

POLICIES & ACKNOWLEDGEMENTS

ATTENDANCE /TARDY POLICY

Morning Tardies

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 and cause an interruption to the entire class. Unexcused or habitual tardiness is not acceptable. Disciplinary action may result when tardiness becomes a frequent occurrence or severe problem.

Elementary students must be present in the classroom by 7:45am and any time after 7:45am they will be considered tardy. Additionally, they must sign in with the office and receive a tardy slip.

Secondary students must be present in the classroom by 7:55 am and any time after 7:55 am they will be considered tardy. They, too, must sign in with the office and receive a tardy slip.

Five tardies, regardless of excused or unexcused, will be counted as an absence for each class period missed.

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

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 in the morning if their child will be 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

- Death in the immediate family.
- Medical or Dental appointments with a **written** doctor's excuse.
- When the public school in your district is closed or delayed due to inclement weather.
- Emergency (At Administration discretion)
- Illness - written doctor's excuses may be requested by the administration for excessive absences
 - Children are not permitted to return to school until 24 hours have passed since the last episode of fever, vomiting, or diarrhea.
- School related activity.
- Planned Educational Leave
 - Prior written approval of the principal **at least one week** prior to leave.
 - Submission to and approval by the principal, of an education plan detailing objects and activities at least one week prior.
 - Educational leave will not exceed 5 days total per school year.
 - Verification of implementation by the principal of the education plan upon student's return.
 - Educational leave will not be approved or excused during semester exams.
- Other absences at administration discretion.
- Up to 3 per semester, parent excuses will be accepted. This includes illness without a doctor's excuse.

Make-Up Work

Students who are absent (excused) on the day an assignment is due will be granted an extension equivalent to the number of days absent. It is the responsibility of the student to obtain missing work, assignments, and schedule to make up tests with the teacher.

If the student arrives at school after the period where the assignment, quiz, or exam was due or given, the student must meet with the teacher and make arrangements to turn in the assignment or take the quiz or exam that day or at a time that is convenient to the teacher.

Unexcused Absences: Students whose absences are recorded as unexcused must make up tests/quizzes and assignments missed during the period of such an absence immediately upon return.

Academic Consequences of Excessive Absences (both excused and unexcused):

- Seniors who have an “A” in a core class do not have to take a final for that class in semester two only. For high school students who in a semester have zero (0) unexcused tardies, **and** less than three (3) unexcused absences, **and** an 87% or higher going into the final exam may choose to take the final to improve their grade, but will not be required to take the semester final.
- All other high school students are required to take final exams at the end of each semester. This final is counted as ten percent (10%) of their total semester grade.
- Students who miss 5 days of school will have a letter mailed to parents as a reminder of our attendance policy.
- Students who miss more than eighteen days of a class in a year (9 per semester) are subject to fail that semester class based on Administrative review. Students who miss more than 9 days of class/school per semester will require administrative review prior to passing that class/grade and being advanced to the next level. (Exceptions will be made on an individual basis for School approved events or extended illness or hospitalization with a Doctor’s note.)
- Students who miss more than 9 days of school in a given semester will be recommended to the TCS Board for academic review with possibility of dismissal.

Participation in Sports Activities and School Activities

Students must attend $\frac{1}{2}$ of the school day (4 periods) in order to participate in any sport contest or practice, or school activity (i.e. athletics, drama, clubs, dances, etc.)

In the case of an extracurricular activity, if an assignment, quiz, or exam is due on a given day, and the student is in attendance on that day, the student must turn in all assignments, take any quizzes or exams on that day before one leaves for the extra curricular activity. Failure to do so will result in a zero given on the assignment, quiz, or exam.

Excusing Student During the Day

Parents must come into the office and sign a student release log. If the student is to be released on their own, the office will dismiss the student only with a printed and signed note from the parent/guardian. Phone calls will not be used, but a written note may be faxed to the office. All communication must include student name, grade, time of requested departure, reason, destination, printed parent/guardian name, parent/guardian signature and phone number. Be sure to bring proper documentation into the office upon return if absence is due to an excused reason (see above).

Students are not permitted to leave campus without parental and school permission. All students leaving campus during the school day or attending an off-campus activity such as athletics, drama, class activity, etc. must check out with the attendance secretary. Failure to do so will result in truancy.

Students are required by state law to attend every class every day! Regular attendance in school is required by law and is essential to the success of a student’s school experience. One can never really make up or compensate for an absence from class and important contact hours. Any work done to

make up what was missed during an absence is primarily an effort to bridge a gap in the classroom experience. All students will be required to make up missed work, including homework, tests, and/or quizzes. It is the student's responsibility to obtain and complete assignments covered in class while absent or tardy. Failure to make up the assignments within the allotted time results in a zero. (See also "Make-Up Work") Missed work due to unexcused absence or truancy is required to be completed. We highly discourage parents from allowing their child to miss school for vacation, celebrations, shopping, appointments, etc.

Educational Leave

Trinity Christian School often has requests for children to be excused from school for a family trip.

Planned Educational Leave as stipulated:

- A. Prior written approval at least one week in advance to the administration (principal)
- B. Submission and approval of an educational plan detailing objectives and activities at least one week prior
- C. Leave not to exceed 5 days total per school year
- D. Verification of implementation of education plan upon student's return
- E. Educational leave will not be approved nor excused when semester exams are scheduled
- F. School work the student missed in class will be given at the discretion of the classroom teacher with options including work given in advance, upon return, or a combination.

It is the responsibility of parents to check their monthly attendance record in **FACTS** to maintain up-to-date documentation of absences.

CELL PHONES/ELECTRONIC DEVICES

“I say this for your own benefit, not to lay any restraint upon you, but to promote good order and to secure your undivided devotion to the Lord.” 1 Corinthians 7:35

Trinity Christian School desires to help educate students to become Godly and discerning users of modern technology. While we understand the importance and benefit of cell phones in everyday life, we have found that they can be detrimental to the educational process if not monitored properly. In addition to students being distracted by sending and receiving data (text messages, photos, etc.), cell phones and other electronic devices can be used to gain unauthorized assistance in testing or other school assignments. Similarly, when using a cell phone, students can also potentially access web sites that are normally blocked on our school computer network. Thus, in order to maintain an optimal learning environment, Trinity Christian School has adopted the following cell phone policy.

SECTION 1 - TIME FRAME

Students are to follow the smart device policy between 7:30am-3:15pm each school day. The school is not responsible/accountable for cell phone usage after 3:15pm on school campus.

SECTION 2 - PERMISSION

If a student needs to contact his/her parents during school hours to inform them of a change in transportation or sports scheduling, illness, or emergency, they may ask administration for access to their phone and use it in the presence of administration.

SECTION 3 - GUIDELINES

Guidelines for enforcing this policy will be issued at the beginning of the year and are subject to change at the discretion of the TCS Administration.

SECTION 4 - DISCIPLINARY ACTION

A student in violation of the Trinity Christian School cell phone policy may incur these or other disciplinary actions:

1. Upon the first offense of a student's cell phone violation, the student's phone will be turned in to the administration by a staff member and the student may retrieve it at the end of the school day. The incident will be recorded in FACTS.
2. The second cell phone offense within one school year will result in a parent/guardian coming to the school to retrieve the cell phone from an administrator. The incident will be recorded in FACTS.
3. If the policy continues to be disregarded, a conference will be scheduled between the guardian and an administrator to discuss further disciplinary action.

STUDENT DRESS CODE

“Or do you not know that your body is a temple of the Holy Spirit within you, whom you have from God? You are not your own, for you were bought with a price. So glorify God in your body.” 1 Corinthians 19-20

Parents and students are responsible for what is worn to school and during school. Parents are asked to monitor their child’s attire on a daily basis to ensure they meet the dress code guidelines.

The philosophy of the Trinity Christian School standard of dress is to foster an attitude of camaraderie and to promote pride in one’s appearance and the school.

The Administration, teachers, and office staff will exercise special attention to see that all students are meeting the requirements of the dress code. **Violation of any part of the dress code will result in the incident being recorded in FACTS.** If a student persists in violating the dress code, a disciplinary referral may be issued. If a student’s attire is unacceptable, he/she may be sent to the office immediately. He/she may be held in the office until a parent brings the appropriate attire.

Regular Student Attire:

1. Modest, clean, and friendly clothes are to be worn on all school days.
2. Any combination of modest, clean, and friendly wear is acceptable. (With the exception of other Dress for Success/Chapel, Warrior Wear, or Theme Dress days.
3. **All clothing must fit properly.** Clothing may not be oversized or undersized. Underwear and bra straps should not be seen.
4. **Shorts/Skorts/Skirts/Jumpers/Dresses,** Shorts or Skorts must be worn at the natural waist. The length must be below mid-thigh. *The spirit of the rule is to be closer to the knee than to the top of the thigh.*
5. **Shirts-** Shirts must cover midriff at all times, including when hands are raised above head. Shirts may be sleeveless but must cover undergarments and not expose the ribcage. Cutoff T-shirts are not permitted. *Midriffs should not be exposed at any time.*
6. **Athletic Wear-** Athletic wear is *permitted* to be worn daily. Team approved gear may be worn on game days with the Athletic Director’s permission.
7. **Pajamas** - Secondary students are not permitted to wear pajamas to school for any circumstance. Elementary students may **only** wear pajamas on designated special occasions.
8. **Tattoos:** All tattoos must be covered at all times when on campus or representing Trinity Christian School.
9. **Hair color** - Hair color must be a natural color only. *Hair Extensions must also be a color natural to humans (not blue, green, purple, bright red, etc.)*
10. **Piercings** - Female students may have ear piercings. No facial piercings are permitted.
11. **Hats or hoods may not be worn indoors.**

Special Occasions:

- **Dress for Success/Chapel Thursday** - Occasionally events occur within the school where dressing nicely is required. Dress for Success means business casual (Men: Button down dress shirt, polo, slacks, khakis, nice and clean shoes; Women: Dress, skirt, khakis or slacks, jackets, polos, blouses, and nice and clean shoes.)
- **Warrior Wear** - Shirts or outerwear that displays the Warrior Logo, Trinity Christian Crest, or the name of Trinity Christian School.

Formal Attire: (Homecoming, Prom)

Girls:

- Ladies are expected to wear either short or long dresses.
- Short dresses should be no shorter than mid-thigh.
- Slits should be no higher than mid-thigh.
- Back of the dress should not be any lower than belly button high.
- No side cuts out or midriffs showing, even if covered with flesh-colored or transparent fabric.
- No plunging deep-v necklines, even with mesh in between.

Boys:

- Homecoming - button down shirt, tie, and slacks
- Prom - Suit jacket, collared shirt, tie, and suit pants. Jeans and athletic jerseys are not permitted.

LATE WORK POLICY

“Whatever you do, work heartily, as for the Lord and not for men, knowing that from the Lord you will receive the inheritance as your reward. You are serving the Lord Christ.”
Colossians 3:23-24

Students are expected to submit all homework, projects, and assignments by the due date/time to receive credit. It is the student's responsibility to keep track of assignment deadlines and to plan accordingly. **As late work promotes sloth, Trinity Christian School will not receive late work. Credit for late assignments and homework enables students to develop the habits of procrastination and irresponsibility.** Late work also puts a burden on teachers for maintaining records for late work. Teachers may require students to turn in work for no credit.

In the case of an extracurricular activity, if an assignment, quiz, or exam is due on a given day, and the student is in attendance on that day, the student must turn in all assignments, take any quizzes or exams on that day before one leaves for a sporting event or have pre-determined a time with the teacher that the assignment/quiz/exam will be taken. Failure to do so will result in a zero given on the assignment, quiz, or exam.

If the student arrives at school after the period where the assignment, quiz, or exam was due or given, the student must meet with the teacher and make arrangements to turn in the assignment or take the quiz or exam that day or at a time that is convenient to the teacher. **Students who are absent (excused) on the day an assignment is due will be granted an extension equivalent to the number of days absent.** Late work will not be accepted with the exception of extreme extenuating circumstances such as illness or family emergency, these exceptions will be made at teacher discretion on a case-by-case basis.

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.

Grace Pass Protocol:

- Secondary students will receive two non-transferrable “grace passes” per semester for each class.
- If circumstances prevent a student from completing a daily assignment (not a project or any assignment holding weight higher than a daily assignment such as a lab report in science), the student may turn in a grace pass for a 24-hour (or one school day) extension at no penalty. If the assignment is turned in within a day, then it is graded and recorded with no penalty.
- If a grace pass is turned in for an assignment, and the assignment is not turned in within a day, the score will be a zero as that work will be late.
- Only one grace pass can be used per assignment.
- Grace passes may not be used on the last two days of a semester.
- If a secondary student does not use a grace pass in a particular semester, 1% per grace pass turned in on the date of the exam will be added to the semester (final) exam for high school. Middle school students can turn in their grace pass to add 1% per grace pass to the lowest test score from the semester, if turned in at the end of the term.
- Grace passes will be handed to each student upon beginning a semester. They are non-transferrable and should be handled similar to currency. If they are lost, then they are invalid.
- Students with approved accommodations must have administrative approval for potential late work.

TECHNOLOGY ACCEPTABLE USE POLICY

Trinity Christian School believes that technology has much to offer students with its wide variety of resources. It is the school's goal to educate students about efficient, ethical, and appropriate use of these resources. Students shall use school computers for educational purposes only. Educational purposes include designated teacher assignments and/or educational self-discovery activities during the school day and during after care programs. Because it is impossible to anticipate all ways in which individuals may use these resources, the intent of this policy is for guided application of our principles. **Access to computers, the internet, and other technology resources is a privilege.**

Permission for the use of Trinity Christian School computers, the Internet provided by Trinity Christian School, and other technology resources will be granted to students who have received appropriate training. In addition to this policy, TCS also utilizes GoGuardian, a comprehensive tool that enables schools and teachers to manage, monitor, and protect student devices while they are using them for learning. Further, TCS will provide age (grade) appropriate supervision of students while using technological resources including, but not limited to, computers, the Internet, and photographic equipment and training that spells out appropriateness, general instruction, and technology etiquette. This signed agreement form is required.

General Computer Usage

Students will strive to act in all situations with honesty, integrity, and respect for the rights of others. The student will make a concerted effort to be a good testimony to fellow students, to faculty, staff and others with whom he/she interacts. **Students are expected to arrive at school each day with a charged computer.**

Students **may not** use the school's technology to:

- Download or install any type of software or other items such as Chrome Extensions, Virtual Private Networks (VPN), commercial software, shareware, malicious software, or freeware, onto network drives or disks, without direct IT Department's permission.
- Engage in illegal activity.
- Share their account with others or use another person's user account.
- Read, copy, modify, or erase other student's files or work.
- Deliberately attempt to disrupt the computer by hitting the power or sleep buttons, or by another method, including vandalism, or damage to another student's school-issued device. .
- Disable programs placed on the device by school staff.
- Horseplay or rough behavior that results in damage to computer equipment. Such action will result in disciplinary action and financial responsibility for broken equipment.
- Reproduce copyrighted material without explicit written permission.
- Plagiarize. Students must cite the source of information being taken from the internet, including Artificial Intelligence (AI) tools. Students who violate this policy will be subject to academic penalties.
- Download, listen to, or watch music, videos, pictures, or similar files unless specific permission is given by a staff member **and the content is directly related to school-assigned work.**
- Post or publish inappropriate messages or information.
- Attempt to Access/View any inappropriate material of any nature

Internet Usage

- Students shall not use the internet for purchasing products or services including subscription-based sites
- Using the network for any illegal activity.
- Using the network for financial gain or initiating any financial transaction. Degrading, disrupting, or modifying the equipment or system performance. Any security problems must be reported to the office and not shared with other users.
- Vandalizing the data of another user.

- Wastefully using finite resources such as excessive printing, overuse of memory by saving long documents, etc., after being warned and instructed as to proper use.
- Gaining unauthorized access to resources, including attempting to get around the censor ware (firewall) installed on a computer with Internet access.
- Invading the privacy of individuals including reading e-mail that belongs to others without their permission.
- Using an account owned by another user—with or without that user's permission.
- Posting personal communications, information and/or pictures, without the author's consent or posting information containing information not meant to be made public.
- Posting rude or inappropriate messages.
- Downloading viruses or software or attempting to circumvent virus protection programs.
- Violating the spirit of Trinity Christian School's Code of Conduct.
- Emailing without permission and direction from the teacher.
- Using chat or any form of instant messaging (IM, Snapchat, Messenger, etc.)
- Using Facebook, Instagram, or other similar sites.
- Uploading/downloading or copying unauthorized files.
- Any use of Trinity Christian School's equipment/technology for non-school activity.
- Students shall not play games on the computer unless specifically authorized by the teacher **and the content is directly related to school-assigned work.**
- Students shall not play computer games that allow them to communicate with anyone on the internet.
- Students shall not reveal personal contact information about themselves or others while on the internet.
- Students may not use school provided technology resources to participate in theft, financial gain/transactions or gaming.
- Should a student accidentally encounter inappropriate material, they shall immediately disengage from it and **immediately** report it to the teacher or administration.
- Students may not attempt to bypass the network filter to access inappropriate content. Any attempt to do so will result in disciplinary action at the discretion of the superintendent.
- **Students may not access or login to any personal social media sites including, but not limited to Facebook, Instagram, Twitter, Reddit, SnapChat, BeReal, Discord, TikTok, any other similar chat sites, etc. This includes YouTube for chat/communication purposes. The intent of the rule is to be comprehensive regarding social media and chat sites especially as new ones may emerge.**
- Students are not permitted to add TCS WIFI passwords to personal devices.

Disciplinary Action

Students who violate the above policy may be subject to losing the privilege of having a device in class. Violation of this agreement may also result in severe disciplinary action at the discretion of the administration.

Computer Care

It is the responsibility of students and their parents to care for the physical condition of loaned computers. Students should not adorn loaned computers with stickers, decorate with markers, or add any accessories that will alter the quality of the device. The IT Coordinator will be available to help students with minor physical computer issues. **Any repairs such as screen replacement, keyboard replacement, etc. will be completed by the IT Coordinator and billed to the family at the cost for the replacement and technician repair.** However, if a computer is lost or broken beyond repair it is the responsibility of the family to pay a fee to replace the device. The replacement fees will be Computer -\$300; Charger- \$25.