



TRINITY CHRISTIAN SCHOOL

Parent-Student Handbook 2020-2021

Revised July 2020

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Please note: This handbook does not include updated COVID-19 policies and procedures. Please refer to the 2020-2021 Back-to-School Plan at <https://tcsnv.org/current-families/back-to-school-plan-2020-2021/> which serves as an addendum to this handbook.

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. Trinity 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 that 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 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. Without a working knowledge of the Bible, a student can hardly be considered educated in the truest sense.

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 "Deuterocanonical"), Trinity has chosen to use a version that has only the books common to all the Christ believing churches (Protestants, Catholic, Orthodox, etc.). The ESV 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 ESV for unity and uniformity of the curriculum.

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 does not automatically follow the decisions of the Monongalia County Superintendent regarding school closures and delays. Trinity is unique from Monongalia County public schools in that we are a PK3-12 school, we have student drivers, there are no Mon County buses that deliver and pickup our students, and we have students who come from neighboring counties as well as other states (Pennsylvania and Maryland). When assessing weather conditions, there may be times when these factors lead to a different decision than the rest of Monongalia County. **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.**

In all situations, 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 first through FACTS SIS Family Portal Parent Alert text messaging. Additionally, the closing will be posted to 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 the WVDE site. If you live in another county or school district, you are free to follow what they do, even if Trinity Christian School is different. If, for any reason, it becomes necessary to close TCS on short notice, parents will receive a "Parent Alert" text message.

Trinity Christian School is approved to operate online (Cyber Days) when school is closed for weather conditions; Cyber Days are academic work days and will count in the 180-day instructional calendar. Students will follow each teacher's directions to complete required assignments according to the teacher's deadline. It is the student's responsibility to complete all assignments as required.

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 is 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. Computers and Chromebooks are allowed in class when approved by the teacher for educational purposes. See the Technology Acceptable Use Policy in the Appendix.

School Safety

School Visitors

For the safety of the children, all visitors, including parents, are to sign in at the office, leaving their car keys in exchange for 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 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

Morning Tardies

Elementary students arriving AFTER 8:00am are considered tardy and will need to check in with the office to get a tardy slip. **Secondary** students arriving AFTER 7:50am 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) tardies, regardless of excused or unexcused, will be counted as an 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.

Students who sign in to school twenty (20) minutes after a class begins will receive an absence rather than a tardy from class.

Check out Procedures

Prior approval is needed for any early dismissal. **Students are to turn in early dismissal notes into the office prior to 7:50am.** 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. Parents will receive notification if their child is absent and the office has not received a parent message to that effect. If the parent does not respond verbally or by note to the office staff on the first day of attendance following the absence, the student absence will be considered unexcused.

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

Excused Absences and Tardies

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.
 - b. Children are not permitted to return to school until 24 hours have passed since the last episode of fever, vomiting or diarrhea.
7. School related activity
8. Planned Educational Leave as stipulated:
 - a. Prior written approval of the principal at least one week in advance
 - b. Submission to and approval by the principal, of an education plan detailing objectives and activities at least one week prior
 - c. Educational Leave not to exceed 10 days total per school year
 - d. Verification of implementation by the principal of education plan upon student's return
 - e. Educational Leave will not be approved nor excused when semester exams are scheduled.
9. Other absences at administrative discretion

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)

Detailed consequences are outlined in respective elementary and secondary sections.

Students who miss more than twelve (12) days of a class/school will require administrative review prior to passing that class/grade and/or being advanced to the next grade level.

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 FACTS SIS and work with the teacher to make up the work. Teachers will not be required to re-teach a lesson or to prepare lab experiments again.

If 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

Trinity uses the FACTS SIS grading program so that grades may be viewed throughout the year. Report cards are posted at the end of each quarter on FACTS SIS. One parent/teacher conference will be scheduled during each semester; additional conferences may be scheduled by contacting your child's teacher.

Final grades are recorded on the student's permanent record. The school 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:

90 – 100%	A
80 – 89%	B
70 – 79%	C
60 - 69%	D
0 – 59%	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. Secondary students who fail courses for the semester will complete credit recovery, a process to assure the credits necessary for graduation are earned.

Academic Probation

Academic Probation 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 falling below a semester GPA of 2.0 (a C average) or has an F in any class for the semester.

Duration of Probation

Student activities will be limited until the midterm of the next quarter. At that time, if grades are above 2.0 GPA/ F, the student may participate in activities. The student will be monitored weekly by the Guidance Counselor. During any week thereafter, if the student falls below 2.0 GPA/ F, he/she will continue on probation status through the quarter.

Athletes on probation also are governed by the TCS Athletic Handbook.

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 FACTS SIS. 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.

Release of Transcripts

Trinity Christian School will only release a student transcript if the student's financial account is clear. If the account is clear, a transcript of a present or former student will be sent. 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 requesting 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 or the grade for each class.**

Cheating, Plagiarizing, and 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.

A misrepresentation of proper credit to the content's creator is considered plagiarism. This includes use of words and images/videos from the Internet or elsewhere. Users should not use content without proper citation.

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

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

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. Students not turning in work on time will be required to complete the assignment as determined by the classroom teacher.

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. Parents with concerns about time spent on homework, should contact the teacher to discuss the concern.

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 prompt 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 Principal will encourage communication among teachers to ensure students' homework assignments are reasonable. The Principal 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.

2nd - 5th grades require the use of planners (provided)

6th - 12th grades strongly encourage the use of planners, especially electronic

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 proper 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 receive a 10% deduction in score per specified class period. After 5 school days the grade is a zero.

Extra Credit

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

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. Hardback textbooks are to be kept covered and handled carefully. Students will be required to pay for lost or damaged books. Parents will be billed the cost of book replacement plus shipping minus \$15 per year of use (for normal wear and tear).

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, with respect for their own body, and to foster good decision-making.

Dress Code Expectations

- Students will wear clothing that covers the torso.
- Students will wear clothing that is not offensive, whether in words or graphics, about drugs, violence, sex, alcohol, gangs, profanity, etc.
- Students will cover any existing tattoos.
- Students are expected to dress up on chapel days, not wearing t-shirts or hoodies.
- Students may wear shorts, skirts or dresses that are no more than 2 inches above the knee.
- Students are encouraged to take part in “Trinity Tuesdays” by wearing T-shirts with Christian logos or Trinity shirts, to promote school spirit.
- Female students may wear leggings but must have a shirt that comes mid-way down the thigh, covering their bottom when standing, sitting, and bending over.
- Female students may wear a sleeveless top so long as the shoulder covering is at least 1 inch in width and no visible undergarments. This does not include tank tops, camisoles, etc.
- Students may wear jeans with rips if clothing such as compression shorts or leggings cover the skin to 2 inches above the knee. Ripped or torn jeans are not permitted on chapel days.
- Students may wear sandals that are not athletic-style slides or flip-flops. Students are required to have specific shoes for gym/PE. Science labs may have special restrictions.
- Students may wear sweatshirts and hoodies if they contain no offensive writing or offensive logos. If removed during the school day, the shirt underneath must be in dress code.
- Students may not wear hats or sweatshirt hoods in the building.
- Students may not wear see-through clothing or clothing that exposes the back midriff or bra. Girls’ shirts should not be so thin as to see bras.
- Students may not wear outlandish hairstyles or colors not natural to humans.
- Students will not show extreme piercings or body piercings. Earrings for young men are not allowed.
- Students will not wear sweats, athletic warm-ups or athletic shorts.
- Students will not wear loose or baggy clothing that exposes undergarments.
- **Elementary students** may wear pants or shorts that have elastic waistbands but are not sweats, athletic warm-ups, nor athletic shorts.
- **Elementary girls** may wear skirts or dresses to mid-thigh if shorts or tights are worn underneath.
- **Elementary students working outdoors may be asked to bring specific outdoor wear to protect regular school clothes.**

Dress Code Enforcement

Elementary: The names of students who may be violating dress code will be sent by the teacher to the elementary principal for final determination. If the child is not dressed appropriately, parents will be notified with a request not to allow the child to wear that outfit again.

Secondary: Students who may be violating dress code will be sent to the secondary principal for a final determination during 1st period. Students coming in to school after that time, if questionably dressed, will immediately be referred to the secondary principal. If it is determined to be in violation, parents will be called and notified to bring proper clothing. All work missed while out of class will be considered unexcused. Multiple violations will result in progressively stronger disciplinary measures.

The school reserves the right to require conformity to both the letter and the spirit of the dress code. The Administration has final authority in deciding what attire violates the law and/or the spirit of the dress code.

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 plunging necklines, necklines must lie flat – no cleavage.
6. A bra must be worn or built into the dress
7. Spaghetti straps and single strap dresses are permitted as long as they meet the neckline requirement.
8. Backs of dresses cannot be lower than 4 inches above the natural waistline.
9. Flesh-colored fabric may not be used to fill in areas which should be covered as previously specified. Giving the impression of nudity is inappropriate.

We ask for all young men – students and guests – to adhere to the following guidelines:

1. Suit must be worn and/or suit jacket with dress pants.
2. Tie must be worn.
3. 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 proper attire that will not need to be returned. In order to remove any doubt or questions pertaining to the appropriateness of the attire, 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 follow 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.

When Parents/Visitors Are on Campus

Parents and visitors should 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 when necessitated by the situation and should be used only to the degree required to bring the offender into the bounds of acceptable behavior. In addition, see the Resolution Regarding Intimidation or Bullying (appendix).

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.

Some principles and practices:

1. Rules, guidelines, and standards of conduct are to be clearly established and explained to students.
2. Parents and teachers must work together in the discipline of children. Clear communication between home and school is helpful in this regard.
3. Teachers and administrators have the right to expect well-behaved and well-mannered children in the school.
4. 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.
5. Teachers and administrators will protect the integrity of the individual by keeping all disciplinary actions as private as possible.

TCS believes that discipline is essential to a good learning environment. The specific consequences for violations of standards of conduct will be presented in the elementary, sections found later in this document.

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 personally through FACTS SIS e-mail and generally through the Monday Memo. School events will be posted on the Trinity Google calendar. Elementary classroom teachers will send home classroom information as teachers deem necessary.

If you desire to have a conference with your child's teacher, please contact the teacher or principal 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. **Students are not to be contacted by cell-phone during regular school hours.**

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: A. Teacher & Instructional Staff, Principal, Superintendent, and TC President and Board; B. Coach, Athletic Director, Secondary Principal, Superintendent, and TC President and Board; C. Staff, Superintendent, and TC President 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.

Internet Use

TCS has a Technology Acceptable Use Policy to use the Wi-Fi and internet. All students using the Wi-Fi and internet must sign, along with their parents, a statement acknowledging receipt of the Policy. Students are discouraged from printing personal and homework documents at school. These should be printed at home.

Lockers

Lockers will be offered to students, as they are available. All 6th-12th grade students are encouraged to keep their locker closed using a lock. Locks for lockers are the responsibility of the student. 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 spiritually, 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 or donated to a charitable organization.

THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.

Social Conduct

Students at Trinity are 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 are also expected to show respect for authority. It is expected that every student cooperates 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.

Trinity Christian School does not encourage steady dating. Excessive attention to one person during school hours is discouraged because it distracts from the main purpose of Trinity Christian School. Students are to avoid public displays of affection that are generally associated with a romantic 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. For the safety of the children, all visitors, including parents, are to sign in at the office, leaving their car keys in exchange for a visitor's pass. 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 and during the last two weeks of second semester. 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 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 faculty/staff in charge. 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, public school buses, or the Trinity bus.

Chaperone Guidelines

Volunteer chaperones and drivers are given guidelines prior to events. The purpose of the Chaperone and Driver Guidelines is to provide parents with an overview of their responsibilities and to make recommendations for the proper responses to various situations that may arise during the event. Chaperones and drivers are vetted according to TCS policy and must agree to the Chaperone guidelines prior to serving in this capacity. The proper forms must be completed and returned to the front office for approval 3 days before the event. These forms must be resubmitted and approved each school year.

Elementary Information

In addition to this handbook the Preschool Program has its own policy addendum, which addresses state regulations and requirements for the operation of a preschool program.

The School Day

School Hours

Office	7:30-3:30
Faculty	7:20-3:20
Students grades K5-5 th	8:00-2:55

Daily Schedule	
7:50am	Warning Bell and Line up for dismissal from gym
8:00am	Classes begin
Lunch and Recess Schedule	
11:40-12:10 (Lunch)	K5, 1 st grade, 2 nd grade
11:40-12:10 (Recess)	3 rd grade, 4 th grade, 5 th grade
12:10-12:40 (Recess)	K5, 1 st grade, 2 nd grade
12:10-12:40 (Lunch)	3 rd grade, 4 th grade, 5 th grade
Dismissal	
2:55pm	Dismissal
Chapel	
Fridays 8:30am	All Students (parents welcome)

*Elementary Before and After School Supervision

Students are supervised in the gymnasium from 7:30-7:50am. At 7:50am, they line up and are escorted to their classrooms; students not in the classroom at 8:00 are counted tardy. Any student arriving prior to 7:30 must report to Early Care and will be billed accordingly. Drop off is at Door “G”.

Dismissal begins at 2:55pm; any student not picked up by 3:10pm will be sent to Aftercare and parents will be billed accordingly.

*** Please refer to the Health & Safety Plan for the 2020-2021 school year for changes to all categories marked with *.**

Gym Class

Students in elementary school are to wear clothing that allows movement on gym days as well as sneakers/athletic shoes. In order to be good stewards and care for the gym floor, students should have a clean pair of athletic shoes designated for gym class. Children may keep their gym shoes in their locker and will be given time to put them on before participation. If a dress is worn, girls must wear leggings or shorts under their dress. Please do not allow students to wear loose jewelry or hoop earrings for safety purposes.

Birthday Recognition

Many inquiries are made for sharing snacks on student's birthdays, but due to school limitations there are classroom guidelines as to appropriate ways to share and celebrate with classmates. Each classroom teacher will provide their guidelines for appropriate school recognition. Please be advised there may be children with allergies, dietary limitations, or other considerations in the classroom.

Elementary Lunch

Students eat their lunch in the multi-purpose room. Pre-K students eat in their classrooms.

Vendor lunches are available Monday through Thursday for parents to order for students in advance. Friday Pizza sponsored by the Senior Class may be ordered during homeroom on Wednesday morning. The school office will send information through FACTS SIS when vendor lunches are available, along with a menu. Vendor lunches are selected on FACTS SIS for your child. Milk is also available for purchase. Students may bring change to pay for milk or student accounts can be billed for milk purchases.

*Please note: Microwave use is extremely limited. Due to the limited time available we discourage sending items that require a microwave. Teachers have reported that students do not have time to microwave and consume a meal.

Lunches, milk, and other school charges will be billed through your FACTS account monthly; otherwise you will be billed and pay the school directly.

Each student is expected to:

1. Bring their own lunch or preorder on FACTS SIS
2. Follow lunchroom rules
3. Display proper table manners
4. Keep their area neat and clean

Students without a lunch are taken to the secondary concession stand and parents are billed. Parent volunteers are needed to assist with vendor lunches. Information on helping in this area is available from the PSO.

Elementary Supply Lists

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

A specific list for each grade level is posted on the TCS website, tcs.wv.org.

Classroom Discipline

Each teacher will establish a classroom discipline plan, consistent with general school rules and standards, and will list the **proper 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.

Each teacher will use a multiple step behavior management plan. Should a student's behavior go beyond the consequences outlined in the classroom, the discipline procedure may include the following:

- Student/parent/ Principal conference
- Possible suspension
- Probation by Administration in consultation with the classroom teacher
- Release from program by the Board in consultation with the Administration

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	7:20-3:20
Students grades 6-12	7:50-3:00

Daily Schedule	
7:47am	First Bell
7:50am	Classes begin
Lunch Schedule	
11:14-11:48	Middle School
12:02-12:36	High School
Dismissal	
3:00pm	Dismissal
Chapel & Small Group Ministry	
<i>Chapel days have a special bell schedule, with classes 40 minutes in length and adjusted lunch times. Parents are welcome to attend chapel services.</i>	
Tuesdays 11:25am	MS & HS Students
Thursdays 11:25am	MS & HS Students

Secondary Before and After School Supervision

Upon arriving at school, middle school students are supervised in the first-floor hallway until escorted upstairs to their lockers at 7:35, where they remain until the first bell rings. High 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 their classroom at 7:50am are counted tardy. Any student arriving prior to 7:30 must report to Early Care and will be billed accordingly. Drop off is at Door "G".

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 Aftercare 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.

Vendor lunches are available Monday through Thursday for students to order. Pizza sponsored by the Senior Class is ordered Friday mornings for lunch that day. The school office will send information through FACTS SIS when vendor lunches are available, along with a menu. Vendor lunches are selected on FACTS SIS for your child. Parent volunteers are needed to assist with vendor lunches. Information on helping in this area is available from the PSO. Vendor lunches, Aftercare, and other school charges will be billed through your FACTS account monthly; otherwise you will be billed and pay the school directly.

Lunchroom Rules

1. Students are to remain in the foyer at all times except when dismissed by a teacher.
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 allowed.
5. Students are not permitted to take anything from other students' lunches without that student's permission.

Middle School Recess Rules

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

1. Students are not to enter or exit the gym or the play area until the teacher on recess duty is notified.
2. Students must always play fair and safe.

Hall Courtesy

Students are expected to change class quietly, to be considerate of other students and to keep halls open to traffic. Students should not block doorways or traffic by sitting or standing on the stairs, floor or by lockers.

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.

Gymnasium Expectations

1. Gym shoes and attire are to be worn during physical education 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 PE class is over.
4. No food or drink is allowed in the gym, except for special events or as approved by the principal.
5. PE Students will be assigned a locker and will be required to provide a lock for this locker.
6. Students are never permitted to use the weight lifting equipment unless a coach/teacher is present at all times.

Discipline

Secondary Discipline Guidelines

LEVEL 1

Level 1—Any misbehavior that represents an infraction of the established procedures which regulate the operation of the classroom or of the school and its educational process, is considered a Level 1 misbehavior. The frequency of the occurrence may determine appropriate disciplinary response, including but not limited to, reclassification to a higher-level infraction. **THE CLASSROOM TEACHER, FOR MOST LEVEL 1 INFRACTIONS, WILL HANDLE INITIAL DISCIPLINE.** The classroom teacher may use a variety of classroom management techniques (redirection, nonverbal cues, verbal reminders, etc) and will provide written documentation that at least one verbal redirection was provided before any further action will be taken. Students and/or parents may be requested to conference with the teacher to discuss misbehavior and a plan of corrective action. Repeated level 1 offenses will result in referral to Director of Student Success.

EXAMPLES OF LEVEL 1 INFRACTIONS

1. Minor class disruptions (chewing gum, food/drink in classroom, passing notes, bringing phone to class, excessive noises)
2. Unexcused tardiness to class
3. Getting into others' property without permission
4. Interrupting, talking out of turn
5. Unpreparedness for class
6. Inappropriate cafeteria etiquette

MINIMUM CONSEQUENCES FOR LEVEL 1 INFRACTIONS

1st offense: Classroom management techniques as utilized by classroom teacher, including but not limited to, redirection, nonverbal cues, verbal reminders.

2nd offense: 1 lunch detention

3rd offense: 2 lunch detentions and a conference with parents

***Repeated level 1 offenses result in a conference with the Director of Student Success and a parent/guardian.

LEVEL 2

LEVEL 2-- Any misbehavior whose frequency or seriousness tends to disrupt the learning climate of the classroom and/or school and seriously affects the student's own education is considered a Level 2 misbehavior. Infractions at this level may include Level 1 infractions committed by a student who continues or repeats the infraction after being disciplined at Level 1. THE CLASSROOM TEACHER, FOR MOST LEVEL 2 INFRACTIONS, WILL HANDLE INITIAL DISCIPLINE. All level 2 infractions will be documented. Students and/or parents and administration may be requested to conference with the teacher to discuss misbehavior and a plan of corrective action. Repeated level 2 offenses will result in referral to Director of Student Success.

EXAMPLES OF LEVEL 2 INFRACTIONS

1. Skipping a lunch detention
2. Persistent disrespectful/disruptive behavior
3. Blatant disregard for school rules
4. Insubordination or refusal to follow direction
5. Dishonest behaviors, including but not limited to, lying/academic cheating/forgery/plagiarism
6. Inappropriate and/or profane language, comments, innuendoes

MINIMUM CONSEQUENCES FOR LEVEL 2 INFRACTIONS

1st offense: 2 lunch detentions

2nd offense: 3 lunch detentions and a conference with parents and Director of Student Success

***After the second level 2 offense, an administrative referral is made.

LEVEL 3

Level 3-- Any misbehavior whose consequence may pose a serious threat to the health and safety of others in the classroom or the school or has a lasting effect on the individual is considered a Level 3 misbehavior. THE CLASSROOM TEACHER WILL DOCUMENT UPON FIRST OFFENSE AND REFER TO DIRECTOR OF STUDENT SUCCESS IMMEDIATELY.

EXAMPLES OF LEVEL 3 INFRACTIONS

1. Bullying—ongoing, deliberate verbal, physical, social behaviors that intend to cause physical, social, and/or psychological harm
2. Skipping class/school without permission
3. Destruction of school property or another person's personal property while on school premises
4. Inappropriate physical contact
5. Possession and/or use of illegal substances

MINIMUM CONSEQUENCES FOR LEVEL 3 INFRACTIONS

***Any and all level 3 infractions/misbehaviors will be handled at the administrative level*

Repeated discipline issues and higher level offenses may result in disciplinary probation, expulsion, suspension, and/or notification of legal authorities.

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. The above-mentioned behaviors are examples and not intended to be an exhaustive list.

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
5. Cheerleading
6. Football

At the High School level:

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

For more information concerning Trinity Christian School athletics, please visit our website at <http://www.tcswv.org>

Fees

All student athletes are required to pay an athletic fee for each sport/activity 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 to view a copy of the handbook.

Academics

Middle School Course Offerings

6th Grade

- Bible –New Testament Overview
- Language Arts – Reading, Grammar, Writing, Spelling, Vocabulary
- Literature
- Science –Science-6 Full Option Science System (FOSS)
- Social Studies – World History from the Renaissance to Present
- Math – General 6th Grade Math
- Rotation Classes - *see below*
- Elective Classes –*see below*
- Competitions – Geography Bee, Spelling Bee, Young Writers (local, state and national)

7th Grade

- Bible –Bible Basics
- Language Arts – Reading, Grammar, Writing, Spelling, Vocabulary
- Literature
- Science –Science-7 FOSS
- Social Studies – Geography
- Math 7 or Pre-Algebra
- Rotation Classes –*see below*
- Elective Classes –*see below*
- Competitions – Geography Bee, Spelling Bee, Young Writers (local, state and national)

8th Grade

- Bible –The Mission of God
- Language Arts – Reading, Grammar, Writing, Spelling, Vocabulary
- Science –Science-8 FOSS
- Social Studies – West Virginia studies
- Math – Pre-Algebra or Algebra I
- Rotation Classes –*see below*
- Elective Classes –*see below*
- Competitions – Geography Bee, Spelling Bee, Young Writers (local, state and national), Golden Horseshoe Test (state)

The 8th Grade may take a 2-3-night trip in the fall and 3 separate day trips in the spring. These are designed to introduce students to important historical sites throughout the state of West Virginia.

The 8th Grade participates in a program called “Youth and Government” where students spend three days in Charleston taking part 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 for school supply lists.

Middle School Rotations

All middle school students will have a one-rotation class each quarter. The rotation classes are computer, art, P.E. (Gym shoes required for P.E. class), FLEX (foreign language exploratory), and health. Other options may be added as available.

Middle School Electives

All middle school students are to choose two (2) electives in which they will participate for the entire school year. Electives may include, but are not limited to, choir, band, art, drama, coding, blog, and home economics (8th grade only). Others may be added as requested by students and/or teachers as available.

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.

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.

Expectations for each course are stated in the syllabus provided by the teacher at the beginning of the course.

Graduation Policies

TCS requires the following credits for graduation:

1. Bible (1 credit per year at Trinity) 4 credits
2. English 4 credits
3. Math 4 credits
 - a. Algebra I
 - b. Geometry
 - c. Algebra II
 - d. One level above Algebra II
4. Science 4 credits
 - a. Earth and Space Science and lab
 - b. Biology and lab
 - c. Chemistry and lab
 - d. One additional Science
5. Social Studies 4 credits
 - a. World Studies to 1900 (9th grade)
 - b. United States History (10th grade)
 - c. Approved history course as offered or AP history alternative (11th grade)
 - d. Civics (12th grade)

6. Fine Arts	1 credit
7. Foreign Language (same language)	2 credits
8. Health	1 credit
9. Physical Education	1 credit
10. Electives	3 credits

Along with credit hours, students are required 40 hours of Community Service per year at Trinity.

*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.

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 at the beginning of the year to add or drop a class. Some electives may be dropped at the semester break with administrative approval.**
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; likewise, proctoring for exams will only be provided for students who are actively enrolled at Trinity, including classes in the summer.

If a student desires to take AP Calculus-AB their senior year and begins Algebra 1 in the 9th grade, an option is given for qualified students to "Catch up" in the math sequence. This option allows the qualified student to take an online TCS approved course from April/May to September/October.

Criteria:

1. Student initiates the desire to advance in Math.
2. Teacher recommendation and agreement with request.
3. Standardized test scores in Math composite minimum 90th percentile.
4. Current math grade of A.

If a student shows exemplary math performance an individualized plan may be developed based on the following:

1. Student initiates the desire to advance in Math.
2. Teacher recommendation and agreement with request.
3. Completes county SAT process and tests for Gifted in Math.
4. Final approval by Administration and Board.

High School Supply Lists

Individual courses may require different materials. Visit the Trinity website www.tcsww.org for school supply lists.

Community service

In addition to academic credits, Trinity requires all high school students to have 40 hours of Community Service per year. Students transferring to Trinity Christian School their freshman year or thereafter are required to have 10 hours their first year admitted and 40 hours per year thereafter. TCS Community Service Days do not count toward individual community service hours.

All organizations chosen to fulfill the Community Service requirement must be approved by the Superintendent. 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.

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 I am, 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 gives 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.

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:

	Regular Classes	Honors Classes	Advanced Placement Classes
A	4	4.5	5
B	3	3.5	4
C	2	2.5	3
D	1	1.5	2
F	0	0.5	1

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 will be selected at the end of the first semester of the Senior year, based on cumulative GPA (to the thousandth-place value without rounding). In the event of a tie the cumulative numeric average will be used to determine the final rank of the tied students. To be considered for Valedictorian or Salutatorian, the student must have been enrolled by the sophomore year and remain enrolled through the completion of the senior year.

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 principal must be obtained in order to be excused.

Final Examinations

All students taking high school core courses must take semester examinations. If a student is desirous of taking a semester examination for 20% of their semester grade, the student and his parents must sign a statement of intent to do so **prior to the exam**. As an incentive for school attendance, students missing 9 or fewer class periods will take the exam for that class for 10% of their semester grade. Those students missing 10 or more class periods will have the exam count as 20% of that class semester grade. Students missing more than 12 class periods must pass the exam to pass the semester for that class. Exam percentage may vary from class to class because it is based upon attendance in each individual class.

In counting class period absences, several items are considered:

- 5 tardies, including excused and unexcused, equal one absence
- total absences include excused and unexcused absences

- exemptions may only be granted by the Superintendent.

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 and submit it by the deadline given.
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 Social/High School Formal Regulations

The school must approve all school dances 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 20 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.

Transportation

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

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 principal. If approved, a parking permit will be issued to the student and must be displayed in the front windshield above the inspection sticker. If driving a different car than is on record, the student driver must notify the office upon arrival to school that day. 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 principal. 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 allowed in the back/bed of trucks due to safety considerations.
8. Cars should remain locked during the school day.
9. Student drivers will respect the school’s neighbors.
10. The Administration reserves the right to revoke the above policy or refuse any student permission to drive.
11. The school is not responsible for lost or stolen items, or damage caused, while parked at Trinity Christian School. This applies to normal school hours, during events, and after school hours.

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 least amount of disruption of the school day. A permission slip for the year 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 must 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 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. All exemptions must follow the exemption criteria set forth by the WVDHHR. See Appendix for specific requirements.

Middle and High School Students

All West Virginia students entering seventh (7th) grade must have had one dose of the Tdap (Tetanus, Diphtheria, and Pertussis) and one dose of the meningococcal vaccine. Students entering the twelfth (12th) 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 needed.

Exemptions

All exemptions must follow the exemption criteria set forth by the WVDHHR.

Out-Of-State Transfers

All out-of-state transfer students 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 with physician's signature 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 nurse 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

Financial Policy

Payment: Tuition for the following school year begins on July 1. 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).
 - a. Payment Methods: personal check or ACH debit
2. Semi Annual Plan – two equal tuition payments are due on July 1 and January 1.
 - a. Payment Methods: personal check or ACH debit
3. Twelve Month Plan – twelve equal tuition payments are due monthly, July through June.
 - a. Payment Method: A FACTS account is **required** for 12-month payment plans

Enrollment Fees: All new students enrolling must pay a new student enrollment fee of \$120 for each new K-12 student and \$100 for each new preschool child, sign an enrollment agreement, and complete the enrollment process at TCS.

Reenrollment: Reenrollment for the school year will begin automatically on April 1. The reenrollment fee of \$100.00 per family will be billed to your school account.

Withdrawals: If at any point a family chooses to terminate the enrollment agreement signed by the parent and TCS, which states the enrollment is to be automatically renewed each academic year until graduation from TCS, a withdrawal fee shall be assessed as follows:

Withdrawal Month:	Fee
April 15-April 30	\$100
May	\$200
June	\$400
July-August	\$600

Overhead expenses of the school do not diminish with the withdrawal of some students. Acceptance of enrollment is an agreement to the obligation to pay the tuition for the full academic year for which a student is enrolled. Requests for refunds are subject to the discretion of the Administration and may be granted for extenuating circumstances. Should a request be granted, refunds will be calculated as follows:

1. The enrollment fee for the following school year is fully refundable if withdrawal is completed on or before April 15 of the current school year.
2. Withdrawals made between April 16 and the start of the school year are subject to the withdrawal fee schedule listed above.
3. 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) and the withdrawal fee as listed above. The enrollment fee is not refundable.
4. For withdrawal after any semester starts, parents/guardians are responsible for the total semester’s tuition. The Enrollment fee is not refundable.

5. The two exceptions to 4 above are:
 - a. If applying for tuition assistance, the enrollment 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. An enrollment 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 enrollment 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 enrollment and registration forms, including a signed Enrollment Agreement, are received and all enrollment fees are paid.

All unpaid tuition and fees from the previous school year must be paid on or before August 1 if a student is to be readmitted on the first day of class for the new school year. If payment is not possible, suitable arrangements must be made with the finance office.

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 FACTS SIS Family Portal will be locked should an account become delinquent. After an account is 45 days delinquent, student(s) are subject to being held from school-sponsored athletic and extracurricular activities until the 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 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 Credit: All Trinity families are offered tuition credit opportunities by using the SCRIP program and for referring a new family. SCRIP rebate credit is applied in September, January, and April. Family Referral Credit will be applied when a new student is accepted in grades K-12 and remains enrolled for the entire school year. The referring family must have children currently enrolled and will receive up to \$1500.00 tuition credit for each new family. If the new family applying is in preschool, the referring family will receive up to \$240.00 in credit for each new family. If a family reaches a zero-tuition balance, there will not be a credit for future balances or a cash refund. Board and faculty/staff members are not eligible for referral credit. Referral credit will be awarded when/if the new family names the referring family during the enrollment process. The new family must complete a referral form to validate the referral.

Graduation Requirement Regarding Fees: Graduating seniors are required to have an account that is current as of May 1st of the graduation year to receive a diploma.

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 for review. 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.

The deadline to apply for financial assistance is May 1. Tuition grants are awarded until funds are no longer available. Families who have completed the tuition grant and application processes and have been accepted will be mailed a letter indicating the tuition grant award. By signing and returning the letter, a family accepts the award. Families who choose not to return the tuition award letter by the specified date may have their award revoked for redistribution to other candidates.

APPENDIX

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 Vaglianti).

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. Statement of Beliefs

WE BELIEVE...

the Bible to be the inspired, only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).

WE BELIEVE...

there is one God, eternally existent in three persons – Father, Son and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).

WE BELIEVE...

in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, 7:26) His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Hebrews 2:9), His resurrection (John 11:25, 2 Corinthians 13:4), His ascension to the right hand of the Father (Mark 16:19), and His personal return in power and glory (Acts 1:11, Revelation 19:11).

WE BELIEVE...

in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith we are saved (John 3:16-21, 5:24, Romans 3:23, 5:8-9, Ephesians 2:3-10, Titus 3:5).

WE BELIEVE...

in the resurrection of both the saved and the lost; the saved unto the resurrection of life and the lost unto the resurrection of damnation (John 5:28-29).

WE BELIEVE...

in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28).

WE BELIEVE...

in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14, 1 Corinthians 3:16, 6:19-20, Ephesians 4:30, 5:18).

WE BELIEVE...

God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen 1:26-27).

WE BELIEVE...

in marriage that is the union sanctioned by God, which joins one man and one woman in a single, exclusive, covenantal union, as delineated by Scripture. Sexual intimacy should only occur between a

man and a woman who are married to each other. No intimate sexual activity should be engaged in outside of marriage between a man and a woman (Genesis 2:18-25, Ephesians 5:22-33, Hebrews 13:4).

F. Biblical Lifestyle Statement

TRINITY CHRISTIAN SCHOOL is a religious, non-profit, private Christian school representing Jesus Christ by helping parents prepare their children spiritually, academically, physically, and socially to become His disciples. The Biblical and philosophical goal of TRINITY CHRISTIAN SCHOOL is to work with families who desire that they and their children develop into mature, Christ-like individuals who will be able to exhibit a Christ-like life.

TRINITY CHRISTIAN SCHOOL requires that employees, families and students maintain high standards of Biblical conduct, living their lives as Christian role models at all times in and out of the school environment. Employees, families and students are expected to demonstrate a teachable spirit, an ability to share love for others, and a willingness to follow authority. A Christian lifestyle should reflect the Biblical standards and principles associated with demonstrating strong character, appropriate personal and family relationships, personal conduct, and moral behavior. It is also the goal of TRINITY CHRISTIAN SCHOOL to foster an environment where each employee and student will display conduct that encourages others to continually develop a personal relationship with Jesus Christ.

TRINITY CHRISTIAN SCHOOL's Biblical role is to work in conjunction with families to mold students to be Christ-like. On occasion, an employee, family, or student's conduct may be in opposition to the Biblical lifestyle and standards the school teaches and follows. In such cases, the school reserves the right, within its sole discretion as a non-profit Christian school, to dismiss an employee, family or student or discontinue the enrollment and admission process of a prospective student, for violating school prescribed standards of a Biblical lifestyle.

G. 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 ESV 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 ESV 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 TC member.
2. This is the only procedure to follow 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.

Additional Documents and Information

WV Immunization Requirements

<https://dhhr.wv.gov/oeps/immunization/requirements/pages/default.aspx>

Technology Acceptable Use Policy

Introduction

Trinity Christian School (TCS) recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop skills in 21st Century technology and communication skills. To that end, we provide access to technologies for student and staff use.

This Acceptable Use Policy outlines the guidelines and behaviors that students are expected to follow when using technologies in school or when using their computer or other electronic device on the TCS campus.

TCS requires secondary students in 4th-12th grade to bring a computer or Chromebook with them to school. Trinity uses G-Suite for Education (formerly called Google Apps for Education) which includes applications such as Google Classroom, Google Drive, Gmail, YouTube, etc. Therefore, it is imperative that devices purchased for use at school are able to easily run fully functional Google applications. These devices are to be used for educational purposes only during class.

Philosophy and Considerations

Train up a child in the way he should go; even when he is old he will not depart from it. Proverbs 22:6 (ESV)

Do your best to present yourself to God as one approved, a worker who has no need to be ashamed, rightly handling the word of truth. 2 Timothy 2:15 (ESV)

All that we do should be done for God's glory and it is our responsibility as Christians to carry out the Great Commission in the most effective ways possible using a variety of means which God has provided. (Colossians 3:17, 23; Matthew 28:19). Technology is one of the tools we can use to accomplish this goal. Additionally, technology is used to reinforce and enhance a variety of concepts taught in the classroom. Students are evangelized and disciplined through the use of various online resources, videos, software, CD's, DVD's, etc. thus allowing the students to experience God's Word through a variety of media (Philippians 4:8-9).

Trinity Christian School has actively pursued increased access to learning opportunities through technology available to our school community. The Internet is a way to access and use information sources from distant computers, communicate and share information with individuals or groups of other students and staff, significantly expand one's knowledge base and enrich the educational experience. It is a tool for lifelong learning and only begins to open the door to many capabilities and resources that have yet to emerge.

As important as technology is to expand the horizons of our staff and student body, the technology program we are striving to provide is also intended to develop technical proficiencies that will enable all users to employ these tools effectively and prepare our students to function competitively as they progress beyond the walls of Trinity Christian School.

Digital Citizenship

And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him. Colossians 3:17

Children obey your parents in the Lord, for this is right. Honor your father and mother - which is the first commandment with a promise - "that it may go well with you and that you may enjoy long life on the earth." Ephesians 6:1-3

Digital citizenship is a shared responsibility between home and school. TCS's measures to filter content and protect students on personal mobile devices do not extend beyond school. Parents are encouraged to monitor student's devices outside the school setting and to have conversations with their children about their privacy and the privacy of others, safe navigation, and treating others with respect online. The resources below are provided to support you toward that end.

Common Sense Media

Net Cetera Chatting With Kids About Being Online Booklet

Netsmartzkids.org for Kids

NS Teens

Parents & Educators

Project iGuardian

Setting Restrictions on iOS (Apple) Devices

Social Networking Tips

Using Your Laptop or other Electronic Device at School

Laptops and Chromebooks may be used at school each day. In addition to teacher expectations for the use of these devices, school messages, announcements, planners, calendars and schedules may be accessed using these devices.

Hot Spots and 3G/4G

Students are not permitted to connect to the internet using a detected hot spot or 3G, 4G, or LTE account while at school.

Charging Your Device's Battery

Laptops and Chromebooks must be brought to school each day in a fully charged condition. Keep in mind that some can take up to 5 hours to charge fully. Classrooms will have designated charging stations where space allows.

Screensavers/Background photos

Users of laptops and Chromebooks are expected to choose appropriate wallpapers, screensavers, desktop, backgrounds, and/or displays for their devices, which are consistent with school's core values and mission.

Photos

All technologies provided by or used at TCS are intended for education purposes. Students are expected to follow the Biblical mandate to honor the Lord Jesus Christ in all that they do. Therefore, students are expected to use technology in ways that are appropriate, safe, and cautious. Students are expected not to attempt to circumvent technological protocol measures. Further, students are expected to ask appropriate school personnel, should questions arise regarding matters pertaining to the use of these devices and their environments.

Sound, Music

Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable--if anything is excellent or praiseworthy--think about such things.

Philippians 4:8

On school-owned laptops and devices students may not download music from iTunes or any other music sharing site unless directed by or with the permission of a teacher. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Gaming

Students may only use appropriate gaming apps during discretionary time and with approval. Discretionary time would not include classroom instructional time, chapel and/or other events or environments where use of devices would not be appropriate. School Administration faculty, staff and/or sponsors always reserve the right to ask students to close their gaming app or monitor use during non-discretionary time.

Network Connectivity

TCS makes no guarantee that the school wireless network will be up and running 100% of the time.

Saving Work

It is the student's responsibility to ensure that work is not lost due to equipment failure, failure to back-up files or deletion. Device malfunctions are not an acceptable excuse for not submitting work. Students are expected to back up all work to their secure TCS Google account via Google drive.

Downloading Apps

Teachers may require students to download apps or electronic books that have application to their specific course content.

Web Access

Be very careful, then, how you live - not as unwise but as wise, making the most of every opportunity, because the days are evil. Therefore, do not be foolish, but understand what the Lord's will is. Ephesians 5:15-17

I will set before my eyes no vile thing. Psalm 101:3

TCS provides students with access to the Internet and its content. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing will be monitored, and web activity records may be retained.

Users are expected to respect that the web filters used are safety precautions and are not to be circumvented. If a user believes a site or content should not be blocked, the user should alert a member of school faculty or Administration. Parents are encouraged to use the Settings function on devices to limit or disable specific inappropriate options for the environment of their intended use.

Email

TCS provides all secondary students with an internal TCS Gmail account for the purpose of school-related communication. Availability and use may be restricted based on school policies.

Students should use their email accounts with care. Users should not send personal information; should not attempt to open files or follow links from unknown origin and should only communicate with other people as allowed by TCS policy or their teacher.

Users are expected to exercise appropriate, safe, mindful, and courteous communication. Email usage may be monitored and archived.

Collaborative Content

Recognizing the benefits collaboration brings to education, TCS may provide users with access to web sites, content and/or tools that allow collaboration, sharing, and messaging among users.

Posts, chats, sharing, and messaging may be monitored. Users are cautioned not to share personally-identifying information online. (see Social Media Policy)

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or distrusted origin.

If a user believes a school-owned device being used might be infected with a virus they should alert personnel in the school's IT department. A device user should not attempt to remove the virus using any means or methods.

Plagiarism

Let every person be subject to the governing authorities. For there is no authority except from God, and those that exist have been instituted by God. Romans 13:1 (ESV)

Be subject for the Lord's sake to every human institution, whether it be to the emperor as supreme, or to governors as sent by him to punish those who do evil and to praise those who do good. For this is the will of God, that by doing good you should put to silence the ignorance of foolish people. Live as people who are free, not using your freedom as a cover-up for evil, but living as servants of God. Honor everyone. Love the brotherhood. Fear God. Honor the emperor. 1 Peter 2:13-17 (ESV)

Users should not use content without appropriate citation. This includes use of words and images/videos from the Internet or elsewhere. A misrepresentation of appropriate credit to the content's creator is considered plagiarism. All research should be appropriately cited. (See Cheating and Plagiarism Policy in the school handbook)

Personal Safety

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, password without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission.

If a user should encounter any message, comment, image, or other content else online that causes concern for one's personal safety, it should immediately be brought to the attention of an appropriate adult.

Internet Safety

Internet safety is a shared responsibility between the student, the parent and the school.

Students will be informed about Internet safety and security as lessons are taught throughout the year. Information will be provided during regular classes as websites are integrated into the instructional program in grades K-12.

The TCS Internet safety policy will be reviewed annually.

Cyber-bullying

So whatever you wish that others would do to you, do also to them, for this is the Law and the Prophets. Matthew 7:12 Do nothing from selfish ambition or conceit, but in humility count others more significant than yourselves. Philippians 2:3

Harassing, denigrating, impersonating, pranking, excluding, and cyber-stalking are all examples of cyber-bullying. Cyber-bullying will not be tolerated. Sending emails or posting comments, images, and/or other content with the intent of scaring, hurting, or intimidating someone else can be considered cyber-bullying.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, can be a crime. These behaviors may also result in severe disciplinary action and loss of privileges. Network activities are monitored and retained. (See Anti-Bullying/Harassment Policy)

Social Media

TCS recognizes the importance of online social media networks as communications and eLearning tools. Toward that end, the school provides internal password-protected social media tools and allows use of district-approved resources for eLearning focused on communication, collaboration and creativity. These sites are limited to the educational community and are internal to TCS.

Parent/Guardian Responsibilities

It is strongly suggested that parents communicate with students about values and the standards they should follow regarding the use of the Internet and all media information sources such as television, cell phones, electronic devices, videos, movies, and music.

Examples of Acceptable Use

I will:

- Never leave my device unattended and I will know where it is at all times
- I will place some form of name identification on the case or device itself
- Use school technologies for school-related activities
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline
- Treat school resources carefully, and alert staff if there is any problem with their operation
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online
- Use school technologies at appropriate times, in approved places, for educational pursuits
- Cite sources when using online sites and resources for research
- Recognize that use of school technologies is a privilege and treat it as such
- Be cautious to protect the safety of myself and others
- Help to protect the security of school resources
- Recognize my network activities are monitored by school personnel

This is not intended to be an exhaustive list. Users should use their own good judgment when using technologies related to the school.

Examples of UN-acceptable Use:

- Messaging/texting/inappropriate use of Google Hangouts
- Using Social media – such as Facebook, Snapchat, etc.
- Taking or posting pictures outside of classroom assignments
- Spamming-sending mass or inappropriate emails
- Gaining access to other student’s accounts, files, and/or data
- Use of the school’s internet/e-mail accounts for financial or commercial gain or for any illegal activity
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment
- Transmitting or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
- Bypassing the TCS web filter through a web proxy, 3G, 4G, LTE or Hotspot
- Using another student’s device without permission of that student and a faculty member
- Illegally installing or transmitting copyrighted materials
- Violating existing School policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of chat rooms, sites selling term papers, book reports and other forms of student work
- Gaming during inappropriate times and/or using in appropriate games which contradict the school’s core values and mission
- Attempting to find inappropriate images or content
- Engaging in cyber-bullying, harassment, sending sexually explicit photos, arranging to meet someone on-line or disrespectful conduct toward others
- Trying to find ways to circumvent the school’s safety measures and filtering tools
- Agreeing to a physical face to face meeting of someone met online
- Using school technologies for illegal activities or to pursue information on such activities
- Attempting to hack or access sites, servers, or content
- Attempting to change wallpapers, screen savers, settings, etc. on TCS own devices.

This is not intended to be an exhaustive list. Users should use their own good judgment when using technologies.

Limitation of Liability

TCS will not be responsible for damage, harm or theft to student-owned laptops or other electronic devices. While TCS employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

TCS will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Location Specific Guidelines

TCS requires that all students place cell phones in their lockers during school hours.

Hallways – No phones are allowed in use in the hallway after the first bell of the day. Middle school students are not allowed on devices once they have been dismissed upstairs to the locker area.

Lunch period – Secondary students may use cell phones during lunch time. Cell phones are to be returned to lockers when the lunch period is over.

Classroom Use – Cell phones are not to be used in classrooms. Laptops and Chromebooks are to be used for educational purposes in Classrooms.

Devices, including cell phones, are not allowed in Chapel, pep rallies, school concerts, and/or assemblies. Devices should be left in lockers (locked) prior to the event.

Violations of this Acceptable Use Policy

Violations of this acceptable Use Policy may have disciplinary repercussions, including but not limited to:

- Suspension of network, technology, or computer usage
- Loss of device use for a determined period of time (student is still responsible for all required work and will be provided alternative means for completing assignments)
- Notification of parents
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

Bullying

Resolution Regarding Trinity Christian School Harassment, Intimidation or Bullying

WHEREAS: Because the Board of Directors of Trinity Corporation (the “Board”) is responsible for overseeing the operations, business affairs, ministry and education at Trinity Christian School; and

*“For even the Son of Man came not to be served but to serve, and to give his life as ransom for many.”
Mark 10:45*

WHEREAS: Because the Board, in its capacity and responsibility as a properly functioning school board body, is also charged with developing school policy that provides a safe, orderly, and Christ-like environment for students, parents, legal guardians, faculty, staff, volunteers and visitors; the Board does hereby resolve the following:

*“We ask you, brothers, to respect those who labor among you and are over you in the Lord and admonish you, and to esteem them very highly in love because of their work. Be at peace among yourselves. And we urge you, brothers, admonish the idle, encourage the fainthearted, help the weak, be patient with them all. See that no one repays evil for evil, but always seek to do good to one another and to everyone.” 1
Thessalonians 5:12-15*

BE IT RESOLVED: That any intentional, repeated, and harmful conduct while on Trinity Christian School’s campus, or while off of Trinity’s campus, that is physical, verbal, written or electronically communicated toward another person, group of people, or someone who reports such alleged behavior, is strictly prohibited; and further

“Let no corrupting talk come out of your mouths, but only such as is good for building up, as fits the occasion, that it may give grace to those who hear.” Ephesians 4:29

“Let no one deceive you with empty words, for because of these things the wrath of God comes upon the sons of disobedience.” Ephesians 5:6

“And as you wish that others would do to you, do so to them.” Luke 6:31

BE IT RESOLVED: That any alleged conduct of a harassing, intimidating or bullying nature, regardless of whether it involves students, parents, legal guardians, faculty members, staff, volunteers or visitors, will be promptly reviewed and investigated by the appropriate Trinity Christian School officials.

“Therefore do not become partners with them; for at one time you were darkness, but now you are light in the Lord. Walk as children of light (for the fruit of light is found in all that is good and right and true), and try to discern what is pleasing to the Lord. Take no part in the unfruitful works of darkness, but instead expose them.” Ephesians 5:7-11

BE IT FURTHER RESOLVED: That punishment can include, but is not limited to, warnings, counseling, training, suspension, dismissal from Trinity Christian School, or notification of law enforcement if circumstances warrant such notification.

“Blessed are the peacemakers, for they shall be called sons of God.” Matthew 5:9

“ For the moment all discipline seems painful rather than pleasant, but later it yields the peaceful fruit of righteousness to those who have been trained by it.” Hebrews 12:11

Suffering for Righteousness’ Sake 1 Peter 3:8-11

“Finally, all of you, have unity of mind, sympathy, brotherly love, a tender heart, and a humble mind. Do not repay evil for evil or reviling for reviling, but on the contrary, bless, for to this you were called, that you may obtain a blessing. For

Whoever desires to love life

and see good days,

let him keep his tongue from evil

and his lips from speaking deceit;

let him turn away from evil and do good;

let him seek peace and pursue it.

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.

Arrival and Dismissal Procedures



