

2016-  
2017

# Parent-Student Handbook

Trinity Christian School

Trinity Christian School  
[www.tcswv.org](http://www.tcswv.org)  
2016-2017



## Table of Contents

<b>EDUCATIONAL PHILOSOPHY</b> .....	7
<b>NOTICE OF NON-DISCRIMINATION</b> .....	7
<b>MISSION STATEMENT</b> .....	7
<b>VISION STATEMENT</b> .....	7
<b>INSTRUCTION</b> .....	7
<b>STATEMENT OF PARENT COOPERATION</b> .....	7
<b>IMPORTANCE OF THE BIBLE</b> .....	8
<b>PATRIOTISM</b> .....	8
<b>WEATHER RELATED/EMERGENCY CLOSING OF SCHOOL</b> .....	9
<b>MEDICATIONS</b> .....	9
<b>ELECTRONIC DEVICES</b> .....	9
<b>SCHOOL SAFETY</b> .....	10
SCHOOL VISITORS .....	10
SECURITY CAMERAS AND SURVEILLANCE .....	10
EMERGENCY AND FIRE DRILLS .....	10
<b>ATTENDANCE</b> .....	11
TARDIES .....	11
CHECK OUT PROCEDURES .....	11
REPORTING ABSENCES .....	11
EXCUSED ABSENCES .....	11
PLANNED ABSENCES .....	12
UNEXCUSED ABSENCES .....	12
ACADEMIC CONSEQUENCES OF EXCESSIVE ABSENCES (EXCUSED AND UNEXCUSED).....	12
MAKE-UP WORK FOR ABSENCES .....	12
<b>ACADEMICS</b> .....	13
GRADES.....	13
GRADING SCALE.....	13
PROMOTION/RETENTION .....	13
ACADEMIC PROBATION .....	13
<i>Duration of Probation</i> .....	14
REPORT CARDS.....	14
ACADEMIC RECORDS AND TRANSCRIPTS .....	14
<i>Transcript Consent</i> .....	14
<i>Release of Transcripts Dependent upon Status of Student Account</i> .....	14
CHEATING (ACADEMIC DISHONESTY) .....	14
TRINITY PHILOSOPHY OF ASSIGNED WORK.....	15

HOMework .....	15
<i>Teacher's responsibilities</i> .....	15
<i>Student's responsibilities</i> .....	16
<i>Administrator's responsibilities</i> .....	16
<i>Parent/home responsibilities</i> .....	16
INCOMPLETE AND LATE WORK .....	16
EXTRA CREDIT .....	16
FIELD TRIPS .....	16
TEXTBOOKS.....	16
SUMMER READING.....	16
<b>DRESS CODE.....</b>	<b>17</b>
GENERAL STATEMENT OF PHILOSOPHY .....	17
DRESS CODE STANDARDS .....	17
<i>Boys</i> .....	17
<i>Girls</i> .....	18
DRESS STANDARDS AT SPECIAL EVENTS (AWARDS CEREMONIES, BANQUETS, CONCERTS, GRADUATION, AND SCHOOL PROGRAMS) .....	18
DRESS STANDARD AT ATHLETIC EVENTS.....	18
DRESS STANDARD FOR PHYSICAL EDUCATION CLASS AND ATHLETIC PRACTICE.....	18
DRESS STANDARDS AT SCHOOL FORMALS .....	18
DRESS CODE ENFORCEMENT.....	19
WHEN PARENTS/VISITORS ARE ON CAMPUS .....	20
<b>DISCIPLINE .....</b>	<b>20</b>
GENERAL DISCIPLINE METHODS .....	21
<i>Separation of the Offender from the Group</i> .....	21
<i>Withdrawal or Suspension of the Offender's Privileges</i> .....	21
<i>Administrative Counseling</i> .....	21
<i>Lunch Detention</i> .....	21
<i>After School Detention</i> .....	21
<i>In-School Suspension</i> .....	21
<i>Out-Of-School Suspension</i> .....	21
<i>Student Responsibilities</i> .....	22
PROBATION.....	22
WITHDRAWAL AND RE-ADMITTANCE .....	22
<b>SCHOOL LIFE .....</b>	<b>22</b>
CLASS PARTIES AND SCHOOL ACTIVITIES .....	22
COMMUNICATION.....	22
STUDENT MESSAGES .....	23
GRIEVANCES OR COMPLAINTS .....	23
GYM RULES .....	23
LIBRARY FINES AND MEDIA CENTER .....	23
LOCKERS.....	23

LOST AND FOUND .....	24
SOCIAL CONDUCT .....	24
VISITORS .....	24
SIGN IN/SIGN OUT.....	24
<b>TRANSPORTATION .....</b>	<b>25</b>
BUS TRANSPORTATION .....	25
STUDENT DRIVERS.....	25
<b>THE SCHOOL DAY .....</b>	<b>26</b>
SCHOOL HOURS.....	26
ELEMENTARY BEFORE AND AFTER SCHOOL SUPERVISION.....	26
<b>ELEMENTARY LUNCH.....</b>	<b>26</b>
<b>ELEMENTARY SUPPLY LISTS (2016-2017) .....</b>	<b>27</b>
GENERAL SUPPLIES REQUIRED FOR ALL ELEMENTARY STUDENTS .....	27
<b>CLASSROOM DISCIPLINE.....</b>	<b>27</b>
DISCIPLINE GUIDES FOR ELEMENTARY.....	27
<b>THE SCHOOL DAY .....</b>	<b>29</b>
CLASS STRUCTURE.....	29
SCHOOL HOURS.....	29
SECONDARY BEFORE AND AFTER SCHOOL SUPERVISION .....	29
SECONDARY SCHOOL LUNCH.....	30
<i>Lunchroom Rules.....</i>	<i>30</i>
<i>Middle School Recess Rules .....</i>	<i>30</i>
HALL COURTESY.....	30
HALL PASSES.....	30
CHAPEL .....	30
<b>DISCIPLINE GUIDELINES FOR SECONDARY STUDENTS .....</b>	<b>31</b>
<b>ATHLETICS .....</b>	<b>32</b>
SPORTS OFFERED TO SECONDARY STUDENTS.....	32
FEES .....	32
GRADE REQUIREMENTS.....	32
<b>ACADEMICS .....</b>	<b>32</b>
MIDDLE SCHOOL COURSE OFFERINGS .....	32
<i>6th Grade.....</i>	<i>32</i>
<i>7<sup>th</sup> Grade .....</i>	<i>33</i>
<i>8<sup>th</sup> Grade .....</i>	<i>33</i>
<b>MIDDLE SCHOOL SUPPLY LISTS .....</b>	<b>33</b>
MIDDLE SCHOOL ROTATIONS.....	33

ELECTIVES .....	33
MIDDLE SCHOOL SUPERVISED WORK STUDY (SWS) .....	34
<b>HIGH SCHOOL ACADEMIC PROGRAM.....</b>	<b>34</b>
GRADUATION POLICIES.....	34
<i>Credit requirements</i> .....	34
<i>Adding/Dropping Classes/Online Classes</i> .....	35
<i>Community service</i> .....	35
<i>Purpose</i> .....	35
<i>Requirements</i> .....	36
DEFINITION OF SOPHOMORE, JUNIOR AND SENIOR.....	36
GRADES.....	36
<i>Grading scale</i> .....	36
<i>Practice for Commencement</i> .....	37
<i>Final Examinations</i> .....	37
<i>Course Failure</i> .....	37
<b>SCHOOL LIFE .....</b>	<b>37</b>
HONOR SOCIETY REQUIREMENTS.....	37
MIDDLE SCHOOL FLING/HIGH SCHOOL FORMAL REGULATIONS .....	38
STUDENT GOVERNMENT .....	38
STUDY HALL RULES .....	38
<b>TRANSPORTATION .....</b>	<b>38</b>
STUDENT PARKING .....	39
<i>Obtaining Permission</i> .....	39
<i>Parking Regulations:</i> .....	39
<i>Senior Off-Campus Lunch Privilege</i> .....	39
<b>EMERGENCY MEDICAL AUTHORIZATION.....</b>	<b>41</b>
<b>FIRST AID .....</b>	<b>41</b>
<b>HEALTH RECORDS .....</b>	<b>41</b>
<b>IMMUNIZATIONS .....</b>	<b>41</b>
MIDDLE AND HIGH SCHOOL STUDENTS.....	41
EXEMPTIONS .....	41
OUT-OF-STATE TRANSFERS .....	42
<b>MEDICATIONS.....</b>	<b>42</b>
<b>PAYMENT PLANS.....</b>	<b>43</b>
FINANCIAL POLICY 2016-2017 .....	43
<i>Payment</i> .....	43
<i>Registration Fees (cost per family):</i> .....	43
<i>Withdrawals</i> .....	43

<i>Eligibility</i> .....	44
<i>Tuition Assistance</i> .....	44
<i>Delinquent Accounts</i> .....	44
<i>Returned checks (NSF)</i> .....	44
<i>Non-Sufficient Funds</i> .....	44
<i>Tuition Rebate</i> .....	44
<i>Graduation Requirement Regarding Fees</i> .....	44
<i>Trinity Christian School Tuition Grant Program</i> .....	45
<b>TRINITY CHRISTIAN SCHOOL POSITION ON DENOMINATIONAL ISSUES .....</b>	<b>46</b>
A. HISTORY .....	46
B. VISION .....	47
C. MISSION.....	47
D. STATEMENT OF FAITH .....	47
E. INTERDENOMINATIONAL POSITION .....	48
CLARIFICATION PROCEDURE.....	49
<b>ARRIVAL &amp; DISMISSAL PROCEDURES .....</b>	<b>50</b>
ARRIVAL (ALL STUDENTS).....	50
DISMISSAL (ELEMENTARY).....	50
DISMISSAL (SECONDARY) .....	50

## Educational Philosophy

Believing that God is the absolute authority and basis for all truth, Trinity Christian School, an inter-denominational institution, recognizes that parents have a Biblical responsibility to educate their children. We believe our role as Christian educators, in conjunction with the local church, is to assist families in educating for life (spiritually, academically, socially, and emotionally).

## Notice of Non-Discrimination

Trinity Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, scholarship and athletic and other school-administered programs. Trinity Christian School makes no distinction concerning a person's race or ethnic background because we acknowledge there can be no preferential treatment with God. (Romans 2:11)

## Mission Statement

Trinity Christian School seeks to glorify God through honoring Christ, inspiring excellence, and educating for life.

## Vision Statement

Trinity Christian School desires its students to have a Christ-centered worldview while honoring God in every endeavor.

## Instruction

Realizing that students learn in different ways, the school provides many varied instructional approaches. These approaches take into account the developmental needs of the student. It is felt that these needs are best met by organizing into traditional, self-contained classrooms for children in grades K3-5, and by departmentalized classes for grades 6-12. There is a comprehensive, written curriculum, identifying the philosophy and objectives in each subject area; and it is developed on an on-going basis by faculty and administration. Supported instruction (Supported Instruction Program) is provided for students who may struggle academically and goals are set as needed.

## Statement of Parent Cooperation

In choosing to send my child to Trinity Christian School, I agree to:

1. Support the school in its Discipline Policy.
2. Support the school in enforcing the Dress Code.
3. Give my child permission to go on all scheduled field trips.
4. Read the school's Parent/Student Handbook and the Discipline Policy and uphold the faculty, staff and administrator in all rules and regulations.
5. Recognize the school's right to dismiss any student who does not respect its spiritual standards or cooperate in the educational process.
6. Abide by all financial agreements.
7. Respect the school's responsibility for placing the student in the proper grade and classroom

8. Follow the proper channels as outlined in the Matthew 18 principle if I should disagree with the actions of any school employee.

## Importance of the Bible

Bible is a required subject at Trinity Christian School. From its pages beams forth a crystal clear light for life's pathway, and herein is revealed the only hope for the life to come. It enhances the study of other subjects such as English, history, and science. No other book can enrich the mind and heart and prepare one for an effective life as God's Word can. A Christian school is privileged to use this most important tool in the work of character building, which is perhaps the most necessary task of education. Bible far exceeds all other courses offered in this school in laying a sure foundation of moral and spiritual values, in a day of moral decay and spiritual apostasy. Without a working knowledge of the Bible, a student can hardly be considered educated in the truest sense.

All students are expected to work diligently in their Bible classes. Failure in a Bible class could lead to the school administration carefully reviewing the re-enrollment of that student for the next school year.

## Patriotism

Patriotism is the love and loyal support of a person for his country. This includes attachment to a country's land and people, admiration for its customs and traditions, and devotion to its well-being. The term "patriotism" implies a feeling of oneness and membership in the nation. Outstanding literary works praise loyalty to country and willingness to suffer even death in defense of a country's freedom and good name. Our school endeavors to develop patriotism in order to create an appreciation for the common memories, hopes, and traditions of our country. TCS students are expected to stand and pledge allegiance to our country and flag when given the opportunity during the school year.



# General Information

## Weather Related/Emergency Closing of School

There are many times when it is necessary to close school because of the adverse weather conditions. Trinity Christian School will make the decision to close school as early as possible, sometimes the night before school, but frequently early in the morning of a school day. Announcement of the decision to close will be made through the West Virginia Department of Education school closing website <https://wvde.state.wv.us/closings/private>. You can sign up to receive an email or text message alert for Trinity at this site.

In addition, the school's "Parent Alert" text message alert system will be activated. If, for any reason, it becomes necessary to close TCS on short notice, parents will receive a "Parent Alert" text message or they can secure the details by listening to the local television and radio stations.

If you live in another county or school district, you are free to follow what they do, even if Trinity Christian School is different.

**Trinity Christian School is approved to NOT take a "snow day" requiring later make-up days and operates online when school is closed for weather conditions. Students will follow each teacher's directions to complete required assignments accordingly. It is the student's responsibility to complete all assignments as required.**

**Parents always have the option of keeping their children at home or picking them up early from school when, in their judgment, the weather and/or road conditions dictate.**

## Medications

Whenever possible, medications should be scheduled so that they can be taken at home. When that is not possible, it is acceptable for them to be given by the nurse at school. NO student is to have medication in her or his possession at school without the permission of the school administration. Please see the "Medical Information" section for a complete explanation.

## Electronic Devices

Use of electronic devices as part of the educational process has been evolving quickly in recent years. The use of electronic devices are a necessary step in the progress of education. However, technology is advancing rapidly, which poses challenges for setting one standard in the classroom. Electronic devices also pose unique challenges for educators, as these devices can also be distractions for the learning process. The Board invited feedback from constituents (parents, teachers, and students) and came up with the following with regard to the use of electronic devices. Students from 6th grade through high school should have access to an electronic device and parents will be allowed to purchase any device of their choice (e.g., tablet, laptop, notebook, etc.) for use in the classroom.

These devices are to be used for educational purposes only during class. It is recommended that Kindle devices and e-book readers not be used as they contain proprietary software that is incompatible with many textbooks. Use of iPod and cellphone devices will remain prohibited for use in the classroom.

Many of the textbooks are electronic copies. However, a limited number of textbooks will be kept in the classroom for use by students who do not have access to a device (e.g., parental restrictions, left at home, or broken devices). Parents may also purchase their own copy of the textbook if desired through Amazon or other retailers. All 6th grade students will take a computer class the first 9 weeks of the fall semester to orient them to the use of devices in the school setting, including the use of Google Classroom. Teacher in-service and parental training will be available at the beginning of the school year.

## School Safety

### School Visitors

For the safety of the children, all visitors, including parents, are to sign in at the office and obtain a visitor's pass. Any visitor not signed in at the office will be considered a trespasser.

### Security Cameras and Surveillance

Security cameras have been installed throughout the main campus complex in strategic locations as a means of increasing school safety and security to staff, students, parents, and/or visitors, and the property therein, whether public or private. The surveillance of school activities and events will be monitored, as will the normal daily operations, by school personnel.

### Emergency and Fire Drills

Fire drills, as required by law, will be conducted as needed. Such practice is important and should be approached seriously. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The signal for a fire drill is an intermitting fire horn. The teachers in each classroom will give the students specific instructions. Fire drill instructions will be posted in each room. At the sounding of the fire alarm system, students should leave their rooms and walk single file, to the designated place, as outlined by the plan for that room. Quiet MUST prevail during the entire procedure. Students are to stay together in their particular area outside with the teacher unless directed otherwise by their teacher.

Other emergency drills such as Lockdown, Evacuation or Shelter in Place will be conducted intermittently to help prepare in the event of an actual emergency.

Teachers will verify and account for all children under their supervision during that period.

## Attendance

### Tardies

**Elementary** students arriving AFTER 8:00 a.m. are considered tardy and will need to check in with the office to get a tardy slip. **Secondary** students arriving AFTER 7:50 a.m. are considered tardy and will need to sign in with office to get a tardy slip. It is just as important for students to be punctual to class as it is to be present. When a student is late, they are missing valuable instructional time.

Five (5) morning tardies will be counted as an unexcused absence for each class period missed. It is important for students to be punctual when arriving at school and/or getting to class.

Unexplained or habitual tardiness is not acceptable. Disciplinary action may result when tardiness becomes a frequent or severe problem.

### Check out Procedures

Prior approval is needed for any early dismissal. Students are to turn in early dismissal notes into the office prior to 7:50 a.m. Verbal communication from a parent or guardian may be acceptable at the discretion of the administration in unusual circumstances. Any exceptions must have the permission of the Administration.

Teachers are not permitted to allow students to leave a class without notification from the office. When it is necessary to dismiss a student early, the parent or guardian must sign the student out at the school office.

### Reporting Absences

West Virginia law requires attendance at school for children between the ages of six and seventeen years old, and others who elect to stay in school. The privilege to attend school places upon students the responsibility of faithful attendance. Remember that attendance and good grades are closely related.

Parents must call the school office before the start of school if their child is absent. This enables Trinity to know where students are and helps provide safety for all children. If the parent does not respond verbally or by note to the office staff the day back from the absence, the student absence will be considered unexcused.

Attendance is recorded on permanent records and report cards in whole numbers.

### Excused Absences

1. Death in the Immediate Family
2. Medical or Dental Appointment with a written doctor's excuse
3. When the Public School in your district is closed due to inclement weather
4. Emergency (At Administrative Discretion)
5. Providential hindrance
6. Illness – three excused absences are permitted per semester without a written doctor's excuse.
  - a. Beyond three absences per semester, the student **MUST** have a written doctor's excuse.
7. Please do not send your child to school with a fever or if he has vomited within the past 24 hours.

## 8. School related activity

### Planned Absences

A student may be excused for a family trip or other reason if the parents present a letter to the superintendent at least one week prior to the absence and the principal deems the absence beneficial to the student. If parents do not gain administrative approval before the trip, the absence will be unexcused.

Please realize that even though such trips may have some benefit to the student, missing school is almost always detrimental to the student's academic progress. Teachers will not send daily assignments for students to complete during planned vacations since the class may progress at faster or slower pace than anticipated. Please check RenWeb for assignments during planned vacations.

### Unexcused Absences

Students whose absences are recorded as unexcused will not be allowed to make up tests or quizzes missed during the period of such an absence.

### Academic Consequences of Excessive Absences (Excused and Unexcused)

Secondary (middle school and high school) students are required to take final exams at the end of each semester. The semester exam is counted as ten percent (10%) of the total semester grade. For students who miss **five (5) to fourteen (14) class periods** the semester exam is counted as twenty percent (20%). Students missing ten (10) days or more must pass the semester exam to earn credit for the semester.

Students who miss more than twelve (12) days of a class/school will automatically fail that class/grade being taken that year. (Exceptions may be made on an individual basis for extended illness or hospitalization).

**\*\*\*It is the student's/parent's responsibility to check their attendance record monthly and maintain up to date documentation of absences.**

### Make-Up Work for Absences

When a student misses school, either planned or unplanned, the student and parents must check RenWeb and work with the teacher to make up the work. Teachers will not be required to re-teach a lesson.

If, however, a student misses only the day a test is given, or an assignment is due, the student will make up the work the first day returned. Assignments will not be given early for planned absences.

## Academics

### Grades

Grades may be viewed throughout the year using RenWeb and report cards are posted quarterly. One parent/teacher conference is scheduled during the first semester; additional conferences may be scheduled by contacting your child's teacher.

Final grades are recorded on the student's permanent record. The office will release a permanent record only after the student's account is clear.

### Grading Scale

The following grading scale is used for grades 1-12:

100%	A+
95 – 99%	A
93 – 94%	A-
91 – 92%	B+
87 – 90%	B
85 – 86%	B-
83 – 84%	C+
79 – 82%	C
77 – 78%	C-
75 – 76%	D+
72 – 74%	D
70 – 71%	D-
0 – 69%	F

### Promotion/Retention

Students making acceptable progress in all areas will be promoted to the next grade. Teachers and administration closely monitor student progress in all areas.

Students may be retained if they have F averages in two or more of their major subjects: Bible, math, reading, language, science, or social studies, or if the teacher and administrator agree that he/she is over-placed.

### Academic Probation

This gives the student an opportunity to correct a problem. If improvement is not satisfactory, the student will be suspended, dismissed, or asked to withdraw from the school.

A student is placed on Academic Probation for the next grading period if he or she is:

1. Failing 3 subjects
2. Failing 2 subjects, one of which is Bible

3. Failing Bible for the semester
4. Falling below an overall grade of C (GPA 2.0) for the quarter

### Duration of Probation

Probation may last from several weeks to a semester and student activities will be limited during the period of probation. Positions of trust and responsibility will be relinquished for the remainder of the school year. At the end of a probation period, the student will be evaluated as to fulfilling the conditions set for the probation and will be either removed from probation status or continue on probation status and be required to receive mandated counseling or be recommended to the Board of Directors for dismissal or withdrawal from TCS.

### Report Cards

TCS uses a semester grading system. Each semester is made up of two nine-week quarters. Grades may be viewed throughout the year using RenWeb. Individual Parent-Teacher conferences are scheduled throughout the year as needed.

Parents are encouraged to call or email teachers if they have any questions about courses their child is taking or about the progress of their child in the class. In order to train students to assume individual responsibility, parents should refrain from calling teachers about matters that the student can and should handle in school.

### Academic Records and Transcripts

Final grades are recorded on the student's permanent record. High School semester grades are recorded on the transcripts that are sent to colleges.

### Transcript Consent

Any student, parent, or third party desiring student transcripts must have the parent's signed, written consent, or the individual student's consent if they are of legal age.

### Release of Transcripts Dependent upon Status of Student Account

Trinity Christian School will release a transcript only after the student's account is clear. If the account is clear, a transcript of a present or former student will be sent, along with a copy of the student's last quarter grades. If the account is not cleared, no transcript or other written details regarding the student's academic record will be released. Trinity Christian School will send a letter to the party desiring the transcripts explaining that there is an open account and records cannot be released. If an account is open, Trinity Christian School will release, by telephone, to another school counselor the courses the student has completed for scheduling purposes only. **Trinity Christian School will not release the credit each class is worth.**

### Cheating (academic dishonesty)

Cheating takes many forms, some of which may be communicating answers to or from another student, copying or plagiarizing another's work, either in school, at home, or online, or by allowing another person to complete the student's assignment.

Any student found to be cheating by any means will be given a grade of zero (0%) on the assignment and may incur other consequences at the principal's discretion.

Forged parent signature and premeditated cheating on a test or paper is an automatic one-day suspension and a grade of zero (0%).

### Trinity philosophy of assigned work

All student assigned work is expected to be completed on time, and to the best ability of the student. The attitude and effort to produce the finest quality work should reflect in the completed work of each student. Incomplete work is not acceptable and will be expected to be completed.

Late assignments may be penalized grade-wise, or refused. Lost textbooks, outside conflicts, failure to get the assignments, etc. are not valid excuses for turning in late assignments and conflict between homework and other activities does not lessen the student's responsibility for completing assignments on time. Students failing to turn in work on time will be required to complete the assignment as determined by the classroom teacher.

*"Whatever you do, work at it with all your heart, as working for the Lord, not for men." Col. 4:23*

### Homework

Homework is defined as out-of-class preparation in a given subject area which is assigned by a student's teacher. The homework assigned by the teacher should be within reasonable limits. Total time spent on homework will vary, with some students working faster than others do. However, teachers will consider all variables in assigning reasonable amounts of homework. If done in a timely manner, homework should not be an unreasonable burden. Special circumstances may dictate that more or less homework than is normal may be assigned.

The amount of time spent on homework will vary with each child, but the following guidelines should help parents in determining if their child is giving the right amount of time to studies at home:

<b>Grade</b>	<b>Time</b>
1-2	15 minutes
3-4	30 minutes
5	45 minutes
6-8	60 minutes
9-12	90 minutes

### Teacher's responsibilities

Teachers plan meaningful homework assignments in conjunction with their daily lesson plans. The homework assignments lead to the accomplishment of the course's instructional objectives. Students should know exactly what is expected of them and receive all necessary clarification pertinent to the assignment.

The timely and complete response to the student's homework assignment by the teacher is essential. Homework is reviewed, recorded, and included as part of the student's progress evaluation.

High school teachers are required to offer a course syllabus to each student.

### Student's responsibilities

It is the responsibility of the student to complete assigned homework. In order to accomplish this, the student must learn to plan and budget the necessary study time. It is the student's responsibility to seek additional clarification and assistance from the teacher as soon as the need for such assistance is realized.

### Administrator's responsibilities

The Superintendent will encourage communication among teachers to ensure students' homework assignments are reasonable. The Superintendent will make sure that all assessments are coordinated to increase communication and cooperation among teachers, with the goal being that students are not overburdened with heavy workloads.

### Parent/home responsibilities

It is important that parents become aware of the assignments and expectations of the school and individual teachers.

2<sup>nd</sup>-7<sup>th</sup> grades require the use of planners

8<sup>th</sup>-12<sup>th</sup> grades strongly encourage the use of planners

Should the planner be lost, the student will be required to purchase a new one. A suitable place and environment in the home for the completion of homework should be provided. Parents should help their child plan and budget the appropriate amount of study time for the completion of homework. Please feel free to consult with teachers with any questions that arise.

### Incomplete and late work

Students must turn in all completed assignments on time. Late assignments may not receive full credit.

### Extra Credit

Extra credit is discouraged and will not be used to determine whether a child passes.

### Field trips

Various classes take trips to interesting and educational places as a vital part of the instructional program. Parents will be notified in advance of such trips.

### Textbooks

All basic textbooks are loaned to students for their use during the school year. Textbooks are to be kept covered and handled carefully. Students will be required to pay for lost or damaged books.

### Summer Reading

Summer reading is required and assignments are distributed at the end of each school year; they may also be found on the Trinity website.



## Dress Code

### General Statement of Philosophy

It is the goal of Trinity Christian School to teach our children that personal appearance is a reflection of their Christian attitudes. As such, we strive to teach all of our children to dress modestly and respectfully for any given situation.

### Dress Code Standards

Students should understand that clothing and accessories should be clean and in good condition; free of tears & frayed edges; and should not be excessively tight, low riding or low cut so as to draw attention to themselves for the wrong reasons. Excessively tight, low riding or low cut clothing is defined as anything that shows the outline of undergarments, shows the appearance of undergarments, or shows (partial or in whole) body parts that are not meant to be exposed.

1. Hair must be kept clean & groomed. Extreme hairstyles like spikes, mohawks, Etc. are **not** permitted. Only hair of naturally occurring color in human beings will be permitted.
2. Tuesdays will be "Trinity Tuesday". If wearing a t-shirt, **only** T-shirts with Trinity logos will be permitted.
3. **Non**-athletic shorts may be worn. All pants or shorts must be worn securely around the waist. Shorts must touch the top of the knee.
4. All dresses & skirts **must** touch the top of the knee.
5. Tennis shoes or casual dress shoes may be worn but must be in good clean condition. Footwear with laces must be properly tied.
6. Crocs, flips-flops, slippers, or athletic sandals are **not** permitted.
7. Hats or hoods are **not** to be worn in the building.
8. Due to certain dress fads that are representative of alternate worldviews, Gothic-like attire & accessories are **not** permitted.
9. Undergarments may not be visible.
10. Any existing tattoo or body piercing, other than traditionally accepted ear piercing in girls, is not permitted to be visible while at school and school functions.
11. Administrative approval is required prior to wearing athletic attire to school.
12. Branding on shirts/sweatshirts/polos, etc. of any size is permitted. Branding is defined as the MAKER OF THE SHIRT and the logo of the maker. For example, Nike is the brand and is permitted of any size along with the logo; however, the "Just Do It" slogan/logo is **NOT PERMITTED**. The same applies to any particular line of clothing from a maker. For example, "Pink" is a line of Victoria's Secret clothing and therefore, is not allowed as part of the logo.

### Boys

1. All shirts must have a collar, except on Trinity Tuesday when Trinity T-shirt apparel is permitted. **NO GRAPHIC T-SHIRTS PERMITTED INCLUDING WITH OR WITHOUT GRAPHICS AND/OR WORDING**
2. Sweaters, sweatshirts, hoodies, and lightweight zip up jackets must have a collared shirt underneath.
3. Elastic waistband pants and/or shorts are permitted **ONLY for Elementary students**, and must comply with the non-athletic material requirement.

4. Half-zip pullovers are considered a collared shirt.

#### Girls

1. Dresses, skirts, & shorts **must** touch the top of the knee.
2. Leggings and/or tights **only permitted** when accompanied with a dress/skirt meeting the previous requirement.
3. All shirts/blouses/sweatshirts/hoodies/sweaters must be loose fitting in design. They may not be a t-shirt, or thermal fabric, except on Trinity Tuesday when Trinity T-shirt apparel is permitted. No sleeveless, see-through, sheer, or low cut tops are permitted. Midriffs should never show. **NO GRAPHIC T-SHIRTS ARE PERMITTED INCLUDING WITH OR WITHOUT GRAPHICS AND/OR WORDING.**
4. Elastic waistband pants and/or shorts are permitted **ONLY FOR ELEMENTARY**, must comply with the non-athletic material requirement.
5. No yoga pants permitted.
6. Half-zip pullovers are considered a collared shirt.

#### Dress Standards at Special Events (awards ceremonies, banquets, concerts, graduation, and school programs)

All students will be expected to comply with TCS dress code at all Trinity sponsored and affiliated events that they are required to attend. Exceptions may be made due to the nature of the event or the weather expected for the event if the event is to be held outside (e.g. – service events that require working and cleaning or sporting events like track that is held in the spring).

#### Dress Standard at Athletic Events

All student spectators should maintain the ideal of being neat, clean, and modest while attending athletic events. Coaches, after consulting with the administration, will determine the attire of the players on the day of games, both at school and prior to the athletic contest.

#### Dress Standard for Physical Education Class and Athletic Practice

Athletes should maintain the ideal of being neat, clean, and modest, whether practice is during or after school hours, inside or outside. Students should follow these guidelines year round every time they use the school facilities.

1. Shirts are to be worn at all times (gentlemen). Tank tops are permitted, but girl's undergarments should not be visible. Altered t-shirts are not allowed, including modifications to the sides, sleeves, or neckline.
2. All practice shorts should be equal in length to regular uniform shorts for the sport in which the student participates. Longer compression shorts are encouraged under sport shorts.

#### Dress Standards at School Formals

Dressing appropriately is an Act of Consideration. According to *The Black Tie Guide*, a guest returns the favor of an invitation by honoring the requested dress guidelines. After all, the short time it takes to get dressed for this event is nothing compared with the hours your parents and other adults have put in to make this evening amazing for you. We want it to be fun for everyone!

The Trinity Christian School Spring Formal is a formal event, and as such requires ladies to be in elegant and modest attire. We encourage you to use discretion when selecting a gown to be sure it is tasteful and above reproach. We have created some guidelines to help you choose wisely and appropriately.

1. Modesty is the key.
2. Long gowns are encouraged, but not required.
3. Minimum length for dresses is two (2) inches above the knee, including slits. See through fabric should not be considered in determining the appropriate length of a gown.
4. Dresses are not to have bare midriffs, fit too tight, or cling to the body. They should not ride up as a lady dances.
5. Dresses may not have low necklines (must lie flat) – no cleavage.
6. A bra must be worn
7. Spaghetti straps and single strap dresses are permitted as long as they meet the neckline requirement.
8. Backless dresses may not be cut below the natural bra line.
9. We ask for all young men – students and guests – to adhere to the following guidelines:
10. Suit must be worn and/or suit jacket with dress pants.
11. Tie must be worn.
12. No denim, no cargo pants, no low hanging pants, and no visible undergarments are permitted.

Trinity Christian School has a Spring Formal Dress code because we want our students to make good choices and represent themselves well. We are not trying to inhibit your individual style and want the evening to be fun, age-appropriate, and safe. I Corinthians 10:31 tells us “So, whether you eat or drink, or whatever you do, do all to the glory of God.” We desire that everything about this Spring Formal is glorifying to God.

Please keep in mind that these guidelines are simply to assist you in selecting appropriate attire that will not need to be returned. This year, in order to remove any doubt or questions pertaining to dress appropriateness, all dresses/gowns must be modeled for and approved by the ladies who serve on the Formal Dress Committee (A picture of the dress is not an acceptable substitute). Dress check dates will be announced at school. When a dress has been purchased, please set up an appointment as soon as possible with one of the teachers on the committee in case modifications may be necessary.

All ladies – students and guests – are expected to comply with these standards. Guests from other schools are also expected to have their dresses approved (please check with Formal Dress Committee if extenuating circumstances present a challenge). If a dress is not checked, the young lady may not attend the Formal. Anyone who comes to the Formal improperly attired will be asked to leave or have parents bring an acceptable change of clothes.

The Spring Formal is meant to be a wonderful, fun-filled evening. We want you and your guests to attend and have a night to remember. Thank you for your understanding and co-operation.

### Dress Code Enforcement

We believe that a willing compliance with these standards prepares students to submit to greater authorities in their lives. The administration will instruct the teachers on interpreting the dress code.

The faculty and administration will make subjective judgments when a violation has occurred and take appropriate action. The code will be enforced throughout the school.

During an assembly at the beginning of each school year, the administration will review with the entire student body the dress code and discuss the penalties for non-compliance. When a violation has been detected by the faculty, if the student is an elementary student, the student's parents will be notified only; if the student is a secondary student, the student who violates the dress code will be sent to the office to see a member of the administration. Parents will be notified of the infraction. Multiple violations will result in progressively stronger disciplinary measures. The administration has final authority in deciding what attire violates the law and/or the spirit of the dress code.

### When Parents/Visitors Are on Campus

We would like to ask that parents/visitors be sensitive to our dress code and dress appropriately while visiting our campus.

### Discipline

TCS strives to establish a standard of discipline supporting the Biblical instruction provided in the home. Discipline is training which is designed to move the child of God from a condition of no control, to self-control, to Spirit-control, in order to produce a harvest of righteousness and peace in Him. It is not to be equated with punishment but should be based on the positive aspects of teaching, training, modeling, encouraging, and loving the child. Punishment becomes a last resort, and when necessitated by the situation, should be used only to the degree required to bring the offender into the bounds of acceptable behavior.

The purpose of the discipline policy at Trinity Christian School is to:

1. Apply Biblical principles in handling daily problems.
2. Assist students in developing a lifestyle that is pleasing to the Lord, as they strive to become more like Him.
3. Avoid behavior that may tempt a weaker brother or sister.
4. Encourage in students a positive response to authority so that they will be better prepared to yield to God's will.
5. Encourage students to accept responsibility for their words and actions.
6. Encourage complete honesty in all matters.
7. Protect and build respect for the personal property and rights of others.
8. Protect the integrity of the individual by keeping all disciplinary actions as private as possible.

Some principles and practices:

1. Rules will be kept to the minimum necessary to see that things are done "decently and in order."
2. Rules, guidelines, and standards of conduct are to be clearly established and explained to students.
3. Parents and teachers must work together in the discipline of children. Clear communication between home and school is helpful in this regard.

4. Teachers and administrators have the right to expect well-behaved and well-mannered children in the school.
5. The teacher is the first-line enforcer of the school's rules and standards. This enforcement can often be accomplished with a gentle word or glance.

In recognition of the sinful nature of all human beings and the Biblical command to discipline children, TCS has established consequences for violations of its standards of conduct and other regulations. TCS believes that strong discipline is essential to a good learning environment. The specific consequences for violations of standards of conduct will be presented in the elementary, middle school, and high school sections found later in this document.

## General Discipline Methods

### Separation of the Offender from the Group

The student will be removed from classes and/or other activities for a period of time. Under such circumstances, a student will be assigned an area isolated from the other students, i.e., the office, a workroom, etc.

### Withdrawal or Suspension of the Offender's Privileges

It may be necessary to remove a student from participating in activities for a period of time. Under such circumstances, a student will be assigned an area isolated from the other students, i.e., the office, a workroom, etc.

### Administrative Counseling

A member of the administration will spend time counseling the student about expectations as a student and what the Bible says about their behavior.

### Lunch Detention

Under such circumstances, a student will be assigned to eat lunch in a specific area with other students facing similar consequences while under the supervision of a staff member.

### After School Detention

A student will be assigned a one (1) or two (2) hour after school required

### In-School Suspension

It may be necessary to remove a student from participating in classes and/or other activities for a period of time. Under such circumstances, a student will be assigned an area isolated from the other students, i.e., the office, a workroom, etc.

### Out-Of-School Suspension

1. The student will remain at home (or at location agreed upon by principal and parents) during school hours on the day(s) assigned.
2. A period of counseling may be required as a portion of the corrective action.

## Student Responsibilities

1. The student may be assigned a project by the principal or superintendent to be completed during suspension. The completion of this project needs to be acceptable to the principal or superintendent before the student is allowed to return to school.
2. Have student-parent-administrator conference after project is completed but before returning to class.
3. The student will remain at home (or at location agreed upon by administrator and parents) during school hours on the day(s) assigned.
4. A period of counseling may be required as a portion of the corrective action.

More detailed descriptions of infractions and consequences can be found in the elementary or secondary sections of this document.

## Probation

Violations of policies of behavioral standards can result in probationary actions. Probation may last from several weeks to a semester and student activities will be limited during the period of probation. At the end of a probation period, the student will be evaluated as to fulfilling the conditions set for the probation and will be either removed from probation status or continue on probation status and either be required to receive counseling or be recommended to the Board of Directors for dismissal or withdrawal from Trinity Christian School.

## Withdrawal and Re-Admittance

A student who has been dismissed must re-apply and be considered for admission after a minimum of one semester from the date of dismissal.

- ❖ Trinity Christian School is not obligated to stay within the confines of these procedures exclusively. Students may be dealt with independently at any time by the administration.

## School Life

### Class Parties and School Activities

Class parties or other class social activities that are sponsored by TCS will always be organized in the following manner:

1. Obtain initial approval from the principal.
2. Plan with homeroom teacher, coach, or activities sponsor.
3. Secure adequate number of chaperones.
4. Secure final approval from the principal.

## Communication

Trinity will communicate through e-mail and post messages on RenWeb that explains school events and important information. Elementary classroom teachers send home weekly newsletters with pertinent classroom information.

If you desire to have a conference with your child's teacher, please contact the school office to make an appointment.

## Student Messages

Students and parents are asked to cooperate to minimize requests for messages to students during the school day. Delivering messages to students interrupts class and the work of the front office personnel. Parents are therefore asked that should a message need delivered, which is not a real emergency by school standards, to call the front office receptionist and the message will be shared with the student at the end of the current class.

## Grievances or Complaints

The procedure for handling any and all complaints at TCS is patterned after the Biblical model found in Matthew 18. Students and parents are asked to take their concerns to the source of the problem. If the matter cannot be resolved at this level, the parent or student should take the problem to the next level of authority. The order of authority at TCS is as follows: Teacher, Principal, and Board.

The resolution of problems is best done when one is past the initial feelings of anger and hurt. All persons are asked to wait until they are in control of their feelings so as to be able to discuss the problem in a constructive manner. It is equally important that all parties to the problem avoid the sin of gossip by confining their discussion to those who need to know.

## Gym Rules

1. Gym shoes and attire are to be worn during gym classes and other gym activities.
2. There will be no playing in the gymnasium unless supervised by a faculty member or coach.
3. Students will remain in the gym area until the assigned physical education class is over.
4. No food or drink is allowed in the gym, except for special events or as approved by the principal.
5. Students will be assigned a locker and will be required to provide a combination lock for this locker.
6. Students are never permitted to use the weight lifting equipment unless a coach/teacher is present at all times.

## Library Fines and Media Center

After the grace period of three days, students will be charged \$.05 per school day per book for overdue library books.

All students and parents must sign an Acceptable Use Agreement to use the internet. Students will be discouraged from printing personal documents and doing excessive printing.

## Lockers

Lockers will be furnished to students, as they are available. Locks for lockers are the responsibility of the student. All 6<sup>th</sup>-12<sup>th</sup> grade students must keep their locker closed using a lock. No student should ever need to enter another's locker. Lockers are inspected periodically and must be kept clean and neat. Only sticky tack may be used to post anything in or on the lockers. No tape may be used. Without express permission, nothing may be posted on the outside of the lockers, and anything posted inside must be morally and ethically acceptable. Food, other than sack lunches, is NOT to be kept in the lockers.

The student occupying the locker is responsible for any damages done to the locker. The administration reserves the right to check the lockers at any time.

THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS FROM INDIVIDUAL LOCKERS.

### Lost And Found

The lost and found department of the school is operated from the office. After two weeks have passed and items have not been picked up, they will become the property of the school and will be disposed of.

THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.

### Social Conduct

A student at Trinity is expected to be respectful of others. This should be first shown for God, His word, and prayer. In chapel services, this respect can be displayed through reverence and an absence of talking.

Students will also show respect for authority. It is expected that every student cooperate to the utmost with the administration, faculty and staff, observing all regulations set by the school. Any disrespect shown by attitude, action, or words, will result in disciplinary action.

In view of the fact that even Christians are plagued by moral problems, Trinity Christian School discourages steady dating. Excessive attention to one person during school hours is not permitted, because it distracts from the main purpose for a student's being at Trinity Christian School. Students are to avoid bodily contact that is generally associated with the "boyfriend/girlfriend" relationship. Trinity Christian School reserves the right to advise and/or discipline the student with regard to any relationship that is not conducive to Christian conduct or is affecting the academic performance of the student. (This applies to all regulations regarding appearance and conduct.)

### Visitors

All persons visiting the school are to report directly to the school office. This procedure offers protection from unauthorized persons entering the school building. In addition, it prevents disruption of classes if messages, forgotten lunches, books, homework, etc., are channeled through the school office.

Students who want to bring a visitor to school must request permission from the administration at least one day in advance. Visitors must adhere to our dress code and classroom policies. Each visitor must have written permission from their school administrator if his or her school is in session. Each visitor must have written permission from his or her parent or guardian.

Visitors are discouraged during the final exam week of first semester, during the last two weeks of second semester and during special school activities. Visitors should be prospective students or graduates of Trinity Christian School. Parents wishing to visit classes should arrange for their visit through the school office.

### Sign In/Sign Out

Signing in and out of school will be handled in the front office. Students who sign in to school twenty (20) minutes after a class begins will receive an absence rather than a tardy from class. It is the student's responsibility to obtain an admit slip from the appropriate person in the main office.

**ABSOLUTELY no student will be allowed to sign out of school without verification from a parent or legal guardian.**



Those adults listed on the students Emergency Card will be permitted to assume temporary care of a student in the event of an emergency only.

## Transportation

Transportation to and from school and school functions is a parental responsibility. However, in some cases, transportation is provided by some local school districts in accordance with state transportation aid for non-public schools.

## Bus Transportation

In order to encourage safe, proper and acceptable student behavior in school buses, passengers will be informed of bus rules and regulations by the driver. In the event bus infractions occur, disciplinary action will be taken by the school administrator and parents notified of the infraction and action taken. Misbehavior may result in loss of bus privileges for a period of time. TCS students are expected to abide by these guidelines whether they ride commercial buses, public transportation, or public school buses.

## Student Drivers

Students who drive to school must fill out the proper forms and return them to the office, with parent signature, for approval by the superintendent. If approved, a parking permit will be issued to the student. Students are to park in areas designated for student parking only.

1. Students who use cars for transportation to and from school are expected to comply with the regulations listed below. These regulations are for the protection of the entire student body.
2. There is to be no "hot-rodding" near school, before or after school. Aggressive driving on campus will revoke the students driving/parking privileges at school and may result in a traffic ticket.
3. Cars are to be parked in designated areas and under no circumstances are to be driven at lunch without special permission of the superintendent. Any student violating the above rule will have their school driving privileges revoked.
4. Students are not to go to the parking area or cars unless permission from the front office is granted.
5. Students are not to loiter near parked cars before or after school.
6. Students are not to use cars for errands during school time unless given special permission by the principal.
7. Students will not be permitted in the back/bed of trucks due to safety considerations.
8. The administration reserves the right to revoke the above policy or refuse any student permission to drive.

# Elementary Information

## The School Day

### School Hours

Office	7:30-3:30
Faculty	7:25-3:15
Students grades K5-5 <sup>th</sup>	8:00-2:55

### Daily Schedule

7:50 a.m.	Warning Bell and dismiss from gym
8:00 a.m.	Classes begin

### Lunch and Recess Schedule

11:40-12:10 (Lunch)	K5, 1 <sup>st</sup> grade, 2 <sup>nd</sup> grade
11:40-12:10 (Recess)	3 <sup>rd</sup> grade, 4 <sup>th</sup> grade, 5 <sup>th</sup> grade
12:10-12:40 (Recess)	K5, 1 <sup>st</sup> grade, 2 <sup>nd</sup> grade
12:10-12:40 (Lunch)	3 <sup>rd</sup> grade, 4 <sup>th</sup> grade, 5 <sup>th</sup> grade

### Dismissal

2:55 p.m.	Dismissal
-----------	-----------

Chapel is every Friday in the school chapel. All parents are welcome to attend.

### Elementary Before and After School Supervision

Students are supervised in the gymnasium from 7:30-7:50 a.m. At 7:50 a.m., they are released to their classrooms; students not in the classroom at 8:00 are counted tardy. Any student arriving prior to 7:30am will not be supervised.

Dismissal begins at 2:55 p.m.; any student not picked up by 3:10 p.m. will be sent to After School Care and parents will be billed accordingly.

### Elementary Lunch

Students eat their lunch in the multi-purpose room. Microwave use is for 3<sup>rd</sup> -5<sup>th</sup> grade only and is very limited; please do not send items that take more than thirty (30) seconds to heat; lunchtime is only thirty (30) minutes and there may be several students needing to use the microwave. Milk and juice are available for \$0.25. You will be billed monthly through the school office for milk and juice purchases.

There are times when vendor lunches are available for students to order. The school office will send through RenWeb information when vendor lunches are available. Parent volunteers are needed to assist with vendor lunches. Information on helping in this area is available from the PSO.

Each student is expected to:

1. Bring their own lunch
2. Follow lunchroom rules
3. Display appropriate table manners
4. Keep their area neat and clean

Parents will be notified if a student has forgotten his lunch.

## Elementary Supply Lists (2016-2017)

Please bring all supplies on the first day of school. Label all belongings and supplies with your child's name before bringing them to school.

### General Supplies Required For All Elementary Students

1. Backpack (without wheels)
2. Small lunch box, no coolers please
3. Non-marking athletic shoes for PE and indoor recess
4. 8 tennis balls (with an "X" cut in each for chair and desk legs)

Additional items that are specific to each grade level are posted on the TCS website [www.tcsvv.org](http://www.tcsvv.org).

## Classroom Discipline

Each teacher will establish a classroom discipline plan, consistent with general school rules and standards, and will list the appropriate rewards and consequences. This plan will be visibly posted in each classroom, reviewed periodically, and included in materials sent home at the beginning of the year. Each student will become familiar with this management plan and will be expected to abide by it.

**Every student will begin each Quarter with a 100% Conduct Grade. It is their RESPONSIBILITY to maintain their 100% for the Quarter.** Any discipline infractions will be handled with the following steps:

1. Warning/redirection
2. Loss of recess minutes
3. Recess Detention

Once a student's behavior has gone beyond the consequences outlined in the classroom, the discipline procedure will follow these steps:

1. Student/Principal or Dean of Students conference or student/parent/Dean/Principal conference
2. Possible suspension
3. Probation by Administration
4. Release from program by the Board in consultation with the Administration

## Discipline Guides for Elementary

The following infractions warrant a Demerit(s):

1. Unprepared (homework, books, pencils etc.) for class
2. Disrupting class
3. Talking without permission

4. Inappropriate language
5. Getting into others' property w/o permission
6. Stealing
7. Inappropriate physical contact
8. Disrespect
9. Destruction of school property
10. Cheating
11. Forging Parental/Guardian signature
12. Lying
13. Assault/Threat of Bodily Harm/Violent Actions
14. Bullying
15. Dangerous Items

**\*CONDUCT HONOR ROLL:** To gain recognition for the TCS Elementary Conduct Honor Roll a student must maintain a 95% or higher conduct average for the Year.

\*Trinity Christian School is not obligated to stay within the confines of these procedures exclusively. Students may be dealt with independently at any time the Teacher/Administration believes it is necessary.

# Secondary Information

## The School Day

### Class Structure

Secondary students follow a nine period schedule. Classes are forty-five minutes long, with three minutes between classes. Lunch is thirty-four minutes long.

### School Hours

Office	7:30-3:30
Faculty	7:25-3:15
Students grades 6-12	7:50-3:00

### Daily Schedule

7:47 a.m.	First Bell
7:50 a.m.	Classes Begin
3:00 p.m.	Dismissal

### Lunch Schedule

11:14-11:48	Middle School
12:02-12:36	High School

Chapel is held every Thursday in the school chapel located on the 2nd Floor. All parents are welcome to attend. Chapel times are as follows:

11:25am - 12:05pm Middle School/High School combined

### Secondary Before and After School Supervision

Upon arriving at school, students are supervised in the first floor main hallway until 7:47am. At this time, students will report to first period. Students not in the classroom at 7:50am are counted tardy.

Students are dismissed at 3:00pm and must exit school hallways NO LATER than 3:15pm.

After school is dismissed each day, it is essential that all students leave school property except those who are involved in supervised school activities such as ball practice, detention, etc. Such activities will be scheduled to end at a regular time and arrangements must be made to pick up students promptly. Students not picked up immediately after school are to wait in the designated area until their transportation arrives. Students waiting outside the building are expected to conduct themselves in a courteous and orderly manner.

Any student not picked up by 3:15pm will be sent to After School Care and parents will be billed accordingly.

## Secondary School Lunch

Students eat their lunch in the foyer. Microwaves are available. The concession stand sells food such as pepperoni rolls, Cup-O-Noodles and candy along with Gatorade. It is open during lunches.

There are times when vendor lunches are available for students to order. The school office will send home information when vendor lunches are available. These lunches are ordered online through RenWeb. Parent volunteers are needed to assist with vendor lunches. Information on helping in this area is available from the PSO.

Middle School students have a fifteen-minute recess at the beginning of the lunch period.

## Lunchroom Rules

1. Students are to remain in the foyer at all times except when dismissed for recess.
  - a. Students may use the restroom located in the foyer.
  - b. Students may use the telephone in the office for 5 minutes, but must ask permission first.
2. If meetings are to be held during a lunch hour, the teacher will issue notification to the teacher on lunch duty prior to the meeting. Students must be in the meeting, not in the hallway.
3. Students are to dispose of trash properly and leave their area neat and clean.
4. Throwing of food is not permitted.
5. Students are not permitted to take anything from other students' lunches without that student's permission.

## Middle School Recess Rules

1. Students are not to enter the gym or the play area until the teacher on recess duty dismisses them.
2. Students may not leave the recess area unless they have notified the teacher on duty.
3. Students must play fair and safe at all times.

## Hall Courtesy

Change class quietly and be considerate of other students. Keep halls open to traffic. Students should not block doorways or traffic by sitting or standing on the stairs.

## Hall Passes

All students must have approval from a teacher or be with a teacher whenever they are out of the classroom during class time. Students must have a signed hall pass with them to be out of class.

Students who are frequently found in the halls during class time or are not following proper procedures to be out of class may have this privilege revoked and/or incur disciplinary consequences.

## Chapel

Chapel is once a week for forty minutes. Students will follow a forty-minute bell schedule for their classes on chapel days.

## Discipline Guidelines for Secondary Students

### Level 1 – One-Strike Offenses

Three strikes from one teacher equal 1/2 hour lunch detention

Chewing gum	No hall pass
Disrupting class	Passing notes
Dress code violation	Sloppy/messy area
Eating/drinking in class/halls	Talking without permission
Getting into others' property w/o permission	Throwing things
Horsing around/rough housing	Unexcused tardy to class
Moving from seat w/o permission	Unprepared (books, paper, etc.) for class

### Level 2 – 1-Hour Office Detention

3 <sup>rd</sup> strike from Level 1	Out of the building w/o permission or a pass
Direct disobedience or slow obedience	Putting down or making fun of other students
Disrespect	Three unexcused tardies to school
Use of electronic devices w/out permission	

### Level 3 – 2-Hour Office Detention

2 offenses from Level 2	Missing a 1-hour detention
Inappropriate language, comments, innuendoes, or physical contact	

### Level 4 – In-School/Out-of-School Suspension

(Administrative decision)

3 <sup>rd</sup> offense from Level 2	Lying
Bullying	Missing a 2-hour detention
Cheating	Profanity
Destruction of school property	Skipping class/school w/out permission
Fighting	Stealing
Forging parental/guardian signature	Plagiarism

### Level 5 – Serious Behavior - Board Action

(Administrative decision dependent upon degree of offense)

#### Possible Action:

Disciplinary probation  
Expulsion  
Notification of legal authorities  
Suspension

#### Offenses:

Assault/Threat of Bodily Harm/Violent Actions  
Dangerous Items  
Illegal drugs  
Immoral conduct, Smoking, Theft, Use of alcohol

Trinity Christian School is not obligated to stay within the confines of these procedures exclusively. Students may be dealt with independently at any time the administration believes it is necessary.

- ❖ Conduct Honor Roll - To gain recognition for the conduct honor roll a student must not earn a detention in a marking period.
- ❖ Students will start with a clean slate each semester.

## Athletics

### Sports Offered To Secondary Students

The goal of the Trinity Christian School Athletic Department is to involve as many students as possible in the athletic program, while at the same time maintaining high standards of excellence. Trinity Christian School offers the following inter-scholastic sports for both boys and girls as the interest is indicated and as qualified coaches and finances are available.

At the Middle School level:

1. Cross Country
2. Volleyball (girls only)
3. Basketball
4. Track

At the High School level:

1. Cross Country
2. Volleyball (girls only)
3. Basketball
4. Track
5. Soccer (co-ed)
6. Golf
7. Softball
8. Baseball

For additional information concerning Trinity Christian School athletics, please visit our website at [www.tcswv.org](http://www.tcswv.org)

### Fees

All student athletes are required to pay an athletic fee for each sport in which they participate. The athletic fee will be established annually prior to the start of the fall sports season.

### Grade Requirements

Student academic requirements can be found in the TCS Athletic Handbook. Please visit our website at [www.tcswv.org](http://www.tcswv.org) to view a copy of the handbook.

## Academics

### Middle School Course Offerings

#### 6th Grade

- Bible –Old Testament Study and New Testament Scripture
- Language Arts – Reading, Grammar, Writing, Spelling, Vocabulary
- Literature
- Science – General Science
- Social Studies – World History from the Renaissance to Present
- Math – General 6<sup>th</sup> Grade Math



- Rotation Classes – Art, Music, Computer, PE (Gym shoes required for PE class)
- Elective Classes – Band, Chorus, Art
- Competitions – Geography Bee, Spelling Bee, Young Writers (local, state and national)

### 7<sup>th</sup> Grade

- Bible –New Testament Scripture and the Bible as a Resource
- Language Arts – Reading, Grammar, Writing, Spelling, Vocabulary
- Literature
- Science – Life Science
- Social Studies – Geography
- Math 7 or Pre-Algebra
- Rotation Classes – Art, Music, PE, FLEX (Gym shoes required for PE class)
- Elective Classes – Band, Chorus, Art,
- Competitions – Geography Bee, Spelling Bee, Young Writers (local, state and national)

### 8<sup>th</sup> Grade

- Bible –Nature and Character of God
- Language Arts – Reading, Grammar, Writing, Spelling, Vocabulary
- Science – Space and Earth Science
- Social Studies – West Virginia studies
- Math – Pre-Algebra or Algebra I
- Rotation Classes – Art, Music, PE, Health (Gym shoes required for PE class)
- Elective Classes – Band, Chorus, Art,
- Competitions – Geography Bee, Spelling Bee, Young Writers (local, state and national), Golden Horseshoe Test (state)

The 8<sup>th</sup> Grade takes a weeklong trip in the fall or spring designed to introduce them to important historical sites throughout the state of West Virginia.

The 8<sup>th</sup> Grade participates in a program called “Youth and Government” where students spend three days in Charleston participating in the state government process. This takes place near the end of the legislative session.

## Middle School Supply Lists

Visit the Trinity website [www.tcswv.org](http://www.tcswv.org) for school supply lists.

## Middle School Rotations

All middle school students will have a one-rotation class each quarter. The rotation classes are computer, music, art and P.E. (Gym shoes required for P. E. class)

## Electives

All middle school students are to choose one elective in which they will participate for the entire school year. Electives are choir, band, art, foreign language exploratory, missions, and newspaper.

High school electives are available as the student's schedule allows and as long as they are in line with graduation requirements. Electives are available in-house or on-line through our virtual providers.

### Middle School Supervised Work Study (SWS)

If a middle school student fails to turn in an assignment on time, he/she will be placed in Supervised Work Study during lunch to complete the assignment. Students are required to turn in the assignment to the teacher by the next class period. Students will still receive a grade reduction and SWS will be recorded in RenWeb. Parents will be notified within 24 hours. Accumulated SWS will result in further action, such as parent conferences and/or detention.

### High School Academic Program

Trinity Christian School strives to provide a college preparatory program of excellence based on a Christ-centered curriculum, designed to meet the needs of students whose calling will be to a variety of directions.

### Graduation policies

#### Credit requirements

In order to graduate from TCS, a student must have accumulated a minimum of twenty-eight (28) credit units earned in grades 9 through 12 (8th grade Algebra I) and also have completed the Community Service requirement. The twenty-eight (28) credits must include:

1. Bible (1 credit per year at Trinity) 4 credits
2. Electives 3 credits
3. English 4 credits
4. Fine Arts (Music/Art/Band/Drama) 1 credit
5. Foreign Language (same language) 2 credits
6. Health 1 credit
7. Math 4 credits
  - a. Algebra I
  - b. Geometry
  - c. Conceptual Math
  - d. Algebra II
  - e. One level above Algebra II
8. Physical Education (gym shoes required) 1 credit
9. Science 4 credits
  - a. Physical Science
  - b. Biology
  - c. Chemistry
  - d. One additional Science
10. Social Studies 4 credits
  - a. World Studies to 1900 (9th grade)
  - b. United States to 1900 (10th grade)
  - c. Twentieth & Twenty-First Century (11th grade)
  - d. Civics (12th grade)

Total 28 credits

It is possible to earn a total of 32 credits.

Students entering Trinity Christian School after their freshman year may have a modified graduation plan developed by the administration.

Seniors who are within one credit of meeting all graduation requirements may take part in commencement exercises. However, they will not receive their diploma until all requirements are completed. Students who are more than one credit short of graduating will not be permitted to take part in commencement exercises.

\* Visit the Trinity website [www.tcswv.org](http://www.tcswv.org) for school supply lists.

### Adding/Dropping Classes/Online Classes

Students may not drop, discontinue, or add classes without the permission of the counseling department and/or the principal. Schedule changes are subject to the following conditions:

1. A student's class schedule may be altered for extenuating circumstances and only then with the approval of the administration.
2. **Students have up to seven (7) school days each semester to add or drop a class.**
3. A schedule change will not be permitted if it means undue disturbance of the class size balance between sections that are in place at that time.

Students taking online classes must be actively enrolled at Trinity for the entire period of the course. Proctoring for exams will only be provided for students who are actively enrolled at Trinity including classes in the summer

### Community service

In addition to academic credits, Trinity requires all high school students to have 40 hours of Community Service per year.

### Purpose

A corporate conviction of Trinity Christian School is that young people need to receive stimulation and training in service in order to: (Matthew 28:19-20; Acts 1:8, Matthew 5)

1. Gain a world-view of missions.
2. Seriously consider missions and other Christian vocations as a career.
3. Become involved in the local agencies and the Christian family.
4. Develop a "here am I, send me" attitude.
5. Respond to opportunities the Lord puts in the believer's path.
6. Gain experience in incorporating service into daily life.

The purpose of the Community Service requirement is in harmony with this conviction. It is Trinity's desire to help students gain a Christian world-view, encourage a close walk with God and to bring glory to Him through serving others. The Community Service Requirement provides students a unique opportunity to serve God by helping others, meeting new people, learning responsibility, and discovering gifts that can be used later in life.

## Requirements

Each high school (9th-12th grade) student must meet a yearly minimum of 40 hours of Community Service. The Community Service requirement must be met in order for the student to graduate or to return to TCS the following school year. Students can work with a variety of local agencies, which have outreaches to the community. All organizations chosen to fulfill the Community Service requirement must be approved by the school administrator. All students are encouraged to do more than the 40 hours per year, and outstanding community service, being 300+ total hours over a high school career, is recognized with the Community Service Award at the time of Graduation.

Reporting will be done by the student turning in the “Community Service Requirement” form, signed by the adult supervisor. These forms will be turned into the Guidance Counselor as completed. Totals are calculated June to June.

## Definition of sophomore, junior and senior

A student will be designated a sophomore in good standing on the completion of 6 credits, a junior in good standing on the completion of 12 credits, and a senior in good standing on the completion of 18 credits.

## Grades

### Grading scale

Trinity Christian School students will have their grade point averages (GPA's) computed on a weighted scale as follows for grades 1-12:

100%	A+	=	4 grade points
95 – 99%	A	=	4 grade points
93 – 94%	A-	=	4 grade points
91 – 92%	B+	=	3 grade points
87 – 90%	B	=	3 grade points
85 – 86%	B-	=	3 grade points
83 – 84%	C+	=	2 grade points
79 – 82%	C	=	2 grade points
77 – 78%	C-	=	2 grade points
75 – 76%	D+	=	1 grade point
72 – 74%	D	=	1 grade point
70 – 71%	D-	=	1 grade point
0 – 69%	F	=	0 grade points

Advanced Placement classes are weighted on a 5.0 scale.

GPA's are computed on a semester basis, with progress reports being sent on a quarterly basis.

Trinity Christian School will compute and report a transfer student's GPA based solely upon their work completed at Trinity Christian School. Transcripts from previous schools will be released with a transcript from Trinity Christian School.

Valedictorian and Salutatorian criteria are based on GPA, Numeric Average, Quality Points, and two years enrollment at Trinity Christian School. The GPA is calculated as follows: (1) multiply the grade point values by the credit value; (2) add all of the scores obtained in part one; and (3) divide the total grade points obtained in part two by the total number of credits taken.

English	C	1 credit x 2	=	2
Geometry	a	1 credit x 4	=	4
Social Studies	B	1 credit x 3	=	3
TOTAL	3 credits	=9 grade points	9 grade points / 3 credits	= 3.00 GPA

### Practice for Commencement

In order for the commencement ceremony to flow smoothly, practice is necessary and will be conducted prior to graduation. **Attendance at this practice is mandatory for graduating seniors.** Failure to attend the practices or activities may forfeit the opportunity to participate (walk) at the graduation event. In the event of extenuating circumstances, **prior** approval from the superintendent must be obtained in order to be excused.

### Final Examinations

All students taking high school core courses are required to take final examinations, which will count as 10% of their final grade.

If a student is desirous of taking a final examination, which would constitute 20% of their final grade, then the student and his parents must sign a statement of intent to do so prior to the exam.

See absence policy for details regarding effects of excessive absences on weight of final examination.

### Course Failure

Students making acceptable progress in all areas will be promoted to the next grade. Teachers and administration closely monitor student progress in all areas.

Students may be retained if they have F averages in two or more of their major subjects: Bible, math, reading, language, science, or social studies, or if the teacher and administrator agree that he/she is over-placed.

## School Life

### Honor Society Requirements

Membership in the Trinity Christian School Honor Society is based on the following criteria:

1. Students must complete a written application for membership in the Trinity Christian School Honor Society.
2. Juniors and seniors are eligible for membership.
3. Juniors with a 3.75 grade point average that meet all other requirements for membership and complete the application process are invited to join during the fall semester. Seniors with at

least a 3.5 grade point average who have not previously applied for membership may also be invited to join in the fall.

4. Students are to have completed and verified a specified number of community service hours and exhibit Christ-like qualities, scholarship and character in order to be eligible for membership in the Trinity Christian School Honor Society. (The number of required community service hours will vary with the rank of the applicant, i.e., junior or senior.)
5. The administration and faculty of Trinity Christian School will review the applications. Invitations for membership will then be extended to eligible students.

## Middle School Fling/High School Formal Regulations

All school dances must be approved by the school administration at least two weeks in advance of the event. All school dances must have a minimum of five approved chaperones. The administration reserves the right to excuse, with cause, students from participation at a school dance/event. Students below the high school level **WILL NOT** be permitted to attend high school dances, nor will persons age 22 and over be permitted to attend (all guests must have administrative approval to attend).

## Student Government

A student council will function at TCS. Students seeking a position of leadership and responsibility among the student body are encouraged to run for a position on the student council. The student council acts as an advisory body, bringing student concerns and recommendations to the faculty and administration. It also provides leadership for community service and student activities. Student Body and Class officers are elected as representatives to the student council. Each grade in high school elects class officers. Nominations are taken to fill the positions. Officers must maintain 3.0 grade point average and must show evidence of Christian leadership.

## Study Hall Rules

Study Hall Periods are provided as an academic aid to students. That is, their purpose is rightly seen as education rather than social or recreational. To accomplish their true purpose, study periods must be governed at all times by the following rules:

1. Students will sit in their assigned seat.
2. Students should bring all necessary books and supplies with them to the study hall.
3. Students should expect to study the full duration of the period.
4. Students may not work together unless they have received the teacher's permission to do so. They may then do so only as long as their collaboration is academically profitable. When communicating, students must whisper.
5. Quiet and good order must be maintained at all times to promote a good study environment.
6. In the event that a student completes all assignments, he or she may pursue some other academically rewarding, independent activity, such as reading a book or magazine.

## Transportation

Transportation to and from school and school functions is a parental responsibility.

## Student Parking

### Obtaining Permission

Student drivers must possess a valid driver's license, and the vehicle must be appropriately licensed and inspected. All automobiles must be registered with the school office, and must be parked in the designated student parking area and may be used only in accordance with the regulations listed below. The administration reserves the right to deny a student the privilege of driving.

### Parking Regulations:

1. All cars are to be locked.
2. No students are permitted in the parking area or cars during school hours without permission from the office.
3. Cars are not to be used during school hours without permission of parents AND the school office.
4. Students will respect the property rights of the school's neighbors.

### Senior Off-Campus Lunch Privilege

TCS Seniors are allowed to leave the school campus for lunch on Monday through Thursday. This privilege requires seniors, as leaders of the school, to exercise significant responsibility in managing this Senior Lunch Privilege Program. The program is a privilege and a responsibility. As such, the school will suspend or cancel the Senior Lunch Privilege Program at any time if it believes it is appropriate to do so; similarly, individual students may have their lunch privileges suspended or revoked. It is important that seniors understand that the school is interested in the minimum amount of disruption of the school day. A permission slip must be signed by both the student and parent/guardian **before** a senior may leave campus at lunch. Permission slips will be handed out by the senior homeroom teacher.

Seniors will be allowed this school year to leave campus during lunch with parent permission and under the following conditions. The rules are in place to ensure the safety of all students and rule violation(s) shall be dealt with swiftly:

1. Seniors are required to sign-out in the office before leaving campus.
2. Seniors must return to campus in plenty of time to *sign back in and get to class before the tardy bell rings*. The second time a student returns tardy to class will result in the loss of their senior privilege.
3. Taking an underclassman off campus or bringing food back for underclassmen will result in permanent loss of senior lunch privileges. (This privilege is for seniors only!)
4. Seniors must promptly leave campus once they go to their car. No loitering in the parking lot is allowed.
5. Speeding on the road or parking lot will also result in permanent loss of senior lunch privileges.
6. All school rules apply while in the community. Seniors who create problems for the town merchants or the local law enforcement will lose their senior privilege for up to the remainder of the school year.
7. No food will be allowed back in class.

Failure to follow the above rules may result in losing off-campus lunch privileges for the remainder of the school year. Neither Trinity Christian School nor any employee thereof shall be liable for the conduct or safety of any pupil during such time as the pupil has left the school grounds.



# Medical Information

## Emergency Medical Authorization

All students must have a current Emergency Medical Authorization Form on file. These are distributed each year on or prior to the first day of school. They are to be completed and returned to the school immediately. If your phone number, address or place of employment should change any time during the school year, please notify the school office. If at any time, you will be out of the city and your child is under someone else's care, the school office is to be notified, in writing, of this information.

## First Aid

The school is equipped to provide first aid in case of minor accidents or illness. When students are ill, parents will be contacted.

## Health Records

In addition to immunization records, all students entering school for the first time must have a health record completed by their physician. If the student is transferring from another school system, the health examination record should be transferred from their previous school.

## Immunizations

State law requires that all children entering school in West Virginia for the first time, unless properly exempted, must be immunized against diphtheria, pertussis, tetanus, polio, measles, and rubella. Private physicians may not authorize requirements or exemption conflicting with those listed on this sheet. However, there may be additional valid exemptions. All students must have a TB test with results within 4 months of entering a West Virginia school (PPD required if BCG previously administered).

## Middle and High School Students

Beginning with the 2012-2013 School year, all West Virginia students entering seventh (7<sup>th</sup>) grade must have had one dose of the Tdap (Tetanus, Diphtheria, and Pertussis) and one dose of the meningococcal vaccine. Students entering the twelfth (12<sup>th</sup>) grade must also have had at least one dose of the Tdap vaccine and a second dose of the meningococcal vaccine. If the first dose of the meningococcal vaccine was received after age 16, then only one dose of this vaccine is required.

## Exemptions

**DTP:** Children exempted from the pertussis component must have written exemption from a physician, and must receive the DT vaccine instead.

**MEASLES:** Children may be exempted if the physician writes the specific medical condition that precludes the vaccine.

**POLIO:** Children may be exempted from the OPV if a physician writes a note with the specific medical condition, which precludes the vaccine. The doctor may not merely state the vaccine is inappropriate. In many cases, IPV can be substituted.

West Virginia law does not provide an exemption for reasons of religion or conscience.

## Out-Of-State Transfers

All enterers must have a TB test with results within 4 months of entering a WV school

**DTP:** Before admission, must have at least three doses, including one dose on or after the fourth birthday.

**MEASLES:** Before admission to 7 - 12, one initial MMR and one booster is required.

**POLIO:** Before admission, must have at least three doses, including one dose on or after the fourth birthday.

**RUBELLA:** Before admission to 7 - 12, one initial MMR and one booster is required.

Failure to meet one of the above will result in the student being excluded until such requirement is met. Parents should check with their family doctor or the school nurse if they have questions.

## Medications

Whenever possible, the taking of medications should be scheduled so that they can be taken at home. When that is not possible, it is acceptable for them to be given by the office staff at school. NO student is to have medication in her or his possession at school without the permission of the school administration. The following requirements must be met for your child to be given a medication at school:

1. Written request by physician/parents/guardian for all prescription and non-prescription medications that may be given at school should be on file at the school. This medical slip must be on file at the school at the beginning of the year, or as soon as the condition is diagnosed that requires medication to be given at school.
2. All medications must be sent to school in their original container, which must be properly labeled with the student's name, name of the medication, dosage of medication to be given, and time medication is to be given.
3. The office will then review this information.
4. Should there be any change in the administration of the medication notification is to be sent to the office in writing.
5. The school will assume no responsibility for liability in association with administration of medications at school.

# Financial Policies

## Payment Plans

### Financial Policy 2016-2017

Payment: Generally, tuition for the following school year is due in full by July 1. However, for the convenience of parents/guardians, TCS currently offers three tuition payment plans:

1. Annual Plan – full tuition due on July 1 (A \$250 savings grades K5-12).
2. Semi Annual Plan – two equal tuition payments are due on July 1 and January 1.
3. Twelve Month Plan – twelve equal tuition payments are due monthly, July through June.

Registration Fees (cost per family): A registration fee for each family for the following school year will be due during the current school year based on the following schedule:

Month	Fee
Paid in March or April	\$100
Paid in May	\$300
Paid In June	\$500
Paid in July	\$700
Paid in August	\$1,000

Withdrawals: Overhead expenses of the school do not diminish with the withdrawal of some students and that (upon acceptance of this contract by TCS) they accept the obligation to pay the tuition for the full academic year for which they remain enrolled. Requests for refunds are subject to the discretion of the TCS administration. Should a request be granted, refunds will be calculated as follows:

1. The registration fee for the following school year is fully refundable if withdrawal is completed on or before April 30 of the current school year.
2. For withdrawal prior to the first day of school, parents/guardians are responsible for the first two months of the annual tuition (less any prorated tuition assistance or other discount). Registration fee is not refundable.
3. For withdrawal after any semester starts, parents/guardians are responsible for the total semester’s tuition. The registration fee is not refundable.
4. The two exceptions to 4b are:
  - a. If applying for tuition assistance, the registration fee is fully refundable through June 30 (and no tuition for the following school year will be due) if sufficient tuition assistance is not awarded. Written notice of termination from parent/guardian must be received in the Finance Office of TCS on or before June 30. A tuition assistance application must have been on file with TCS’ third party administrator, currently FACTS, no later than the last day of April in order to qualify.
  - b. A registration fee refund shall be granted should TCS terminate this agreement prior to the beginning of the next applicable school year. Simply stated, if TCS asks your child

not to return the following school year, any registration fee paid for the next school year will be refunded.

**Eligibility:** A student may not attend classes and/or participate in any school-sponsored activities until all enrollments and registration forms, including a signed Enrollment Agreement, are received and all enrollment fees are paid.

**Tuition Assistance:** Before a student qualifies and is awarded any form of tuition assistance, there may be additional requirements that must be accepted and fulfilled before the award will be applied to the student's tuition account. For example, the award may be held until tax returns or other requested documentation is verified by FACTS, or past due accounts are paid.

**Delinquent Accounts:** Access to report cards, transcripts, and other such student records will be withheld and access to RenWeb will be locked should his/her account become delinquent. Should his/her account become 45 days past due, parent/guardian understands that student(s) are subject to being held from school-sponsored athletic activities until account is made current.

Families who have missed two monthly payments and have not made suitable payment arrangements will not be allowed to have their child(ren) attend school effective immediately. If a family discontinues FACTS payments or in some other way has an interruption in FACTS payments, the student will not be permitted to attend classes until suitable payment arrangements are approved.

**Returned checks (NSF):** A service charge will be assessed per returned check or incomplete withdrawal due to insufficient funds. After two returned checks, payments may only be made with cash, cashier's check, or money order.

**Non-Sufficient Funds:** If a FACTS tuition payment is returned due to non-sufficient funds in the account from which it is scheduled to be withdrawn, FACTS will reattempt the payment on the next occurring withdrawal date. For example, if a payment due on September 5 is returned, it will be reattempted on September 20. If the payment is returned again on the second attempt, it will be considered late and the family will receive notification via mail. In such event, the family will have ten (10) days to either pay the past-due balance in full, or make other suitable arrangements. Students may not be permitted to attend school unless resolution is complete per the procedure above.

FACTS will assess a fee for each incidence of a returned payment. This is in addition to any fees that may be charged by the family's financial institution.

**Tuition Rebate:** All Trinity families are offered tuition rebate opportunities. Tuition rebates include the SCRIP Program and new student/family referrals. If the new student applying will be entering grades K-12, the referring family will receive up to a \$1,200.00 tuition rebate for each new student. If the new student applying is in grades K3 or K4, the family will receive up to a \$240.00 tuition rebate for each new student. If a family reaches a zero tuition balance, there will not be a credit for future balances or a cash refund.

**Graduation Requirement Regarding Fees:** Graduating seniors are required to pay all tuition and fees in full by May 1 to receive a diploma and final transcript.

## Trinity Christian School Tuition Grant Program

It is the desire of the Board of Trinity Christian School that no child be turned away due to finances. Each year the Board budgets tuition income to be used for grants that are based on need.

To be considered for a tuition grant, a family must demonstrate financial need and the student(s) must be enrolling in grades K-12. To determine a family's financial need, Trinity Christian School uses FACTS Grant and Aid Assessment. Families applying for a tuition grant at TCS must submit a [FACTS Grant and Aid Application](#), one for each parent in the case of separated or divorced parents, providing detailed information to FACTS. Then FACTS evaluates the information based on a formula nationally accepted by over 2,600 educational institutions.

Many parents believe that their income level is the sole determinant in qualifying for a tuition grant. Although income plays an important role, it is not the only factor in determining financial need. Other factors include parent assets, number of children in tuition-charging institutions, family size, age of parents (allowing for retirement savings), and level of outstanding debt (consumer debt, mortgages, other loans, etc.).

In addition to its consideration of these factors, FACTS protects a certain level of income based on family size. This process helps determine "Income after Core Expenses" and a portion of that is then suggested as the family contribution for education. The result of the evaluation is sent to Trinity. While these figures serve as good benchmarks, Trinity's distribution of tuition grants uses the FACTS recommendation only as a guide.

Despite a strong commitment to our tuition grant program, each year the number of students who qualify for tuition grants is more than we can fully support. TCS seeks to distribute tuition grants to all those who show a need.

We encourage you to begin this process as soon as possible. Families who have completed the tuition grant and application processes and have been accepted will be mailed an enrollment contract indicating the tuition grant award. By signing and returning the contract, a family accepts the award. Families who choose not to return contracts by the specified date may have their award revoked for redistribution to other candidates.

# APPENDIX

## Trinity Christian School Position on Denominational Issues

(Including doctrine and traditions)

### A. History

After the efforts to grow Alliance Christian School (ACS) “out of the basement and into a high school” failed, it was judged that a main cause for that failure was the misperception by the community that ACS was not a true interdenominational school although we believe it truly was. The bylaws, which governed ACS, stipulated that the majority of the board had to be Christian and Missionary Alliance (CMA) members, the CMA pastor was an ex-officio member of the board, and the statement of faith was theologically aligned with CMA. The ACS board then commissioned two departing members to work on getting enough momentum to start an independent middle and high school. The charge was to include all segments of the Christ-believing community in a true interdenominational effort to fill the vacuum left by closing the St. Francis High School and the inability of any other Christian elementary school in the area to have a traditional high school.

From the beginning, it was recognized that the middle and high school (hereby referred to as “high school”) had to be a community effort that was fully inclusive. Therefore, from the beginning, the stage was set to concentrate on what united the believers and to leave the divisive issues to the churches and families to sort out and teach on. For this reason, the initial steering committee included people from all kinds of denominations: Baptist, Alliance, Nazarene, Catholic, Presbyterian, Church of God, Church of Christ, etc. Even the development director of St. Francis (Mark Giuliani) was with the group until he and his family moved out of the area. The founding members had similar representation with a member who had served on the St. Francis Board (Rick Vaglienti).

Recognizing the need for a spiritual advisory board that is inclusive too, and recognizing the reluctance of the Roman Catholic Church to work with a school they perceived as “Protestant” (coming out of ACS), the structure of the Spiritual Advisory Board originally mandated the presence of a Catholic priest as one of the seven pastors. The Roman Catholic Church, as of February 2008 has declined to fill that position. Therefore, at the writing of this document, the Spiritual Advisory Board has not included a Catholic priest, although such participation would be welcome in accordance with the statement of faith, mission, purpose and vision of TCS and the Spiritual Board, which are included in this document.

As Trinity High School started growing into a true interdenominational but unapologetically Christian school, many people started to experience firsthand the blessing God has ordained through such a vision.

Unfortunately, there were people on both sides of the spectrum still unhappy with Trinity’s interdenominational position. To some Catholics, Trinity was too Protestant, and to some Protestants, Trinity was too Catholic. To some liberals, Trinity was too conservative, and to some conservatives, Trinity was too liberal. Had Trinity been a church, they would all have been right. One cannot be a part of a church that does not reflect one’s theological convictions and tradition. Trinity, though, is not a church. It is a school dedicated to enabling Christ-like living for all who trust Him.

“Then Jesus’ spiritual position was questioned, He replied, the blind receive sight, the lame walk, those who have leprosy are cured, the deaf hear, the dead are raised, and the good news is preached to the poor. Blessed is the man who does not fall away on account of me.” (Matt 11: 5-6).

Trinity, while striving to be Christ-like, can say to all the doubters: the students are excelling academically, in extracurricular activities, and above all spiritually. People’s lives are being changed (parents, students, staff, volunteers and leaders) and together we are growing into an interdenominational Christian school community, which we believe is where God has called us to be. Together we strive to share that blessing with the community at large (our churches, greater Morgantown, the US and the world). To the best of our knowledge, there has not been one-person change from one denomination to the other due to Trinity’s influence but there have been many lives blessed. So, what made Trinity so available to God’s work resulting in such blessings?

## B. Vision

Trinity Christian School desires its students to have a Christ-centered worldview while honoring God in every endeavor.

## C. Mission

Trinity Christian School seeks to glorify God through honoring Christ, inspiring excellence, and educating for life.

## D. Statement of Faith

(Based on the Nicene Creed – which predates any major Church splits)

1. We believe in one God, the Father, the Almighty, maker of heaven and earth, of all that is seen and unseen.
2. We believe in one Lord, Jesus Christ, the only Son of God, eternally begotten of the Father, God from God, Light from Light, true God from true God, begotten, not made, of one being with the Father. Through Him, all things were made. For us and for our salvation He came down from heaven; by the power of the Holy Spirit He became incarnate from the Virgin Mary, and was made man. For our sake He was crucified under Pontius Pilate; He suffered death and was buried. On the third day, He rose again in accordance with the Scriptures; He ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead, and His kingdom will have no end.
3. We believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son. With the Father and the Son, He is worshipped and glorified. He has spoken through the Prophets.
4. We believe all Scripture is able to instruct us for salvation through faith in Jesus Christ. Scripture is inspired by God and is useful for teaching, for reproof, for correction, and for training in righteousness so that everyone who belongs to God may be proficient, equipped for every good work. (II Timothy 3:15,16) Therefore, we believe in the Bible as the sole rule and guide for Christian faith and practice and for spiritual matters within the school.
5. We believe in one holy and universal church comprised of those who have placed their faith in Christ.
6. We believe in the Gospel of salvation by faith in Jesus Christ alone.

## E. Interdenominational Position

(Romans 14)

Trinity recognizes the difficulty of either using any Bible version or picking one version for all Biblical references within the school. Due to the presence of a number of books in the Bible of some denominations (known to some as the “Apocrypha” and to others as the “Deuterocanonicals”), Trinity has chosen to use a version that has only the books common to all the Christ believing churches (Protestants, Catholic, Orthodox, etc.). The NIV was chosen more for scholarly reasons than religious ones. Students who come from a denomination that uses a different version are encouraged to continue to use “their Bible” at home and in church, but for school purposes use the NIV for unity and uniformity of the curriculum.

Trinity recognizes that some churches and denominations use tradition in addition to the Bible as final authority. Trinity will not teach that such practices are right or wrong, but rather refer its constituents back to their church, clergy, family, and to the Bible. However, within the school walls, Trinity will recognize the Bible as the only common denominational authority (as stated in the Statement of Faith).

For questions from students, all other denominational issues will be dealt with in a similar fashion, i.e.:

1. No teacher or staff at Trinity will be allowed to endorse or condemn one of these positions.
2. Objective discussions are always allowed at Trinity (about any topic, this one being no exception).

If a debate arises, Trinity personnel are expected to:

1. Redirect any potentially divisive discussion to the common denomination of our faith which is to surrender our life to Christ; live for Him with all our heart, all our mind, all our soul and all our strength; and to love and serve humanity as He commands.
2. Sometimes give relevant Biblical references (without personal commentary) as long as the references are comprehensive, objective and complete. Staff should encourage the students to research the question themselves using the Bible as the infallible word of God.
3. Refer the issue back to the person’s church pastor/priest and family.

This policy does not forbid appropriate (not potentially divisive) discussion in the classroom of issues that are reasonable for consideration in a Christian school setting but should be clearly understood to mean that TCS does not endorse a particular position with regard to matters of doctrine or church tradition that differ between Christian church groups.

As an illustration of these denominational issues, we give the following examples: (this is not an exhaustive list)

1. Allowance of women to speak, teach or preach or hold positions of authority in church
2. Allowance of musical instruments in worship in church
3. Styles of worship in church
4. Best translation of the Bible
5. Modes and age of Baptism
6. End time signs or date predictions



7. Are there operating today active gifts of the Spirit (e.g. speaking in tongues, interpretation of tongues, gift of prophecy, healing, miracles)?
8. The sacraments
9. Heavenly position of Mary
10. Trans-substantiation, con-substantiation, etc.
11. Allowance of statues or the cross in church or worn as jewelry
12. Difference in styles of observing communion
13. All things predestined versus free will
14. Permission of remarrying after divorce
15. Assurance of salvation
16. What is meant by baptism of the Holy Spirit?
17. What is an apostle, are there any today (as opposed to "Apostle")?
18. Is cremation acceptable for Christians?
19. Is it acceptable for Christians to join the military?
20. Is it acceptable for Christians to drink alcoholic beverages?

### Clarification Procedure

Trinity recognizes the challenges involved in being a true unapologetically Christian, interdenominational school. Because of that, the above explanation may prove inadequate to some, especially when listing examples that cannot be exhaustive. Therefore, we ask everyone to exercise grace rather than legalism in reviewing our above stated position on denominational issues. Feel free to ask for clarification when necessary. The procedure for clarification is straightforward:

1. Anyone can ask for clarification. One does not have to be affiliated with the school or even be a CSI member.
2. There is only one procedure to follow in to honor God's command to keep the harmony in His body while showing each other love and grace.
3. The procedure involves bringing the question to the Superintendent after requesting a face-to-face meeting at a scheduled time. Other members of administration may be present if the Superintendent believes they may be able to address the question.
4. If the Superintendent cannot successfully address the question, the Superintendent will ask the individual to put the question in writing so that the Superintendent clearly understands the question in order to present the question to the Board of Directors.
5. The Board of Directors will issue a written response within 60 days of the date the Superintendent submits it.

This procedure is not intended to change any aspect of this document.

In closing, Trinity stands firm on the interdenominational position to which we have been called by the Lord. This is not an educational model acceptable to all believers and in love; we must say Trinity may not be the best fit for every family. Newcomers to Trinity should not accept this truly non-denominational position with the intention to change it in the future into a position more acceptable to them. Such approach will prove counterproductive, as there is no mechanism available to do that.

## Arrival & Dismissal Procedures

### Arrival (All Students)

1. When arriving in the morning, please pull your vehicle as far forward as possible on the circle before dropping the children off. Please go to the very end of the porch roof (near the picnic tables).
2. Children should exit the vehicle from the right side.
3. Children should only exit the vehicle when stopped on the circle, not before.
4. Staff members will be present to open doors and assist the children in getting out of the vehicle.
5. Do not pass other vehicles on the circle.
6. Do not park your vehicle on the circle. If you need to enter the building, please park your car in the gravel parking lot or center parking area of the loop.

### Dismissal (Elementary)

1. Elementary students are dismissed at the back left corner of the building (see diagram)
2. Elementary parents will go around the building.
3. Wait until cones are removed @ 2:55 (see A on diagram).
4. Proceed to the stop sign so parents can be identified and student called from the classroom (see B on diagram).
5. Proceed to the side entrance (see C on diagram).
6. Elementary parents should use the gravel area to pick up secondary students.

### Dismissal (Secondary)

1. Secondary students are dismissed through the front of the building.
2. Parents may use the loop for pick-up or park your vehicle in one of the designated parking lots.
3. Do not park your vehicle in the circle. If you need to enter the building or are waiting for a child, please park your car in the gravel parking lot or center parking area of the loop. **DO NOT PARK IN THE LOOP!**
4. Do not pass other vehicles in the circle.

(Over)

Arrival and Dismissal Procedures

