures once accepted.

1. Schedule a time for your student to take a Testpoint entrance test. This test provides benchmarks in the areas of Math, Reading, and Language.
2. Complete the Online Enrollment Module.
3. Enroll in the FACTS payment system.

## **Re-Enrollment**

Re-enrollment for current TCS families and Trinity Church members begins January 6. February 1st opens enrollment to the general public. Information and forms are available via ParentsWeb. Enrollment is completed through ParentsWeb. A non-refundable registration fee is due at the time of re-enrollment. The re-enrollment fee will increase after the initial February 1-29 open enrollment period.

## **Immunizations**

TCS follows the NC guideline (see bulleted list below) for immunizations. Immunization records must be submitted with application. As a student receives new immunizations, parents must submit paperwork to the office.

- Pursuant to the requirements established by the North Carolina Department of Health and Human Services, all students enrolled in Trinity Christian School, Greenville, NC, must submit documentation verifying compliance with the state-mandated immunization requirements within thirty (30) days following the first day of school. This documentation must detail the immunizations received, in accordance with the schedules and doses prescribed by the North Carolina Immunization Program.
- Should a student not meet these immunization requirements within the stipulated time frame, the school is obligated under state law to exclude the student from attendance until the necessary documentation is provided.
- Exemptions from the mandated immunizations are permitted on medical or religious grounds. To claim an exemption, a parent or guardian must submit a written statement to the school, detailing the basis for the exemption. Medical exemptions require a written statement from a licensed physician indicating that a specific immunization is medically contraindicated for the

student. Religious exemptions require a written statement from the parent or guardian stating that the immunization requirement conflicts with the bona fide religious beliefs of the family.

- It is the responsibility of each parent or guardian to ensure that their child complies with these immunization requirements or properly files for an exemption. Trinity Christian School is committed to adhering to these state mandates to ensure the health and safety of all students and the broader school community.

### **III. FINANCES**

#### **Payment terms**

A tuition and fee chart may be acquired from the school office or found on the website at [www.trinitychristian-school.com](http://www.trinitychristian-school.com). Trinity students must be enrolled in FACTS to pay tuition and fees. There is a yearly FACTS fee. Parents will have paid in full, monthly and bi-monthly payment options with FACTS.

- Accounts may be paid in full for the year if paid on or before July 20 with a \$25 FACTS fee.
- Monthly payments are made over a 12-month period beginning June 5th, or a 10-month payment plan beginning August 5.
- School fees may be paid annually or throughout your payment plan.
- Incidental fees may be charged through FACTS, in which case you will receive an email, or should be paid directly to the event or teacher.
- All tuition and fees must be paid 2 weeks prior to the end of the school year. Transcripts are not released until all accounts are paid in full.
- A full month's tuition is due for the month in which a student withdraws from school. Students who withdraw during the last 60 calendar days 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 business hours before the first day of the school year.
- Tuition is non-refundable. Tuition is due when TCS is open for in-person or remote learning, and if school closes due to health mandates from CDC or state/local governments. Refunds cannot be given due to a temporary quarantine mandate. Financial Aid is available by applying for the North Carolina Opportunity Scholarship. To be eligible to receive NCOSP funding families must apply before March 1<sup>st</sup>.

#### **Delinquent Accounts**

An account is considered delinquent one day past the payment date.

- A late fee of \$35 will be added to delinquent accounts (TCS and Daycare students). The tuition and late fee must be paid by the last day of the month. There is a \$30 fee for NSF.
- All incidental fees will be charged to your FACTS account.
- Students will not be permitted to re-enroll in the next school year if an account is delinquent.
- Academic transcripts, records, and diplomas will be held until accounts are current. Athletic uniforms must be returned for an account to be considered current.

## **IV. GENERAL INFORMATION**

### **FACTS/RenWeb**

Parents can access all student information through FACTS. This includes current academic and financial records, lunch options, school calendar, current and archived newsletters and email contact information.

### **Parking Lot**

During drop off and pick up times, park in designated areas, or get in the line in front of the gym where staff will direct the pedestrian and vehicle traffic. Parents and staff may park between the cafeteria and parking island. Student parking is next to the church building. TCS assumes no liability for damage to or losses from any vehicle parked on campus at any time.

### **Visitors**

TCS welcomes visits during school hours including chapel services. All guests must check in at the school office. TCS determines approval for class visits. We ask all visitors to please observe the following guidelines:

- Parents may join their child for lunch during appropriate hours.
- All visitors (including parents) are asked to adhere to modest dress and code of conduct.
- Use of tobacco products and vaping are prohibited at TCS.

### **Insurance**

Accidental insurance coverage is provided for your child while they are at school. Our policy provides for secondary cover and will usually cover in excess over your family coverage. Parents will be notified of accidents and procedures to use insurance coverage.

### **Lunch**

Daycare students are served lunch. Lower School and Upper School students may bring lunches from home. Microwaves are available for students beginning in 2nd grade.

- We contract with My Hot LunchBox who provides hot delivered lunches from local vendors 5 days per week. Parents are required to set up an account and place orders directly with the My Hot LunchBox website. Orders may be placed up to but not later than 24 hours before the desired meal. There is also a limited supply of in-house food and drinks for sale through the same My Hot LunchBox website ordering portal.
- Parents may drop off a labeled lunch in the office. Students may not leave campus to get lunch or have lunch delivered to campus.
- If a student does not have lunch for the day, they will be charged a lunch from the kitchen. Parents will not be contacted by teachers or students.

## **Medication Administration**

- Acetaminophen and ibuprofen are the only medications that will be provided from the school office to students. Parents must give written permission for their child to receive this medication. Parents will be notified whenever medicine is administered.
- An “Authorization for Medication” form is required for the school to assist with administering a specific medication for a specific length of time. New forms must be updated yearly. Asthma inhalers require a copy of the prescription and procedures for use on file in the office.
- All medications must be presented in pharmacy packaging and bearing the name of the prescribing doctor (prescription medication). Medications will be kept and administered by the school office unless a physician’s instructions include keeping additional doses closer to the student.

## **Video or Photography**

Videos or photographs may be used publicly through multi-media outlets. Parents can request and complete a waiver if they choose not to have their child videoed or photographed. Students are not authorized to take pictures or film videos while at school unless specifically authorized by Administration or a faculty member.

## **Permission Procedures**

Parents must give written permission for students to leave campus (email is acceptable). Verbal permission is given by teachers for students to leave designated areas.

## **Faculty**

TCS teachers are followers of Christ who are dedicated to teaching as a ministry.

## **On - Site Celebrations**

On site deliveries are not permitted. Distribution of birthday invitations at school must include every class member. Special transportation pick - up such as limousines are not permitted. Please do not decorate for birthday celebrations. Lunch is a very limited time frame. We have to allow for students to be able to eat their lunches and get back to class on time.

# **V. STUDENT SERVICES**

## **Student Vehicle Privilege**

Students must make required progress to maintain a NC Driving Eligibility Certificate and have a valid driver’s license in order to drive to and from school. Students are not able to access vehicles throughout the day. If a student is transporting another student to or from school, they must have a written note filed in the office. Students may be asked to remove inappropriate decals, stickers, and markings on vehicles. Student vehicle privileges may be revoked and vehicles may be searched.

## Summer Programs

Tiger Club is our summer program for school-age children in grades Kindergarten through 5th. Students will participate in Christ-centered activities 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. Students must be enrolled in the upcoming school year to participate in Tiger Club.

## Senior Trip

The annual senior trip is regarded as a significant educational experience and is a required event for all seniors. A staff member is responsible for helping students plan and carry out their senior trip with the administrator's approval. Administration will designate who 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 a designated TCS staff or faculty member

## 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. Parent chaperones for field trips are not to include siblings. Students and parents are required to maintain the same level of dress code and discipline away from TCS as required at school.

## American Christian Honor Society

The American Christian Honor Society was founded by the American Association of Christian Schools with a fourfold purpose: to advance Christian scholarship, to challenge Christian leadership, to honor Christian character, and to stimulate Christian service.

- Students must be at least a sophomore. Students are reviewed yearly.
- Must maintain a minimum scholastic average of 90% as evaluated each year and each quarter's average. The Honor Society's staff representative will notify students should they become ineligible based on their scholastic average for any given quarter. That student will not be eligible to rejoin until the end of the following quarter. Should the students not meet the minimum average for two consecutive quarters, they will be removed from the honor society for that school year
- Maintain a cumulative total (not including any merits for time passed, detention served or end of quarter) of less than 50 demerits in the prior year and current year.
- Exhibit actions and attitudes which exemplify the character of Christ.
- Have completed at least one semester at TCS.
- The student of good character is cooperative; demonstrates high standards of honesty and reliability; shows courtesy, concern, and respect for others; and generally maintains a clean disciplinary record.

## **Student Government Association**

The TCS's Student Government Association is composed of school officers and class representatives from grades 8-12. Students running for office must meet the following requirements from the previous school year/semester:

- Enrolled as TCS student
- Must have maintained less than 50 demerits in the prior year
- Maintain a minimum scholastic average of 80% with no D's

Once a student is elected, they must maintain the following:

- Achieve no less than a C on each 9 week report card
- Must maintain less than 50 demerits
- Exhibit actions and attitudes which exemplify the character of Christ.

## **Fine Arts Competition**

TCS participates in district, state, and national fine arts competitions through 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, and the like. Additionally, we compete in several areas of the Tri-State competition.

## **Music Lessons**

Music lessons are offered to students on-site during school hours. For more information inquire at the school office.

## **Social Events**

Formal events, homecoming, and athletic banquets sponsored by the school require modest evening wear approved by the school administration. Dresses and tuxedos must meet the following requirements:

- Dresses must 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.
- Suits or tuxedos must be worn with solid-colored shirts, matching socks and shoes. Black or white suits or tuxedos do not need administrator approval.

Homecoming representatives must have maintained less than 50 demerits. Representatives should exhibit actions and attitudes which exemplify the character of Christ. Homecoming escorts must be TCS students.

## **Athletics**

TCS participates in an interscholastic sports program through the North Carolina Christian Athletic Association. Upper School students compete seasonally in Girls and Boys Volleyball, Soccer, Basketball, Girls Cheerleading, Co-Ed Cross Country and Golf. Junior varsity players are selected from grades 6-9. Varsity players are selected from grades 10-12. Students must meet the follow requirements to try out and/or participate in sports:

- Submit a physician-signed physical examination form and a parent-signed waiver of responsibility form.
- Pay the athletic fee required for each sport.
- Parent involvement is encouraged. Sign-up sheets are available.
- Students must be in at least the 6th grade, take at least 4 academic courses, maintain a minimum average of 70% with no F's, maintain less than 75 demerits and meet daily attendance requirements.
- 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.
- Uniforms must be returned as soon as possible following the end of a season.
- All athletes must demonstrate attitudes and actions that are consistent with the rules and goals of TCS and the MACAA Athletics Program.
- Sixth graders may participate in Boys' Middle School basketball and on JV teams or Varsity Cross Country and Golf that may need more players.

Other policies regarding athletics:

- Athletes are required to collect and/or turn in homework assignments to any missed classes due to leaving early. Homework is due at the regularly scheduled time.
- Athletes must have a chaperone when using classrooms.
- Cell phones are allowed for the purpose of calling/texting parents regarding return to school time only. Other electronics are not allowed.
- Grades are checked mid-quarter, end of quarter, and end of semester. Athletes that have a failing grade or less than a C average will not participate in the sport for ten school days. Grades will be re-checked to see if a student meets academic requirements to rejoin the team.
- If a second ten-day academic suspension occurs, the athlete must turn in his uniform for the rest of the sports season.
- At mid-quarter and quarter checks, athletes with an incomplete will not play until the incomplete(s) are satisfied.
- Should an athlete reach 75 demerits he/she is no longer eligible to participate in the current sport. If demerits are reduced, they may participate in sports. If 75 demerits are reached a second time, the student is disqualified from all sports for that season.
- Students (current/new) can only be added to a team once the season has begun if no cuts are made.

## **VI. SCHOOL HOURS**

Office Hours	7:30 AM—4:00 PM
Daycare (Nursery-K4)	6:30 AM—6:00 PM
Lower School (K5-6th)	8:00 AM—3:00 PM
Upper School (7th-12th)	8:00 AM—3:15 PM
Before School Care	6:30 AM—7:30 AM



After School Care (K5-8th)	3:00 PM—6:00 PM
Early Release/Half-Days-LS	8:00 AM—11:25 AM
Early Release/Half-Days-US	8:00 AM—11:35 AM

**Morning Drop-Off**

K5-8 <sup>th</sup> grades	7:30 AM - 8:00 AM	Gym
9 <sup>th</sup> -12 <sup>th</sup> grades	7:30 AM - 8:00 AM	Cafeteria

**Afternoon Pick-Up**

Any K5-12th grade student who remains at school more than 20 minutes after his/her dismissal time without permission will be taken to the office and the parent will be contacted. A fee will be charged for late pickups. See parking lot diagram given at orientation for specific details on times and places.

Lower School	2:45 - 3:10	Gym
Upper School	3:15 - 3:30	Gym

**Before and After School Care**

Before and After School Care is available for K5—8th grade students with pre-registration. Students are divided by age and given time for snack, homework, and student recreation.

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

Before-school students report to the cafeteria. After-school elementary students are picked up from their classrooms by their after-school teachers. Seventh-eighth grade students report to the ASC coordinator. 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.

Students will not be permitted to be on their cell phones unless authorized to do so by the Before or After School teacher.

**Emergency Closing**

You will be notified of school closings, closures, early releases via FACTs/RenWeb, e-mail, SchoolCast, Facebook and local television stations: WNCT-TV.

**VII. ATTENDANCE**

**Attendance Requirements**

To receive credit for the school year or be promoted to the following grade, a student must not miss more than 20 Lower School days or 20 Upper School class periods per year (excused or unexcused). 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.

Except for certain circumstances which have been pre-approved by the Administrator or Athletic Director, 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, extracurricular activities. 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. An Upper School student is counted absent in a class if half of the class is missed.

## **Absences**

### **Pre-Planned Absence**

An excused absence approved at least one week in advance.

- A letter should be sent to the office and approved by the administrator.
- Upon approval a Pre-planned Absence Form will be provided to the student to take to each teacher. The teacher will sign and give the assignments that need to be completed.
- Submission of missed work (Date and Time) should be agreed upon prior to departure between the student/parent and the teacher.
- College visits are limited to two days. Requests beyond 2 days must be approved and will count against perfect attendance.

If a student is unexpectedly absent for any part of the day, a parent or doctor's note must be turned in to the office the following day. An absentee pass will be issued marked either excused or unexcused. The pass must be signed by each teacher and left with the last teacher.

### **Excused Absence**

Absence due to illness, death in the immediate family, or doctor appointments are considered excused. Any COVID related absence is excused. The student is allowed 2 days for each day he is absent, up to a maximum of 5 days, to complete missed work. Work not completed will receive a zero.

### **Unexcused Absence**

Absence not approved by the administration or no parent/ doctor's note provided is considered unexcused. Completed work is due on the day of return and will receive no more than 70% for any work missed during an unexcused absence.

## **Early Pick-Up**

Early pickups are considered unexcused unless they meet the requirement for an 'excused absence' as stated above. Parent must follow the early pick-up procedures:

- If possible, a parent must provide a note stating the reason and time of early pick-up.
- The parent must arrive at the office window to sign the child out. A driving student with proper approval may sign out at the proper time.

Three early pick-ups (excused or unexcused) are equivalent to one absence with the exception of a signed doctor's note.

## **Tardiness**

Tardies will be marked excused if there is a note from a parent stating a valid excuse (traffic and trains are not valid). All assigned work (including tests) is to be completed when a student is tardy.

### **Lower School 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.

### **Upper 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.

Three tardies are equivalent to one absence with the exception of a signed doctor's note.

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. 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 is for the removal of excessive tardies only, not for making up excessive absences.

## **Health and Safety Protocol for Contagious Conditions**

In our commitment to ensure the health and safety of all students and staff at Trinity Christian School, we have established the following guidelines regarding contagious illnesses:

1. **Fever:** Any student who exhibits a fever of 100.3 degrees Fahrenheit or higher will be sent home immediately. The student may not return to school until they have been fever-free (below 100.3) for 24 hours without the use of fever-reducing medications.
2. **Diarrhea and Vomiting:** Students experiencing diarrhea or vomiting must stay home from school. They may return only after 24 hours have passed without further incidents of diarrhea or vomiting.
3. **Exceptions:** If a student has a doctor's note stating that the diarrhea or vomiting is due to a non-contagious condition, the student may return to school before the 24-hour period has ended, provided they feel well enough to participate in school activities.

## **Communicable Diseases**

Parents must inform the office if their child contracts any of these communicable diseases. Students with a communicable disease or conditions shall remain at home according to written instructions provided by their doctor and as recommended precautions and procedures for reportable and non-reportable diseases and conditions. If a student has a fever of 100.4 degrees or higher, parents will be called to come pick up the child. The student must be fever free for 24 hours before returning. A listing of reportable diseases can be found on the Public Health Department website and NCGS 130A-136.

Students shall remain absent following the procedures specified below for non-reportable contagious conditions:

**Chickenpox**

Student remains absent until all blisters have formed scabs.

**Head Lice (Pediculosis)**

Students shall remain absent 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.

**Head Lice Inspection Policy**

In accordance with our commitment to maintain a healthy and safe environment for all students and staff, TCS reserves the right to conduct head lice inspections as necessary. The purpose of these inspections is to identify and mitigate the spread of head lice within the school community. Parents or guardians will be notified in advance of any scheduled head lice inspections. Inspections will be conducted discreetly and sensitively by trained school personnel or a designated health professional. Results of inspections will be kept confidential. Parents or guardians of any student found to have signs of head lice will be contacted directly and provided with information on treatment options.

**Pink Eye (Conjunctivitis)**

Student remains absent and requires a doctor's note to return to school if: there is yellow discharge, conditions have lasted more than 3 days, and if there appears to be a school epidemic.

**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**

Students are excluded from school until treated with a prescription antibiotic for 24 hours.

**Ringworm**

For ringworm of the skin, parents must send the box top of the antifungal medicine the child returns to school. For ringworm of the nails or scalp, parents must send a doctor's note to school verifying treatment. Students may return to school once treatment begins.

## **VIII. PARENT TEACHER COMMUNICATION**

### **Parent-Teacher Communication**

TCS encourages communication between parents and teachers. FACTs/RenWeb allows parents to see their students' grades, homework assignments, project due dates, behavior, and progress reports. Teachers can be contacted by email to set up an appointment if a conference is desired.

### **Room Parent**

A room parent facilitates communication between parents, teacher, and administration, and supports the teacher and/or school in needs that may arise.

### **Orientation Meetings**

Orientation meetings occur the week before school begins. At least one parent is required to attend. In this meeting, information about the school year will be provided, and students will have the opportunity to visit their classrooms.

### **Parent - Teacher Fellowship**

The purpose of the PTF is to encourage parent involvement in supporting TCS with their time, talents, and treasures. Membership is encouraged. Meetings will be held throughout the year.

### **Parent - School Relationship**

In order to maintain a loving community within our school, parents are asked to deal with parent - school disagreements in a Christian manner (Matt. 18:15).

- If a problem arises in the classroom, please discuss it with the teacher. If the problem is not resolved, the coordinator or administrator will meet with the teacher or parent.
- If a problem arises with other parents, please contact the person privately to discuss the matter.
- If a rumor is heard, or there is negativity about a decision made, please contact administration.
- Please do not discuss or speak negatively about the school and/or staff.
- Parents/Students/family members who choose to criticize Trinity Christian School, administration, or the teachers publicly (in person or on social media) may be expelled from Trinity Christian School.

### **Review of Students**

In January, the faculty and administration will review students' academic and disciplinary standing. Meetings will be held with parents of those students who are not meeting academic and disciplinary standards, such as:

- disciplinary probation due to 75 or more demerits,
- academic probation due to failed subjects on the mid-term report card, and/or
- delinquent accounts.

## IX. ACADEMICS

### Academic Vision

#### Lower School (K5 - 6th Grade)

It is the desire of TCS to train Lower School students to be diligent and use their abilities to the fullest extent. The curriculum is produced by ABeka Publishers and Bob Jones University Press. Included in the curriculum: Bible study, phonics, math, science, history, penmanship, language, spelling, and poetry. A coordinator and Administration will advise, lead, and coordinate teachers to improve the instruction and curriculum at the Lower School level.

#### Upper School (Grades 7th—12th)

It is the desire of TCS to mature Upper School students through Biblical discipleship in which they become self-disciplined in life skills and relationships. TCS Upper School curriculum meets the requirements established for entrance into the University of North Carolina System. To ensure achievement, each student follows an individual course of study. The primary curricula used are Abeka, Bob Jones University Press, Summit Ministries, and Apologia. Coordinators and Administration will advise, lead, and coordinate teachers to improve the instruction and curriculum at the Upper School level.

### Classes

#### Spiritual Growth

**Chapel Services:** Chapel is held weekly in which speakers share spiritual truths from God's Word. Services include Scripture reading, music, and pledges. Revival is held in the fall.

**Bible:** TCS holds the Bible as our principal textbook, and we interpret other subjects in the light of the Scripture. Bible study and Bible memory work are the most fundamental requirements of all students at TCS and a requirement to progress. If a student does not pass Bible class, and it is determined that the failure is due to an attitude that the Bible is not important, the student may not be allowed to return the following year.

#### High School Electives

**SAT/ACT prep:** This elective will guide students in key math, reading, and writing concepts to help better prepare them for the actual test.

**Public Speaking:** This elective gives students the instruction, experience, and practice to develop and deliver speeches with confidence.

**Logic and Reasoning:** This elective will allow students to think rightly and to draw reasonable conclusions from the available information using a Christian worldview.

**Archeology:** This elective is an introduction to archeological history, theory, and field methods. This class serves to introduce students to history and culture through the artifacts that people leave behind.

**Economics:** This elective introduces and explores key principles of economics from household purchases to the stock market. Each chapter includes personal finance sections that explain

important economic principles and provide practical information about budgeting, banking, debt, credit and interest.

**Family Life:** The Family Life course teaches students a 21st century approach to preparing them for their future roles and relationships, addressing the basic and emerging challenges of family life

**Teacher's Aide:** This elective pairs approved students with a teacher in the school. The teacher's aide will complete assigned tasks for the teacher.

**Music/Choir/Band/Drama:** These electives teach the skill of singing and playing instruments in ministry. Students are required to participate in the annual Christmas program, and given the opportunity to participate in competitions as part of this elective.

**Art:** Students will explore a variety of materials during the creative process and learn art techniques through modeling.

**College Preparatory (College Prep) Courses:** College Prep courses are designed to prepare students for success in postsecondary education by providing them with the skills and knowledge necessary for college-level work. These courses follow a standard high school curriculum and are aimed at meeting or exceeding minimum college admission standards. College Prep courses are foundational in nature, ensuring students attain a comprehensive education across various subjects. College prep courses are distinguished from the Honors and AP courses by the lack of designation of "Honors" or "AP" in the course title.

### **High School Dual Enrollment Classes**

Dual Enrollment (DE): TCS partners with Pitt Community College in their College and Career Promise program. Participation in the program is offered to eligible 11<sup>th</sup>-12<sup>th</sup> graders. Classes may be taken online or on the PCC campus (approval required). Students must be enrolled in at least four (4) Trinity-taught academic classes per year. Also, students are required to be on campus until at least 12:45 p.m. each day. Students who have received approval from the Academic Advisor, may take up to two (2) dual enrollment courses for credit on the TCS transcript per semester. Prior to enrolling in any PCC course, students must obtain the approval of the TCS Academic Advisor and the Pitt Community College liaison. All classes appearing on the TCS transcript (which shall be limited to 2 per semester) will count towards the calculation of the weighted GPA. For courses taken at Pitt Community College, TCS will use the numerical midpoint of the letter grade (e.g. 95 for an A, 85 for a B, etc.) to calculate the weighted GPA on the TCS transcript. Any class required for TCS graduation shall be reflected and calculated on the students' TCS transcript. Additional dual enrollment courses may or may not appear on students' TCS transcript and is the students' prerogative which courses shall appear on his/her TCS transcript. Dual Enrollment courses will receive honors weights and most classes (with the exception of College Student Success and College Transfer Student Success which will receive .5 credit) will receive one credit hour for these courses on transcripts. PCC Science or History courses shall not be substituted for TCS science or history credits .

**Advanced Placement Exams & Course Credit:** Advanced level classes are offered to students in grades 11 and 12 who qualify based on a previous grade of at least a B, and teacher recommendation. Students are required to take the AP College Board Exam which gives an opportunity to achieve college credit. GPA is weighted using the AP weights if the student takes the College Board Exam. A student must attain a score of 2 or higher to receive high school AP credit. Lower scores will receive Honors credit and Honors weights for the weighted GPA. AP courses will be identified in the title of the course.

### **Additional Classes for K5-8<sup>th</sup> grades**

**Library:** Books are checked out for a period of two weeks (excluding reference books). 50¢ per week is charged for past due books. Lost books are the responsibility of the student. They can be charged to the students account or replaced with the librarian's permission.

**Music:** Music class is offered to Lower School students. Participation in the annual Christmas program is mandatory for students grades K5-8. There are attire requirements for this program.

**Art:** Art class is offered to Lower School students, and Upper School students can choose this class.

**Drama:** Drama class is offered to Upper School students. Performances will be announced.

**Computer:** Computer class is offered to 1<sup>st</sup>-8<sup>th</sup> grade students. Students will learn Microsoft Office and Google.

**Keyboarding:** (This is offered to 5th-8th grades)

**Spanish:** An introductory class to excite students about learning a foreign language and to give students a head start to their high school level classes. (this is offered to 4th-8th grades).

## **Academic Policies**

### **Textbooks**

TCS purchases and provides all textbooks and charges are included in FACTS. Textbooks are rented and returned to TCS. Hardcover textbooks must be covered (without tape or contact paper) during the first full week of school. Students may keep consumable textbooks. Students will be charged for replacements if books are lost.

### **Homework**

Homework is given to help students practice skills and concepts taught in the classroom. Students are required to complete homework assignments. Suggested amounts are listed below. If you feel that your child is spending an excessive amount of time doing homework, please contact the teacher. In order to encourage church attendance, reduced homework is given on Wednesday night.

### **Suggested Homework Amounts (K-12)**

K-3: 0-30 minutes

4-8: 45-90 minutes

9-12: 60-120 minutes



### **Drop-Add Period**

The High School drop-add period occurs only the first two weeks of school. Courses may be dropped or added with written permission from administration.

### **Senior Privilege**

TCS Seniors are allowed to leave to attend PCC classes on site, go to work, or go home at 12:45 PM each day (with the exception of days when students have chapel) . If they are a student athlete, it is the student's responsibility to come back to school for all practices and games.

### **Upper School Break Time**

A 10 minute break is provided for Upper School students to allow students a snack and a time of refueling for the rest of the day.

### **Grades, Conduct, and Report Cards**

#### **Academic grading**

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

A	Excellent	90 — 100
B	Above Average	80 — 89
C	Average	70 — 79
D	Below Average	60 — 69
F	Failure	0 — 59

#### **Citizenship/Conduct Evaluation**

The school is committed to fostering a nurturing environment that aligns with our Christian values. To evaluate citizenship/conduct, the following parameters may be considered:

- Respect and Compassion: Students are expected to demonstrate respect and compassion towards others, reflecting the teachings of Christ in their interactions.
- Integrity: Honesty and integrity in both academic and personal endeavors are paramount. This includes truthfulness, fairness, and responsibility for one's actions.
- Service: Engagement in service activities that benefit the community and embody the Christian call to serve others.
- Behavior: Adherence to school rules and regulations, including those related to attendance, dress code, and the respectful use of school property.
- Spiritual Growth: Participation in spiritual activities provided by the school and personal commitment to spiritual development.

#### **Citizenship/Conduct grading and equivalencies are as follows:**

E	Excellent
G	Good
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

### Weighted Grade Point Average

Only non-elective courses required to graduate plus a maximum of two designated dual enrollment courses per semester will be used to calculate the cumulative weighted GPA represented on the High School transcript. Beginning with the 2024-25 school year, we are moving from a 7 point grading scale to a 10 point grading scale. Beginning with the 2024-25 school year, the grade points will be averaged to calculate weighted GPA as follows:

<u>Numeric</u>	<u>Letter</u>	<u>College Prep Grade Pt.</u>	<u>Honors Grade Pt.</u>	<u>AP Grade Pt.</u>
98-100	A+	4.50	5.50	6.5
93-97	A	4.25	5.25	6.25
90-92	A-	4.00	5.00	6.00
87-89	B+	3.50	4.50	5.50
83-86	B	3.25	4.25	5.25
80-82	B-	3.00	4.00	5.00
77-79	C+	2.50	3.50	4.50
73-76	C	2.25	3.25	4.25
70-72	C-	2.00	3.00	4.00
67-69	D+	1.50	2.50	3.50
63-66	D	1.25	2.25	3.25
60-62	D-	1.00	2.00	3.00

Lowest passing mark: 60

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

### Progress Reports

Progress reports are available mid-quarter on FACTS.

### Report Cards

Report cards are available at the end of each quarter on FACTS. Report cards given at the end of quarters 1-3 shall be made available on FACTS. The end of year report card will be mailed

## Academic Achievements

### Principal’s List

Students who have earned an A or S in every subject/class, and conduct scores of S or better for the entire year (cumulatively) at each marking period.

### A Honor Roll

Students who have earned an A or S in every subject, and conduct scores of S or better per marking period.

### **B Honor Roll**

Students have earned an A/B or S in every subject, and conduct scores of S or better per marking period.

Academic achievements are recognized at the end of each marking period during the award ceremony.

## **High School Achievements**

### **Junior Marshals**

Juniors who have a scholastic average of 90.0 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 90% 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 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.

\*Rounding may not be used when calculating class ranking.

## **Exams and Exemption**

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

### **Exams**

Grades 7-12: StudentPCs are required to take a mid semester and full credit courses.

### **Exemptions**

High School (9-12) students may be exempt from final exams only if their cumulative unweighted straight average for the year, as calculated two weeks prior to the first day of final exams, is an A and who have no more than 10 absences or 10 tardies/checkouts in the class to be exempted.

Rounding to the nearest whole number will be permitted. This calculation shall be obtained by averaging semester 1 grade (weighted 50%) with quarter 3 grade (25%) and quarter 4 gradebook grade (25%) as of two weeks prior to the first day of final exams. In addition, exempted students shall have no more than 10 absences or 10

tardies/checkouts in the class being exempted. Absences or tardies excused by a doctor's note will not count against students for the purpose of exam exemptions.

It is incumbent on the student to seek approval from the classroom Teacher, Administrative Attendance, and Academic Advisor to be exempted from any final exam(s). Students also have the opportunity to take the exams first and later determine which exams they choose to be exempted in order to best determine which grades they choose to be factored on their report card and transcripts.

For classes high school students meet the above qualifications, they may elect to exempt the following maximum number of exams:

- Seniors may be exempt from any final exam;
- Juniors may be exempt from 3 final exams of choice;
- Sophomores may be exempt from 2 final exams of choice.
- Freshman may be exempt from 1 final exam of choice.
- Middle school students who take a high school level class, for example an eighth grader taking Algebra I, may exempt the exam if all other requirements are met.

## **Promotion and Retention**

At the end of the year the report card will state whether the student has been promoted or retained. A parent's involvement is sought in the retention or promotion decision.

### **K5-6**

- K5-6<sup>th</sup> grades: Students who are absent more than 20 days are automatically retained. If the student has passing grades, time should be made up in summer school.
- Lower School Retention: If a student fails one core subject combined with below-average marks in one or more other subjects or below-average marks in two or more core subjects, and/or the necessity for social and personal growth/maturity, a conference with parents, teachers, and administration is required in order to discuss being retained in the same grade. The final decision will be made by the Administrator.

### **7th & 8th grades**

- Students in 6th and 8th grade will have their academics and behavior reviewed before moving into the next level of schooling.
- 7<sup>th</sup> and 8<sup>th</sup> grades: Students who are absent more than 20 days in a class automatically fail the class. If the student has passing grades in the class, time should be made up in summer school.
- Students receiving an F in any academic subject may be retained.
- The final decision, made by the Administrator, 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 TCS can provide.

### **9<sup>th</sup>-12<sup>th</sup> grades**

- If a student fails a required course, he/she must attend an accepted summer school program which has been deemed acceptable by the Administrator
- 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 a summer school program approved by the Administrator.

Upper School (7-12) Retention: If a student fails any two subjects for the year, a conference with parents, teachers, and administration is required in order to discuss being retained in the same grade. The final decision shall be made by the administrator.

Parents and students may observe their grades at any time on FACTS. Progress Reports and Report Cards will be on-line and emailed to you.

### **Academic Probation**

Any student in Upper 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 or subject can be taken in a summer school that has been approved by the Administrator. Students can also make up for absences in an approved summer school.

- A student may take summer school in a public 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 TCS if a teacher is available. 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 \$900 and must be paid prior to summer school beginning.

### **Transcripts**

The Senior Transcript is a list of courses, final grades and credits, cumulative high school numerical average, class rank, weighted GPA, and SAT/ACT scores. All student transcripts are not released until all accounts are paid in full, all uniforms returned, and all student access cards are returned. If a student is not returning and parents have no other children enrolled, parent security badges will also need to be returned. A lost card fee will need to be paid if any cards have been lost.

### **Graduation Requirements**

TCS requirements are set by the University of North Carolina System for admission into North Carolina's state universities. TCS also sets Bible requirements. Students may not attend graduation if they must take summer school.

- Credits for graduation are accumulated for courses taken in high school through GPA and numerical averages (see courses required below)
- Tuition has been paid in full and all TCS materials have been returned.

## Courses Required

- 4 Bible (One Credit Each): 9-12
- 4 English (One Credit Each): 9-12, AP English Lit. & Comp., AP English Gram. & Comp.
- 4 Math (One Credit Each): Algebra I, Geometry, Algebra II, Precalculus, Calculus, Consumer Math
- 3 Science (One Credit Each): Physical Science, Biology, Chemistry, Physics, Advanced Biology (anatomy and physiology)
- 4 Social Studies (One Credit Each): World History, US History 1, US History 2, US Government
- 1 PE and Health (Half Credit Each)
- 2 Foreign Language (One Credit Each): Spanish 1, Spanish 2, Spanish 3
- 2 Electives: SAT/ACT prep (.5 credit), Archaeology (.5 credit), Art, Drama (.5 credit), Teacher Assistant (.5 credit), Public Speaking (.5 credit), Music/Choir/Band (.5 credit), Logic and Reasoning (.5 credit), Economics (one Credit) and Family Life (.5 credit).
- \*\* Students must also complete a Personal Finance course, which may be met in the form of: Economics, Family Life, Consumer Math (one credit each)
- 24 Total Credits Required\*

## 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 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 to measure how they are performing compared to other high school students in math and verbal skills, and if they qualify for Merit Scholarships for college.

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

All Juniors who are Opportunity Scholarship recipients must make arrangements to take the ACT. To take the SAT, a student must register himself through the College Board, pay a fee to the College Board, and take the test on an assigned Saturday at an assigned college. Register online at [www.collegeboard.com](http://www.collegeboard.com).

## X. BEHAVIOR POLICIES

TCS is committed to the welfare of the school family through developing the spiritual character of all students. Good conduct and discipline are vital to achieve our goals of Christian Education. Positive learning will happen when classrooms are managed with guidance, love and instruction. Parents play an important role with reinforcing behavioral policies.

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 will

work with the Coordinator. If the problem cannot be resolved on the team level, then the Administrator will become involved.

The administrator with the team coordinator may request the withdrawal of any student who does not conform to the spiritual, moral, and academic standards of TCS. A request for withdrawal can be made regardless of whether 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.

## **Overview of Discipline**

Please note that this handbook is not all-inclusive. Infractions not listed here may be interpreted by the Administration for consequences.

### **Lower School**

Discipline in the lower levels consists of positive rewards, taking away privileges, contacting parents, detentions, suspensions, and dismissals. If a Lower School 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. Infractions may result in a meeting with the Administrator. No demerits will be given to Lower School students.

### **Upper School**

Discipline in Upper School involves demerits, detention, and suspension. Rewards are also built in for positive behavior.

## **General Behavior Requirements**

### **Electronic Devices**

Students who bring cell phones into the school building(s) must turn in the device in to the first hour classroom teacher; students shall retrieve devices at the end of the day. Phone permission will only be given in the case of an emergency. Forgotten items such as homework and uniforms are not considered an emergency. Parents are asked not to call students during school hours unless it is an emergency. No other electronic devices should be brought to school, including but not limited to MP3 Players, Smart Watches, Video Games, or other similar devices.

### **Social Media**

Students' social media accounts must adhere to behavior policies. Social media violations include, but are not limited to, posting inappropriate photos/videos, worldly communication, and using immoral language. Activities or portrayal of activities that violate TCS's behavior policies will be disciplined and can result in expulsion. School discipline may be warranted for student posts on social media if such posts substantially disrupt the educational environment, interfere with the rights of others, or threaten the safety or well-being of students, faculty, or staff. This includes, but is not limited to, harassment, bullying, threats, or the dissemination of

false or harmful information. The determination of whether a specific post meets these criteria will be made by school administration on a case-by-case basis, taking into consideration the impact of the post on the school community and the educational process.

### **Public Displays of Affection**

PDA will not be tolerated at TCS, both on and off campus. PDA includes, but is not limited to, handholding, touching in an affectionate way, touching while sitting close, or kissing. Students found to be engaging in sexual activity or pornographic behavior of any kind, on or off campus, will be expelled immediately.

### **Food**

There is to be limited consumption of candy, food, or drink outside the dining hall and must be allowed by the teacher. Concessions are allowed in the gym at athletic events and other approved activities. No gum chewing is allowed on ministry property.

### **Impermissible Items**

Tobacco products, vaporizers, alcoholic beverages, narcotics, knives, guns, matches, explosives of any kind, skateboards, spray deodorant, media not related to class work, and other non-school related items are not permitted on school property. Student's personal items should not display inappropriate words or pictures.

### **Harassment**

TCS does not condone harassment of others by administration, teachers, support staff, students, or others at school or school related events. Any person who believes they have been subjected to harassment should report it immediately. Students can report to a teacher, administrator, or staff member. All reports will be given serious consideration and investigated thoroughly. Inappropriate conduct is forbidden whether intentional or unintentional.

### **School Conduct**

Every student is assigned to be with a specific teacher every hour of the day. If a student is somewhere other than where he/she is supposed to be without the permission of a teacher, it is considered to be skipping class. Students should go to the bathroom only during breaks, if possible, and will not be excused unless it's an emergency. Students should not participate in disruptive behavior in any area of the school building. Privileges of any type can be revoked if necessary. We expect all persons to treat others with dignity and respect because they are created in God's image.

### **Cheating**

Cheating will result in a zero on the assignment/test/quiz and appropriate demerits will be assigned. Students are responsible for preventing the giving or receiving of assistance, (written, oral, otherwise) on tests, quizzes, homework, examinations, final evaluation, or class



assignments that are to be graded as the work of a single individual. Cheating also includes plagiarism or forgery. Cheating will result in a zero on the assignment and appropriate demerits.

### **Stealing**

Stealing will result in a meeting with the administrator, appropriate demerits, and restitution of the stolen item.

### **School Threats**

Any student that threatens the harm of the school or its students is subject to Suspension/Expulsion and the student will be reported to the Pitt County Sheriff's Office.

### **Student Searches**

Trinity Christian School reserves the right to search student belongings, including lockers, backpacks, bags and personal items, to ensure the safety and security of our school community. Searches will be conducted in a manner consistent with established legal and ethical guidelines, respecting the privacy and rights of students. This policy is implemented to maintain a safe educational environment and deter prohibited conduct. Students and parents/guardians acknowledge and consent to this policy as a condition of enrollment and participation in school activities.

## **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. If an accident occurs, teachers should be notified.

**Sanctuary:** 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.

**Gymnasium:** 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. Street shoes should never be worn on the gym floor.

**School Property:** Littering is not allowed in the buildings or on the grounds. 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 windowsills is a serious offense. Vandalism could result in expulsion. Lockers should be kept neat and organized.

**Transportation:** Boys and girls will remain separated in the vehicle. Students must ride the bus to the event unless special permission has been granted by the Teacher/Athletic Director. Students may ride back with parents; however, this must be communicated to the Teacher, Coach, Athletic Director. Students must refrain from loud talking, yelling, or chanting. Upon leaving the bus, students must clean up their trash.

## **Bullying Policy**

### **Policy**

- Bullying is defined as any repeated and intentional behavior by an individual or group that causes physical, emotional, or psychological harm to another person. This includes, but is not limited to, verbal abuse, physical aggression, social exclusion, harassment, threats, and intimidation, both in person and through digital platforms. Such conduct undermines the dignity and safety of the individual and creates a hostile and unproductive learning environment.
  - TCS maintains a zero-tolerance policy towards bullying; any incidents of bullying, or behaviors that are deemed to meet the definition above, will be addressed promptly with immediate documentation of demerits to ensure a safe and respectful learning environment for all students.

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 a level of consequences for each strike. This policy will cover incidents 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

Administration has the right to expel a student on a first strike if the bullying is determined to warrant such an action.

### **The Appeal Process**

- The administrator will meet with the responsible coordinator.
- Once all details have been explained to the administrator, the school board will be contacted no later than 6:00 p.m. that day.
- The administrator will then contact the parents/guardians no later than 8:00 a.m. the next day with the results.
- 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).

- The school board will respond within 48 hours with the date to meet with the parents/guardians.
- After the scheduled meeting, the Ministry Council will respond with the outcome within 24 hours.
- 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 (ex. detentions, removal of extra-curricular activities). Removal of demerits benefits the student's record and keeps him/her from demerit accumulation.
- Demerits are only removed at the end of each quarter. Five demerits will be removed by going ten school days in a row with no infractions. The ten days will be counted starting after the most recent infraction. A warning counts as an infraction.
- If the student has a total of 20 demerits or less at the end of the quarter, all demerits will be removed.

## **Demerit System**

The demerit system is a guide for behavior record-keeping in Upper School. Demerits are a means of keeping track of behavior and aid in communicating to parents about behavior. Consequences come when students reach designated amounts of demerits. Below is a list of behaviors that warrant demerits. This list is not all-inclusive. The administrator determines the number of demerits for behaviors not listed. Demerits will be increased by the addition of 5 upon the repetition of an infraction.

### **5 Demerits—Level 1**

- Eating or drinking outside the cafeteria
- Tardy to school or class
- Chewing gum
- Not Completing 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
- Outward signs of affection/physical contact
- Hanging around unsupervised during and after school
- Talking back or questioning a teacher inappropriately
- Minor disrespect or disobedience

- Going to vehicle without permission
- Light property damage: +also cost of repair
- Unauthorized use of school telephone
- Dress Code violation, second violation

#### **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
- Being dismissed from class
- Moderate disrespect or disobedience
- Dress Code violation, fourth violation
- Safety violation: endangering others/fighting
- Recklessly driving
- Coarse or rough language; slang
- Moderate property damage: +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 (including study hall)
- Major disrespect or disobedience
- Dress Code violation, fifth violation
- Leaving campus without properly checking out
- Skipping Class
- Major property damage: +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
- Threats to the school or students

**Consequences for the Accumulation of Demerits:**

25	Tuesday Detention (See detention section for more details)
40	Tuesday Detention
50	Saturday Detention, probation and meeting with administrator and parent
65	Tuesday Detention
75	Saturday Detention, loss of extra-curricular activities and meeting with the administrator, campus pastor, and parents
90	1-day Suspension
100	Saturday Detention
115	3-day Suspension
125	Saturday Detention
140	Recommended Withdrawal or 5-day Suspension
150	Expulsion

**Suspension**

Suspension is assigned as above by demerits or at the discretion of the administrator. All missed work during suspensions, including major tests, must be made up. 30 points (15 points for Lower School) will be deducted from the grade down to a zero. The student may not come to school or to any school activity on the day(s) of suspension.

**Expulsion**

Other behaviors that may warrant expulsion:

- Uses, possesses, or distributes alcohol, tobacco products, or illegal drugs
- Is involved in immorality and/or pornography
- Brings firearms or other weapons to school
- Is involved in criminal activity
- Threatens the school, a teacher, staff member, or school board member
- An attitude, dress, and behavior that 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 TCS and obtain permission from the administrator. A student who is expelled/ asked to withdraw is not allowed on the school grounds without permission from the administrator.

## **Detention**

Detentions take precedence over athletics, appointments, vacations, etc. Failure to serve a detention incurs demerits, depending on which type was missed.

**Tuesday Detention** is a 1- hour detention held each week from 3:20 until 4:20 p.m. Failure to serve a Tuesday Detention will result in 15 demerits.

**Saturday Detention** is a 2-hour detention held from 8:00 until 10:00 AM. Students must be driven to TCS by a parent (The student cannot drive himself/herself.). A \$36.00 fee is due to the finance office 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 the teacher concerning attire. Failure to serve a Saturday Detention will result in 30 additional demerits and a \$10 reassignment fee.

## **XI. DRESS CODE**

### **Standards of Dress**

As we are committed to a Biblical and Christian education, we believe that clothing should be modest and neat. Clothing and the external appearance of students should be honoring Christ and not used to distract people or to draw excessive attention to oneself. These standards are at the discretion of the administration for ALL clothing worn at TCS:

- Loosely and properly fitted
- In good condition; neat and tidy
- Show no undergarments or undergarment lines at any time
- Graphics, such as garment or athletic logos, must not be inappropriate in nature. Administration has the right to deem something inappropriate.
- Hats or sunglasses may not be worn in the building. This includes hoods on sweatshirts and coats.
- Christian t-shirts may be worn on Fridays and on home game days. Athletes may not wear uniforms to school as spirit wear.
- Dress code is required for all school functions; school approved athletic wear and appropriate fitting jeans are allowed at athletic functions (jeans must have no holes or rips)
- Body art, body markings (permanent or temporary), facial and body piercing are prohibited at TCS. If a newly enrolled student already has a tattoo or body piercings, then students must keep the tattoo covered and remove body piercings.
- Jewelry, including ear piercings, should not be excessive and distracting.
- No exposed cleavage, midriffs or backs.
- No sleeveless tops unless a dress code approved top is worn over it.
- TCS spirit wear t-shirts may be worn daily.
- Shoes can be dress, casual, athletic, or sandals with backs.
- Athletes may not wear uniforms to school as spirit wear.

## **Trinity Girls**

### **Girls Tops**

- Loose fitting polo or dress shirts with collars which are:
  - Any color solid (except white), and patterns that are appropriate.
  - Girls do not have to wear collared shirts under sweatshirts or sweaters.
  - TCS spirit-wear t-shirts.

### **Girls Pants**

- Loose-fitting dress pants/khakis, capris or culottes or gauchos which are:
  - Of a solid color.
  - Made of cotton, cotton blend, or non-stretchy dress fabrics.
  - Extend below the knee.
  - No jean or jean-styles, unless allowed for special occasions or events, including athletic events.
  - Lower School girls may wear shorts that follow the guidelines above.
  - Shorts must be to the top of the knee.
- Girls Jumpers (Dress style only), Dresses and Skirts which are:
  - Of any solid color (except white) or prints and patterns. Any patterns must not feature any commercial characters (Disney, superheros, etc.).
  - Made of cotton, cotton blend, denim, or non-stretchy dress fabrics.
  - Have hemlines that come at least to the top of the kneecap. Slits must be at or below the knee.
  - Leggings are allowed when worn under an approved dress, skirt or jumper.

### **Girls General**

- Hair should be well groomed and modestly kept. No trendy colors. Hair must be kept out of the face.
- Ear piercings may not include gauges, bars, chains, or hoops larger than 1-inch in diameter.

## **Trinity Boys**

### **Boys Tops**

- Collared polo or collared dress shirts which are:
  - Any color solid, and patterns that are appropriate
  - Must be tucked in.

### **Boys Pants**

- Dress or khaki pants which are:
  - Of a solid color with no writing.

- No jeans or jean-style fabrics of any color, unless allowed for special occasions and events, including athletic events.
- Of ankle or lower length.
- Worn with belt if loops are present.
- Lower School boys may wear shorts that follow the guidelines above.
- Shorts must come to the top of the kneecap.

### **Boys General**

- No feminine apparel allowed.
- No piercings allowed.
- Boys' hair should be well groomed and modestly kept. No trendy colors. Hair must be kept out of face. Hair cannot hang below the eyebrows or extend below the top of the collar.
- Facial hair should be evenly trimmed and presentable.

### **Dress Code Violations**

Upper School students will meet with administration following a second and third infraction on dress code.

### **Every Friday - Jeans Day Optional**

Students must pay \$1 to participate with all proceeds going towards the Senior trip. Jeans should be loose fitting without rips or holes.