



Educating for Life

“The Lord is a Warrior; the Lord is His name.” Exodus 15:3

Parent/Student Handbook 2025-2026

*Trinity Christian School
200 Trinity Way
Morgantown, WV 26505*

MAIN LINE: (304) 291-4659

ATTENDANCE: attendance@tcsww.org

Charlie Atwood
Superintendent

Amanda Darby
PreK-12 Principal

Ashley Murdock
Assistant Principal

Jason White

Athletic Director

Marissa Shipp

Guidance/Registrar

Ben Guillow

Admissions/Employee Services

Nancy Kerr

Front Desk/Attendance

Hours

School Hours: First Bell 7:45 (K-5) 7:55 (6th-12th) Dismissal Bell 2:45 PM (K-5th) 3:15PM (6th – 12th)

Before School Care: 7:15 AM to 7:30 PM (Report to Gym)

After School Care: 3:05 PM to 5:00 PM

Office Hours: 7:20 AM to 3:20 PM (each regular school day)

The school office is closed during school holidays. Summer hours vary.

All staff email addresses consist of FirstInitialLastname@tcsww.org

This handbook may be periodically reviewed and updated as necessary. The most current version will be available upon request and on the TCS website.

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HISTORY

Trinity Christian School sits on a 37-acre parcel of land located in Sabraton off of Exit 4 of I-68, with easy access to Monongalia, Preston, Marion and Harrison counties in West Virginia, and Greene and Fayette counties in Pennsylvania.

Originally founded as Trinity High School in 1997, the school served grades seven through nine, adding a grade each subsequent year. The first class graduated in 2001. Trinity joined with Alliance Christian (elementary) School in 2005 and became Trinity Christian School. Our state-of-the-art campus has full technological capabilities, science and computer labs, and sports facilities.

TRINITY CHRISTIAN SCHOOL MISSION, VISION, AND VALUES

“EDUCATING FOR LIFE”

Mission

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

Vision

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

Values

In order to fulfill the calling of Trinity Christian School , we strive to “Educate for Life” in the following areas:

- ❖ An Unwavering Passion for Jesus Christ
- ❖ Superior Academics
- ❖ Curricula Designed and taught with a Christ-centered Worldview
- ❖ Brilliant Performing Arts
- ❖ Championship Caliber Athletics
- ❖ Classic Moral Training (Manners)

TRINITY CHRISTIAN SCHOOL 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 worshiped 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 composed of those who have placed their faith in Christ.
6. We believe in the Gospel of salvation by faith in Jesus Christ alone.

As a corporation, we do not endorse specific beliefs with regard to potentially divisive issues including but not limited to modes of baptism, spiritual gifts, eternal security and end time events surrounding the Lord's return. Our Statement of Faith includes the foundational truths upon which we base all of our beliefs. It is expected that all families and employees of Trinity Christian School are familiar with, agree with, and conform to the Statement of Faith.

TRINITY CHRISTIAN SCHOOL'S PHILOSOPHY OF EDUCATION

Trinity Christian School exists to lead children into a life-changing and productive relationship with Jesus Christ by providing rigorous academics coupled with a vibrant spiritual experience, so as to equip students with the tools necessary to become professionally and spiritually qualified Christian leaders. We are called to assist parents in their responsibility to raise their children in the nurture and instruction of the Lord and to develop children who bring glory and honor to God. We see each student as inseparable from his/her own family as is ordained by God in Scripture (Deuteronomy 6:6-9). For this reason, we believe it is the parents who are responsible for the education of their children. While the school offers professional expertise in the subject areas and reinforces Christian principles, the parents are ultimately responsible for their child's training. Trinity Christian School serves as an extension of the family, supporting parents in their responsibility before God so as to equip each student with the tools necessary to become the qualified Christian leaders of tomorrow. We desire each child to arrive at a Christ-centered worldview that permits him/her to analyze life, see it accurately, and respond appropriately. This leads to the highest goal in life, which is to know and glorify God.

To assist in this process, Trinity Christian School is committed to Biblical values in conjunction with educational excellence. Trinity Christian School seeks to develop in each child a Christ-centered worldview distinctly based on God's Word. Whatever is derived from the sciences, mathematics, philosophy, history, literature, the arts, and athletics must be consistent with what God has already revealed in His Word. All truth is God's truth; therefore, Trinity Christian School desires that the Word of God permeate all areas of our curriculum and instruction as we strive to meet the needs of our students in four primary areas: spiritual, intellectual, social, and physical (Luke 2:52, I Corinthians 2:10-16).

In the area of spiritual instruction, we desire the students to develop a love for God and a Christ-centered worldview. God is the Sustainer of all things, and mankind's greatest need is to be in a right relationship with Him. We acknowledge that man is a sinner and cannot, of himself, know God or please Him. This is only possible by choosing to accept the free gift of salvation through His Son, Jesus Christ, thereby committing one's life to His Lordship (John 6:40). It is from this view of the spiritual needs of students that we approach the intellectual, social, and physical aspects of education.

In the area of intellectual instruction, Trinity Christian School shares responsibility with parents for developing each student's fullest academic potential. Our philosophy is based on the God-centered view that all truth is God's truth (John 17:17, 2 Corinthians 13:8), and that the Bible is the inspired, infallible, and authoritative Word of God that contains this truth (II Timothy 3:16-17). Our philosophy emphasizes a disciplined academic environment wherein we strive to develop in the students the ability to study, create, communicate, and think and reason logically. Our curriculum reflects the school's philosophy through its detailed, sequential goals and objectives which progress from grade to grade. Trinity Christian School emphasizes an academic approach that incrementally accelerates in intensity, so that students are well prepared to pursue their life's calling according to God's will, having equipped them with the tools necessary to pursue a college education upon graduation in the future, should the Lord so lead. Therefore, we are called to pursue high academic standards as a means of equipping students to become credible, effective, Christ-like leaders in every sphere of influence God has prepared for them (II Timothy 2:21, Philippians 2:15).

In the area of social instruction, it is the goal of the school to develop students who realize and enjoy who they are in Christ. Students should also learn how to rightly relate to authority, family, and peers from God's perspective. The school is committed to providing a structured and nurturing environment that, in cooperation with the family and the church, will produce balanced, caring, and responsible individuals who will impact their world for Christ.

In the area of physical instruction, we endeavor to develop in each student a desire to strive towards optimal health. A Christ-centered approach to competition and teamwork is also encouraged. Additionally, an awareness of various sports fundamentals, motor skills, and proper nutrition will be taught.

In summary, Trinity Christian School exists to be biblically-based (Proverbs 1:7), and pursue academic excellence (Proverbs 4:7). We serve families who want to equip their children to influence the world for Christ and develop leaders with well-trained intellects, which reflect righteous character (Proverbs 4:5, 18).

The following guidelines are established in order to implement this philosophy:

1. Teach that the Bible is the inspired and infallible Word of God and our guide for faith and practice (II Timothy 3:16-17).
2. Teach that faith in Jesus Christ alone is the only way to have fellowship with God and be assured of salvation (John 6:40).
3. Teach students to develop godly character traits (Matthew 12:35).
4. Teach students to develop self-discipline and responsibility from God's perspective (Galatians 6:9, Proverbs 24:10).
5. Prepare students for higher learning and the lifelong pursuit of wisdom and knowledge (Proverbs 4:1-9).
6. Establish a pattern of Scripture Memorization in students (Psalms 119:9-11).
7. Teach students a right response to authority from God's perspective (Romans 13:1-7).
8. Teach students to cooperate with their peers and develop good relationships (Romans 14:19, Romans 12:17-18).
9. Encourage God-given gifts by providing opportunities for artistic, athletic, dramatic, and musical activities (I Corinthians 3:16-17).

TRADITIONS: COLORS AND MASCOT

Colors: Cardinal Red, Vegas Gold

Mascot: Warriors

Verse: *"...I remind you to fan into flame the gift of God..." 2 Timothy 1:6a*

MEMBERSHIPS

Trinity Christian School is a member of Association of Christian Schools International (ACSI) and Christian Schools International (CSI). Trinity Christian School is registered with the West Virginia State Department of Education. Our preschool program is licensed through Community Care Licensing and meets the standards and licensing requirements prescribed by the West Virginia Department of Health and Human Resources.

ACCREDITATION

Trinity Christian School is scheduled for an accreditation visit in April of 2026 through the Association of Christian Schools International.

GENERAL INFORMATION

HOLIDAYS

There are certain secular components of holidays that we will not recognize. We will celebrate the birth and resurrection of Jesus, our Savior, but we will not highlight Santa Claus at Christmas nor will we recognize the Easter Bunny during the celebration of the Resurrection of our Lord. We will not celebrate Halloween, but we will celebrate all national holidays, especially those that have their history in Christian foundations.

VISITORS TO SCHOOL

For the safety and security of the students and the school, upon entering the school building, all parents and visitors must report first to the front office and sign in. The administrative assistant will issue a visitor identification tag, after appropriate proof of identification has been provided. Visitors are restricted from accessing or entering the school building from any other entryway other than through the main office. Trinity Christian School reserves the right to deny and/or restrict the right of an individual from entering onto school grounds.

CHAPEL

Trinity Christian School has weekly chapel services on Thursday that are mandatory for all students and faculty to attend. Parents are welcome to attend chapel each week with their child. Chapel is designed to provide a variety of spiritual experiences for the student. It is not intended to be a substitute for regular church attendance. Students are expected to have an attitude of reverence and respect in chapel. Talking when one should be listening, doing schoolwork, and general disorderly conduct will not be tolerated.

EARLY STUDENT PICK-UP

A student must never leave school without permission from the office. The parent or the person designated to pick up the child must come to the office and sign a log to release the student. The student will not be released to an authorized individual without proof of identification. The student will be called out of class at that time. This avoids any disruptions to the classroom.

Students will be released only to authorized individuals. Authorized individuals are indicated on the Parent Emergency Contact Record. If someone else who is not indicated on the Emergency Record needs to pick up your child, notification to the school must be made in writing by note. A parent should not take a child directly out of class unless he/she has signed the student release log in the school office first and obtained a pass. 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 may be used, but a written note is better for record keeping. 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 Attendance policy). When a student returns to school during the school day, he must obtain a pass from the office.

Trinity Christian School is required by law to comply with any order of Court, including but not limited to protective orders, custody orders, or restraining orders.

DROP-OFF/PICK-UP PROCEDURES

School doors open at 7:15 a.m. There will be **NO BEFORE SCHOOL CARE**.

Students are not supervised until 7:15 a.m., therefore they are not allowed on the premises. Students who arrive before 7:15 a.m., must wait with their parent/ride in their vehicle in the parking lot. Students are not permitted to exit a vehicle until after 7:15 a.m. After 7:15 a.m. all students must go to the gym until 7:30 a.m. At 7:30 a.m., students in grades kindergarten through 5th grade will be dismissed to classrooms and 6th through 12th grade students will be dismissed to their locker bays. Class begins at 7:45 a.m. for students in grades kindergarten through 5th grade. The tardy bell for first period rings at 7:55 a.m. for students in grades 6th through 12th.

Drop-off

Elementary drop-off is between 7:15-7:40AM. Students are expected to be in their classrooms at 7:45AM prepared to begin their day. Elementary students arriving after 7:45AM will be sent to the office to obtain a tardy slip.

To alleviate traffic congestion on the hill, if possible, secondary drop-off is between 7:40-7:55 AM. Secondary students arriving after 7:55 AM will be sent to the office to obtain a tardy slip.

Maximum speed is 5 MPH only in the parking lot. The student is asked to exit the vehicle quickly and enter the building. Please take all possessions to school. We ask that all students be packed up and ready to exit the vehicle upon entrance to the campus. If you have a morning ritual (good-byes, prayer, etc.), please be sure to complete this prior to entering campus to ensure that traffic does not back-up. If you must stop, please park in the nearest available parking space Please do not park in the handicapped parking spots (unless you possess a valid handicap placard).

Pick-up

Pick-up is between 2:45-3:05 p.m. for students in grades kindergarten through 5th grade. Please do not arrive earlier unless you park in the gravel lot and walk onto campus. Pick up starts no earlier than 3:15 for 6th through 12th grade students. If possible, we would appreciate it if parents of 6th through 12th graders wait until 2:55 p.m. to arrive in order to alleviate congestion.

Maximum speed is 5 MPH only on campus. **Parents of students in grades kindergarten through 5th grade MUST display your name/grade placard in the driver's side front window.** This expedites pick-up as the attendant does not need to try to quickly remember the name and grade of every student according to a vehicle. Replacement/additional placards may be obtained in the office at any time. There is no waiting allowed in the passenger loading zone. Please pick up your child quickly and keep the line moving so that traffic does not back up. If you must stop, please park in the nearest available parking space Please do not park in the handicapped parking spots (unless you possess a valid handicap placard).

All students in Kindergarten through 5th grade will stay with their teacher after the final bell. No student is allowed to loiter around the buildings, play on the playground, or walk beyond their assigned area. This allows all students to be ready to join their ride quickly and keep traffic flowing.

AFTER SCHOOL CARE

Our extended care program is a service made available to K through 8th grades by providing on-campus care for the hours beyond the school day. Any K – 5th grade school student remaining on campus after 2:45 PM will automatically be placed in the After School Care program. Snacks are provided in the late afternoon, and homework time is established for all students. The cost for the After School Care program is \$5 for students picked up by 4:00PM and \$8 for students picked up by 5:00PM. Parents who arrive after 5:00 PM will be charged \$2.00 per minute per child. If a child is disqualified from the ASC program due to disciplinary reasons or outstanding fees, that child must be picked-up by 3:05PM. If not, the child will wait for pick-up in the office at a fee of \$2.00 per minute. Registration fee of \$80.00 per student.

After School Care

3:05 – 5:00 PM

Middle and High School students are released at 3:15 PM or after any extracurricular activities (e.g., sports team practices). High school student activity times vary per day, per activity. Students in 6th – 12th grade who remain on campus but are not participating in a Trinity Christian School-sanctioned activity after 3:15 PM are not supervised. These students are expected to sit at the lunch tables, in the foyer. Students are not allowed in any other part of the building unless tutoring or participating in an organized activity, and only when an adult is present.

NUTRITION GUIDELINES

Lunch

We are a closed campus. As such, students who are not seniors in good standing are not permitted to leave campus for lunch. Trinity Christian School is proud to partner with Healthy Kids, Inc. to provide affordable hot lunches Monday-Thursday.

- Lunch is the responsibility of the students and their parents. If a student forgets his/her lunch, the parent will need to bring a lunch or the child will not have lunch. Trinity Christian School is not responsible for providing students with lunch if they forget theirs. In the event of an emergency, Trinity Christian School will seek ways to provide food based on what may be readily available in the school.
- Energy drinks at the discretion of parents and are not to be distributed to classmates.
- At the beginning of the school year, all homeroom teachers will communicate pertinent allergy information to families to protect students with allergies.
- Elementary Lunch - All students with specific food allergies will sit at a separate table with 1-2 friends whose lunch will be checked by monitoring teachers for allergens. Trinity Christian School employees will make all efforts to prevent any exposure to a student with a food allergy, however, it is not possible to prevent all exposures from cross contamination, air particles, accidental consumption, or unknown ingredients, etc. Parents are responsible for communicating with the school about their student's allergy(ies) and working with school employees and the school nurse to ensure that proper safety measures are being taken and that any necessary life-saving medications, such as EpiPens are provided and available in the event of an exposure.
- Students are expected to behave properly toward one another during lunch and to clean up after themselves. This includes wiping down their own lunch table and in secondary, also stacking their chairs and tables.

PLEASE ADVISE THE SCHOOL ADMINISTRATION IMMEDIATELY IF YOUR STUDENT HAS A FOOD ALLERGY SO THAT APPROPRIATE ACCOMMODATIONS CAN BE MADE.

Lunch with a Parent/Guest

If a parent would like to treat their child to lunch off campus up to two times per semester, these guidelines must be followed:

1. Parents must sign-out their child in the school office.
2. The parent must come to the school office and sign-in their child. The student will be marked tardy if the student arrives back to campus late.
3. Parents may only take their children. No other students may be invited or taken off campus without the express written permission of the other student's parents.

If a parent would like to eat lunch with their child up to two times per semester, these guidelines must be followed:

1. The parent must sign-in at the front office and receive a visitor's badge.
2. The parent may bring outside food, but may only provide food for their specific child unless prior arrangements have been made with the teacher.
3. The parent must sign-out promptly following lunch and may not continue to accompany the class to recess or other activities.

Senior Lunch Off-Campus

If a Senior desires to go off campus for lunch, the following guidelines must be followed:

1. Students and parents must sign a contract for the year and turn it into the office allowing the student to go off campus for lunch Monday through Thursday and agreeing to follow Trinity Christian School rules at all times, acknowledging that they are representatives of the school. Permission may be revoked, in writing, at any time by the parent or school.
2. The student may have no more than 9 tardies in a semester in order to have an off-campus lunch privilege.
3. Students must maintain a minimum 2.0 GPA, with no F's in any class for the current term.
4. Students must sign out in the office prior to lunch departure. Students leaving campus for lunch must return to class.
5. Students must arrive back on campus to be on time to report to their next class.
6. The administration reserves the right to deny off-campus lunch to anybody at any time for any reason.
7. Students must provide their own transportation. No more than three seniors may ride together for off-campus lunch, and such ridesharing may only occur with prior written permission from each student's parent/guardian.
8. Students may not use Uber, Lyft, or any other ride-sharing service to leave campus for off-campus lunch.

Trinity Christian School is not liable or responsible for the conduct of the student who leaves campus for off-campus lunch. Any actions, injuries, or harm caused by the student or to the student while off campus is not the responsibility of Trinity Christian School.

Elementary Classroom Birthday Celebrations

Students celebrating birthdays during the year are permitted to bring **store-bought** items (with all ingredients listed) to class to share. We require all classmates to be included in any celebration taking place during the day. Please coordinate with the teacher to determine a convenient time and as there may be children with food allergies in the class.

If a parent/student wishes to provide invitations to classmates for birthday celebrations that are being held outside of school hours, invitations must be provided for every student in the class. Teachers will not assist with the distribution of invitations unless every student in the class is invited.

DISASTER PREPAREDNESS

Emergency Plan

We are prepared to care for your child(ren) in times of critical situations. In the event of a fire or other emergency situations:

- No student will be dismissed from school or allowed to leave with another person, even a relative or babysitter, unless a parent or person on the student's "Emergency Contact" section comes for him/her.
- All parents or designated parties who come for students must sign a log to release them at the school office or at the temporary Student Release Station located near the entrance of the school.
- Do not call the school – We must have the lines open for emergency calls.
- Following an emergency situation, do not immediately drive to the Trinity Christian School. The school's access route and street entrance must remain clear for emergency vehicles.

Disaster Drills

Trinity Christian School disaster drill procedure is as follows:

- Fire drills are held periodically during the school year as mandated by the State of West Virginia. Instructions and directions for leaving each room and each building are posted by each exit door and will be taught to the students.
- Students are to recognize the seriousness of such drills and refrain from improper behavior. Students will report to their teacher (if during a class) for "headcount" purposes. Teachers will inform an Administrator when a full accounting of their students has been made.
- 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.
- Lockdown procedures include dropping a "lockdown pin," which is an iron pin that will prevent a door from opening. We will train students that this pin is to be used only in an emergency. **If a child drops a pin and an emergency situation is not occurring, this may lead to expulsion as misuse can cause a very dangerous situation.**

Enrollment:

Each new family shall be required to complete an application. Preschool families will be required to pay a registration fee to be submitted with the application.

Families applying for enrollment shall submit a **non-refundable** Enrollment Fee, the amount of which will be determined by the Board. If a family's enrollment application has been accepted, the amount of the Enrollment Fee will be applied to the amount owed for tuition.

The Enrollment Fee shall be non-refundable, with one exception: 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 the 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's third party administrator, currently FACTS, no later than the last day of April in order to qualify.

Trinity Christian School accepts in-year transfers to begin on the first day of the 2nd quarter or the first day of the 2nd semester. Only in rare circumstances, usually students moving to the area, will Trinity Christian School accept students to begin after the first day of the second semester. Transferring students will be eligible for extra-curricular activities on the first day of their enrollment.

Re-Enrollment:

Re-enrollment is not automatic and all returning families shall be required to submit a re-enrollment packet and fee. The Re-Enrollment Fee will be in the amount determined by the Board annually on a per-child basis.

Withdrawal

If at any point a family chooses to terminate the enrollment agreement signed by the parent and TCS prior to graduation from TCS, a withdrawal fee shall be assessed as follows:

Withdrawals made between April 15 and the start of the school year are subject to the withdrawal fee schedule listed below.

- a. 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).
- b. For withdrawal after any semester starts, parents/guardians are responsible for the total semester's tuition.
 - Withdrawal Fee Schedule: April 1-30 \$100, May 1-31 \$200, June 1-30 \$400, July 1-August prior to the first day of school \$600
 - a. For withdrawal after the first day of school, parents/guardians are responsible for the first quarter of the annual tuition (less any prorated tuition assistance or other discount).
 - b. For withdrawal after any semester starts, parents/guardians are responsible for the tuition through the end of the quarter in which the student last attends.

TUITION ASSISTANCE 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, the number of students who qualify for tuition grants is often more than we can fully support. TCS seeks to distribute tuition grants to as many families as possible that demonstrate a need.

The deadline to apply for financial assistance is May 1st. Tuition assistance is 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.

First Aid Treatment

Injured students are given appropriate first-aid, depending on the type of injury. Treatment by the school staff is limited to:

- Calling Emergency Medical Services/ 9-1-1
- Acetaminophen (i.e. Tylenol), Ibuprofen (i.e. Motrin or Advil), Benadryl (for allergic reactions), Tums, and Cough Drops
- Ice packs
- Heat packs
- Washing injured area with soap and water
- Applying antiseptic (Neosporin) to wounds
- Providing Band-Aids
- Splinting an injured limb
- Calling home 9-1-1
- Prayer and comfort

Illness at Home

In an attempt to maintain the overall health of the student body, the faculty and staff, and all the families at Trinity Christian School, parents should not send a sick child to school. Sick is defined as having a fever over 100.4 degrees, vomiting and/or diarrhea within the last 24 hours, discolored mucus/phlegm, or a diagnosis of a known contagious condition, such as COVID-19, flu, strep throat. Please use the following chart as a guide for procedures concerning contagious/communicable diseases:

Communicable Disease List		
DISEASE	INCUBATION	CHILD MAY RETURN TO SCHOOL
Chicken Pox	13-17 days	All lesions must be dried up.
Common Cold	1-3 days	*Normal temperature (100.4 degrees or below) for 24 hours without the use of fever-reducing medication.
Fifth Disease	4-14 days	*Normal temperature for 24 hours. May return to school with a rash as the child is no longer contagious.
German Measles	14-21 days	**When recovered. Readmittance by note from physician.
Head Lice (Live)	7-14 days	Return next day after first shampoo treatment.
Impetigo	4-10 days	May remain in school if sores are treated/covered and student is not fevered.
Influenza	1-3 days	*Normal temperature for 24 hours without fever-reducing medication.

Measles (Rubeola)	9-11 days	Must remain home 7 days after rash appears.
Mononucleosis	12-26 days	**When able to appropriately participate in instructional activities and fever-free without fever reducing medication for at least 24 hours. Must have written permission of a physician to return to physical activity (recess, PE, extra-curriculars) mandatory.
Pink Eye (conjunctivitis)	1-4 days	Can return to school when under treatment for 24 hours or cleared by a physician as being non-contagious.
Ringworm	10-14 days	May attend school if under treatment.
Scabies	4-6 weeks	**Must be excluded from school until adequately treated. Re-admittance by note from physician.
Scarlet Fever	1-3 days	**Must remain home 7 days from onset. Re-admittance by note from physician.
Streptococcal Pharyngitis	1-10 days	Can return to school after taking an antibiotic (Sore/Strep Throat) for 24 hours/in accordance with physician recommendation. Antibiotic must be taken for a full ten days.
Whooping Cough	7-10 days	On recovery and at least 21 days after appearance of cough.

*Normal temperature is considered 100.4 degrees or below without the use of fever-reducing medication.

** If a student is out of school with a contagious disease, he/she is expected to bring an admittance slip from the Health Department or from the attending physician upon return to school. Please report any communicable diseases such as strep throat, conjunctivitis, head lice, chicken pox, etc. to the school office promptly so that others may be aware to watch for signs and symptoms of illness in their child.

Illness at School

If a student becomes ill at school, the student should report to the teacher in charge of the class or activity. When deemed necessary, the student will be sent to the school nurse and/or parents notified as deemed appropriate. The school is not equipped to provide extended care for sick children. In the event that parents cannot be reached by phone, persons authorized on the emergency contact list will be called to pick up the child. (Working parents should make arrangements, in advance, for the care of children when they are sick.) Students should be picked up within 1 hour after parents are notified that their child is ill or injured. Parents of students not picked up within 1 hour will be assessed a \$20.00 fee per half hour of care.

Injury at School

In the event that a student is seriously injured at school, a parent will be contacted immediately. In the event that the student's condition merits, the paramedics will be called. While a school employee will make all efforts to notify a parent as soon as possible after an incident, the school's first priority is to obtain appropriate emergency medical treatment for the student in need. The

school office will continue to make attempts to reach a parent or other emergency contacts. The teacher or staff member who was on duty when the accident occurred will complete an incident report.

Immunizations

The Statutory Law in the State of West Virginia requires a student entering any school within the state to have a certification of Immunizations received from the student's physician, which must be kept on file at the school. A student is required to have "immunizations appropriate for the child's age" unless the student receives a medical exemption from the State. Failing to meet these requirements means that the student may **not** attend school.



Requirements for Pre-Kindergarten Program Enterers

All children entering an approved pre-kindergarten ("Pre-K") classroom must have age appropriate immunizations¹ upon enrollment as mandated by state law.² The following chart shows the **minimum** number of doses for each vaccine required for entry.²

<p>Hepatitis B 3 doses Final dose at age 24 weeks or older</p>
<p>Diphtheria, tetanus, and acellular pertussis vaccine (DTaP) 4 doses Booster dose after 4th birthday is <u>not</u> required</p>
<p>Varicella 1 dose After child's 1st birthday</p>
<p>Inactivated polio virus (IPV) 3 doses Booster dose after 4th birthday is <u>not</u> required</p>
<p>Measles, mumps, and rubella (MMR) 1 dose After child's 1st birthday</p>

Students may be provisionally enrolled in Pre-K with at least one dose of each required vaccine and allowed up to eight months, if necessary for minimum intervals, to obtain up-to-date status. The WVDHHR, Bureau for Public Health recommends that vaccine doses administered 4 days or fewer before the minimum interval or age be considered valid.

West Virginia Immunization Requirements for New School Enterers

State law and rules¹ require that all children entering school in West Virginia for the first time in grades K-12 must show proof of immunization against diphtheria, pertussis, tetanus, polio, measles, mumps, rubella, varicella and hepatitis B unless properly medically exempted². The table below outlines immunization requirements as most commonly met.³ The West Virginia Bureau for Public Health recommends that vaccine doses administered 4 days or fewer before the minimum interval or age should be considered valid.

Vaccine	Requirements	Provisional Enrollment	Additional Information
DTaP/DTaP Td/Tdap	Before admission, four doses required. One dose must be after the 4 th birthday.	After one dose, student may be allowed up 8 months to complete the series if necessitated by the minimum intervals of the vaccine schedule.	<ul style="list-style-type: none"> Three doses only for children completing primary series at age 7 years and older. Children exempted from the pertussis component of DTaP vaccine should receive DT vaccine instead, or if past 7th birthday, Td / Tdap vaccine, as applicable.
Polio (IPV)	Before admission, three doses required. One dose must be after the 4 th birthday.	After one dose, student may be allowed up 7 months to complete the series if necessitated by the minimum intervals of the vaccine schedule.	<ul style="list-style-type: none"> If polio immunization series included both OPV and IPV, then a total 3 of 4 doses are required depending upon the age of the child.
Measles, Mumps & Rubella (MMR)	Before admission, two doses required. First dose must be after the 1 st birthday.	After one dose, student may be allowed up to 30 days to complete the series.	<ul style="list-style-type: none"> Doses should be a minimum of 28 days apart.
Varicella	Before admission, two doses required. First dose must be after the 1 st birthday.	After one dose, children less than 13 years of age may be allowed up to 90 days to obtain 2 nd dose; children aged 13 years and older may be allowed up to 30 days to obtain the 2 nd dose.	<ul style="list-style-type: none"> Children less than 13 years of age must have a minimum interval of 12 weeks between the 1st and 2nd doses. Children aged 13 years and older may receive the 2nd dose 28 days after the first dose. Immunity may also be demonstrated through the legal guardian's written or verbal attestation of varicella (chickenpox) disease.
Hepatitis B	Before admission, three doses required. Last dose must be after the age of 6 months.	After one dose, student may be allowed up to 4 months to complete the series if necessitated by the minimum intervals of the vaccine schedule.	<ul style="list-style-type: none"> Final dose is not valid if administered before 24 weeks / 6 months of age.

¹ See WV Code §16-3-4 and 64CSR95 for further information.

² Medical exemptions must be requested by a physician who has treated or examined the child and be reviewed and submitted to the Immunization Officer of the Bureau for Public Health. Requests for exemptions must be based on current standards of immunization practice and include the following information: the vaccine(s) being exempted, the specific medical reason for the exemption, whether the exemption is temporary or permanent, and, if temporary, when the exemption should be reevaluated. West Virginia State Law does not allow for non-medical exemptions to immunization requirements.

³ Occasionally, based on product used or the age at which a child is being immunized, deviations from these requirements may be acceptable. Any deviation must be consistent with applicable, age appropriate immunization schedules found at <http://www.cdc.gov> and searching under "Immunization Schedules".



West Virginia Immunization Requirements for 7th & 12th Graders

Beginning in 2012-2013, state law and rules¹ require that all children entering school in West Virginia in grades 7 and 12 must show proof of immunization against diphtheria, pertussis, tetanus, and meningococcal disease, unless properly medically exempted². The table below outlines immunization requirements as most commonly met.³ The West Virginia Bureau for Public Health recommends that vaccine doses administered 4 days or fewer before the minimum interval or age should be considered valid.

7th Grade School Entry Requirement

Vaccine	Requirement	Provisional Enrollment	Additional Information
Tdap (tetanus, diphtheria, acellular pertussis)	Proof of one dose of Tdap vaccine	No provisional enrollment permitted	
MCV4 (meningococcal / meningitis)	Proof of 1 st dose of MCV4 vaccine	No provisional enrollment permitted	

12th Grade School Entry Requirement

Vaccine	Requirement	Provisional Enrollment	Additional Information
Tdap (tetanus, diphtheria, acellular pertussis)	Proof of one dose only of Tdap vaccine	No provisional enrollment permitted	This is not a requirement for a 2 nd dose of Tdap.
MCV4 (meningococcal / meningitis)	Proof of 2 nd dose of MCV4 vaccine if indicated. (See additional information)	No provisional enrollment permitted	Second dose of MCV4 is indicated if first dose was received before the 16 th birthday

¹ See WV Code §16-3-4 and 64CSR95 for further information.

² Medical exemptions must be requested by a physician who has treated or examined the child and be reviewed and approved by the local health officer in the county in which the child attends school. Requests for exemptions must be based on current standards of immunization practice and include the following information: the vaccine(s) being exempted, the specific medical reason for the exemption, whether the exemption is temporary or permanent, and, if temporary, when the exemption should be reevaluated. West Virginia State Law does not allow for non-medical exemptions to immunization requirements.

³ Occasionally, based on product used or the age at which a child is being immunized, deviations from these requirements may be acceptable. Any deviation must be consistent with applicable, age appropriate immunization schedules found at <http://www.cdc.gov> and searching under "Immunization Schedules".

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Our records are monitored by the State of West Virginia on a yearly basis. Any time a student receives an additional immunization, please submit a current immunization form for the school records. Parents/guardians are responsible for making sure all available immunization records are up-to-date.

Medication Administration

Trinity Christian School has a licensed nurse on staff. We ask that, if at all possible, all medication be administered at home. We know, however, there are situations and conditions that require medication to be given during the school hours. The school nurse can administer medication if your child needs it during the school day, under the following guidelines:

- **Prescription Medication:** Written authorization is required for ANY administration of prescription or daily non-prescription medication by the school nurse or designated trained unlicensed employee. This includes a completed and signed medication authorization form which includes the following: student name, date, allergies, medication name, dosage, time, and route, intended effect of medication, other medication(s) taken by student and signature of licensed prescriber AND parent/guardian. Parents should assure medication arrives safely at school in a current and properly labeled container. Medication should be given to the school nurse or authorized personnel and parents should maintain effective communication pertaining to medication administration. School personnel shall dispose of unused or expired medicine unclaimed by the parent/guardian no later than 30 days after the parent/guardian medication authorization expires or on the last day of school whichever comes first. It is the parent/guardian's responsibility to make sure that all necessary medications are provided to the school nurse.
- **“Self-carry” or “Self-administration” Medications:** such as inhalers or EpiPens also required a signed order from a physician stating that the student understands how and when to administer their medication independently. “Self-administration” means medication administered by the student under the approval, assessment and supervision of the school nurse with a licensed prescriber order and parent/guardian permission. The self-administration of prescribed medication may also include medication taken by a student in an emergency or an acute situation (e.g., rescue inhaler, epinephrine, diabetic medication, etc.). The student will self-administer prescribed emergency or acute medications, such as but not limited to epinephrine, insulin, asthma inhaler or ibuprofen when the prescription indicates that said student may maintain possession of the medication. The student must be able to bring the medication to school, carry the medication in a safe and responsible manner, and use the medication only as prescribed.
- **Over the Counter Products:** The school nurse may administer certain over the counter medications, designated by standing order, with written parental permission. These medications, designated in the enrollment packet, may be given at the nurse's discretion as needed for acute or short-term issues such as pain, fever, and allergies, in accordance with Physician Standing Orders. This includes medications such as Tylenol or Ibuprofen and cough drops. No over the counter medications will be administered

without written or verbal permission from the parents. Over the counter medications are limited to 3 days after which a written order will be required by a physician.

- All medications will be locked in the school office. To ensure a 100% drug-free campus, all medication, vitamins, Tylenol, or other over-the-counter medications brought from home for a student's use will be kept in the health office in its original container. Acetaminophen, Ibuprofen, and Tums are available in the school office and will only be dispensed with written permission from the parent.

These guidelines are for your child's safety; please adhere to the above requirements. Specific medication administration questions should be directed to the school nurse.

Collection, Maintenance, and Disclosure of Education Records

In the course of progression through Trinity Christian School, personally identifiable information is collected and maintained for each student. The purpose of this policy is to prescribe standards for the collection, maintenance, and disclosure of such data that guarantee rights of parents to inspect and review that record, to request amendment to records, to consent to disclosure of personally identifiable information, and to file a complaint concerning decisions made with regard to these rights.

Guidelines for Collection and Maintenance of Education Records

Cumulative education records may contain the following information:

1. Enrollment/Re-Enrollment forms
2. Emergency information sheet
3. Immunization history
4. Health screening record
5. Academic record—subjects taken, grades earned
6. Attendance record—days present, days absent, days tardy
7. Date of enrollment, date of withdrawal
8. Results from standardized testing and West Virginia Writing Assessment
9. Legal information concerning the student
10. Tuition payment information
11. Copy of student's original Birth Certificate certified by the state registrar of vital statistics
12. Disciplinary records
13. Record of Access Sheet
14. Release of Education Records Consent to Disclose Forms

Cumulative records consist of papers maintained within file folders and data maintained electronically. A student's cumulative record is collected and maintained at Trinity Christian School.

Guidelines for Family Rights to Student Records

Through the Family Education Rights and Privacy Act, parents have been granted the right to review, request amendment to, and release education records. “Parent” shall be interpreted as a natural or adoptive parent, a legal guardian, or an individual acting as a parent in the absence of the parent or guardian. These rights transfer to “eligible students” when they reach eighteen or when they attend a postsecondary education institution. However, parents can still have access to view Trinity Christian School records if the eligible student is a dependent.

Guidelines for Disclosure of Student Records

Trinity Christian School shall obtain written consent of the parent of a student or the eligible student before disclosing personally identifiable information from the cumulative education records of a student, other than directory information, except as provided in the section headed “Prior Consent for Disclosure Not Required.” Whenever written consent is required Trinity Christian School may presume that the parent of the student or the eligible student giving consent has the authority to do so unless TCS has been provided evidence that there is a legally binding instrument or a court order governing such matters as divorce, separation, or custody which provides to the contrary.

Trinity Christian School shall use the “Release of Cumulative Records–Consent to Disclose Form” to document permission to disclose cumulative educational records.

Prior Consent for Disclosure Required

Trinity Christian School permits the disclosure of cumulative records to officials within the school. An official is determined to have legitimate educational interest if the information is:

1. Necessary for that official to perform appropriate tasks that are specifically in his/her job description or by a contract agreement.
2. Used within the context of official agency or school business and not for purposes extraneous to the official’s area of responsibility.
3. Relevant to the accomplishment of a task or to a determination about the student.
4. Consistent with the purposes for which the data are maintained.

This does not constitute sanction for school officials to share personally identifiable information with anyone not given access through this policy and its accompanying guidelines and procedures.

Disclosure for Disciplinary Information

When a student transfers from Trinity Christian School to another school, the Superintendent may provide a written record of any disciplinary actions taken against the student.

Limitation on Re-disclosure

Personally identifiable information disclosed by Trinity Christian School may not be disclosed by the receiving party without prior written consent of the parent or eligible student. Trinity Christian School officials may not disclose personally identifiable information obtained through parent/eligible student consent without obtaining additional consent to disclose.

Guidelines for Ensuring Right to Inspect and Review an Educational Record

The parent of a student or an eligible student has the right to review the educational records of a student. To exercise this right the parent/eligible student must submit a written request. If the record of interest is a cumulative record, the request should be directed to the Superintendent. The Superintendent or designated records' custodian shall ensure the verification of the requester's identity through the use of identification with the bearer's photograph, check for existence of a legally binding document denying such access, or call the parents using the number listed in the school's records to verify the request. Compliance with a request shall occur within a reasonable period of time, not to exceed forty-five (45) days from receipt of the request. The written request shall be placed in the appropriate file along with a notation of the date of the records' review.

The Superintendent shall designate a staff member to manage the review. The duties of the review manager shall include remaining with the reviewer during the review to ensure that he/she understands the content of the records, ensure the complete record is returned after the review, and refer the reviewer to appropriate resources if the parent has further questions.

A parent may bring another person to review the record. The staff member managing the review shall explain to the person the laws and regulations that safeguard the confidentiality of the education record and shall ask both the parent and the accompanying person to sign the "Consent Form to Allow Accompanying Person to Review Record."

Guidelines for Ensuring Right to Request Amendment to an Educational Record

A parent or eligible student may challenge the contents of the education record and ask that a change be made if he/she believes the record is inaccurate, misleading, or in violation of the privacy rights of the student. In doing this, the person making the request must identify the part of the record he/she wants to change and specify why he/she believes it to be inaccurate, misleading, or in violation of the student's privacy rights. The parent or eligible student shall submit the request to amend the record in writing to the Superintendent.

Guidelines for Filing Complaints Relative to Student Records

If a parent or eligible student wishes to challenge any decision made by Trinity Christian School relative to the collection, maintenance, or disclosure of student data or with respect to adherence to their rights to inspect and review student records, request amendment to records, or consent to disclosure of personally identifiable information, he/she may file a complaint. Complaints related to cumulative records are to be directed to the Superintendent.

Transcripts

- College application transcripts must be requested through the Guidance office during a student's senior year to the college(s) of application on record. The first five are complimentary after a student graduates.
- All other official transcript requests must be made in writing through the guidance office at a cost of \$10.00 each.
- A copy of a non-official transcript may be requested from the Guidance office in writing at no charge by the parent/guardian of a minor student or by the student him/herself if he/she is at least 18 years old.

It is the responsibility of all families to ensure that all financial obligations are met before:

- a) a student will be re-enrolled for the following school year;
- b) before transcripts will be released to the student, family, or any requesting third-party,
- c) before a diploma will be released.

This policy is intended to ensure that TCS maintains its financial stability while also ensuring that students have access to the transcripts necessary for education and employment purposes. It is not the intent of this policy to prohibit or interfere with any student and/or family who may wish to transfer to a different school.

Transcripts will not be released to any student or third party if there is an outstanding balance owed to the school. All financial obligations must be met before any transcript request will be honored. If there is an outstanding balance at the time of the request, TCS will notify the family in writing of the outstanding balance owed and request payment in full. Once the outstanding balance has been paid in full, TCS will release the requested transcript to the authorized recipient.

If a family's account has an outstanding balance, no transcript or other written details regarding their student's academic record will be released. However, if requested by the family, TCS will release by telephone to another school counselor or authorized individual (as designated and approved by the student's parent/legal guardian) the courses the student has completed for scheduling purposes only. TCS will not release the credit each class is worth, or the grade received.

COURT ORDERS

Trinity Christian School MUST have on file all current court orders, signed by the judge, that make reference to school related enforcement. Both parents, regardless of custody, retain the right, by law, to access their child(ren)'s school records for information on student attendance and academic achievement. Proper identification must be presented before accessing the student's records to uphold the Right to Privacy laws of West Virginia. Any request for information must be in writing and must include verification of identification (copy of current driver's license and social security card, or passport) submitted to Trinity Christian School before any and all information is released. The written request may be brought into the Trinity Christian School office, mailed, or faxed. If a parent wishes to access the information in person, he or she should notify the school office at least one day in advance and an appointment will be scheduled for perusal of the student's records.

For the welfare of our students, please understand that all personnel and policies of Trinity Christian School must maintain total neutrality in conjunction with all custody suits, whether settled or in progress. At no time will Trinity Christian School or its members provide supporting information requested by either parent or their attorneys to be used in a custody case to enhance or detract from either party's claim unless subpoenaed by the courts. Also, Trinity Christian School will not act as a liaison between parents and their children for the purpose of sidestepping court orders. This includes, but is not limited to, delivering telephone messages, notes, or cards, etc. Our school's responsibility is to maintain an appropriate, stable learning environment at all times, under all circumstances for the students entrusted to us without taking sides and thus jeopardizing the intentions and integrity of our purpose.

CHILD ABUSE REPORTING

All school employees are mandated reporters and required by West Virginia Code §49-2-803, to make a report to state and local law enforcement and the West Virginia Department of Health and

Human Resources if they have reasonable cause to suspect that a child is neglected or abused, including sexual abuse or sexual assault, or observes the child being subjected to conditions that are likely to result in abuse or neglect shall immediately. Such reports must be made within 24-hours after abuse and/or neglect is suspected.

SCHOOL COMMUNICATION

COMMUNICATION SYSTEMS

The school uses various tools to keep its constituents informed:

Email

Trinity Christian School uses email as a primary means of communication. It has proven to be the vehicle that can distribute important information in a timely manner. Please be sure that a current email address (that is checked daily) is on file in our database so that the school can clearly and efficiently communicate. Students may miss out on important announcements and fun activities if parents are not checking their email daily.

Parent/Student Handbook

This handbook, located on the www.tcsww.org website (see below) in its entirety, is full of the information every parent and student needs to know. Please refer to it often if any procedural questions arise. This Handbook is subject to revisions from time-to-time. Please ensure that the version you are referring to is the most up-to-date.

Facts Management

Facts is the school's database that parents can access at any time via the web for information on their child. ParentsPortal provides access to: account balance, attendance, discipline events, daily grades, report cards, homework, teacher websites, family demographics, staff and school directory, online re-enrollment, and configurable web forms. Staff can also be emailed from this site. It is essential that **every** parent who desires information about his or her child has a working and current email on file. All information, except the Monday Memo (located on the school website) and email announcements, will be distributed through this site, and parents can only access it with a personal email address. If you desire to allow your child access, it is important that each child has his/her own email address on file with Trinity Christian School separate from the parent address. There are numerous free email avenues available (gmail, yahoo, hotmail, etc), so please make sure you have a working email address on file at the school; keep the school informed if it changes; and check it daily. **The school's district code on Facts is TCS-WV**

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. To ensure safety, security, and privacy, security camera footage is the property of TCS and will be managed at the administration's discretion.

SCHOOL CLOSING / DELAYS / INCLEMENT WEATHER POLICY

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. When a student's home district is closed or delayed but Trinity Christian School is open, students will receive an excused absence that does not count against attendance reviews.

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 toward the required hours for certification of our academic programs. 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.

PARENT SUPPORT

All disciplinary decisions are made prayerfully. It is of utmost importance that the parents support the teacher and/or the administration in matters of discipline. If a disagreement arises in the corrective measures taken, a parent should not voice that disagreement to the child until the parent has spoken with the teacher or administrator. Oftentimes, only one perspective is represented. The first one to plead his cause seems right, until his neighbor comes and examines him. Proverbs 18:17 It is important, however, that we teach the children, through our own example, to submit to the authority established by God.

PARENT-SCHOOL AGREEMENT

Trinity Christian School believes that a positive and constructive working relationship between the school and a student's parents/guardians is essential to the accomplishment of the school's educational mission. Parents are expected to support and uphold school policies. Without this cooperation and confirmation from the parents, a double standard exists between the home and school, which is counterproductive to the student's development and the school's effectiveness.

If at any time misunderstandings develop between the school and the home, it becomes the obligation of both to resolve these in a Biblical fashion: "If your brother sins against you, go to him privately and confront him with his fault. If he listens and confesses it, you have won back a brother. But if not, then take one or two others with you and go back again, proving everything you say by these witnesses." (Matthew 18:15-16) that of going directly to the parties involved for clarification and explanation. Only after first meeting with the individual with whom a dispute exists should the aggrieved party go to the individual's supervisor. For example: if a parent or student has a dispute with a teacher, the correct order of dispute resolution is as follows:

1. Go to the person with whom you have a conflict. We have found that written communication, if possible, is the most effective way to begin communication.
2. Approach the person with humility and state the concern.
3. If the concern is legitimate and an understanding is reached, the goal has been achieved.
4. If the conflict remains, then you are obligated to bring the concern to the attention of a second witness party. In the case of issues concerning Trinity Christian School students or issues relating to the classroom, go first to the teacher involved and then, if unresolved, the principal.

The school confesses that although all teachers and staff are chosen for their Christian commitment and high ideals, this does not make them immune from error. All suggestions and comments from parents will be examined fully and are welcomed and encouraged for the overall strengthening of the school.

The school agrees to work closely with the parents in the education of their child(ren). This includes provision of competent teachers, a full and balanced curriculum, regular reporting, proper student supervision, and communication with the home.

In full cooperation with the school, parents are expected to attend school meetings and actively support other school-sponsored activities, knowing that parental participation is critical to the health and well-being of the school and child. It is also expected that parents/guardians cooperate with the administration of Trinity Christian School in seeing that the student attends classes regularly, is at the school premises at the beginning of the school day, and has transportation from the school premises at the close of the school day. Furthermore, parents/guardians are expected to assist the student to learn and advance in the educational process, solve school-related problems

with teachers and other students (without gossiping or spreading rumors), and aid the teachers in providing the student with a Christian education.

Trinity Christian School accordingly reserves the right to terminate or not renew a student's enrollment if the school concludes that the actions of a parent or guardian make such a positive and constructive relationship impossible or otherwise interferes with the school's accomplishment of its educational purposes. Attendance at Trinity Christian School is a privilege, not a right.

PARENT-TEACHER CONFERENCES

One of the strengths in the total education of a student is the close cooperation between school and home. Both students and parents should feel free to communicate with a teacher or teachers at any time.

- Face-to-face conferences for K – 12th grade are scheduled twice a year. These conferences are MANDATORY for parents of a student with a “C” or below in any core subject. Please be sure to schedule your face-to-face conference with the teacher on these designated days. Other face-to-face meeting times are difficult to arrange due to teacher commitments and are not guaranteed.

- When parents desire additional communication with a teacher, we would request that a face-to-face meeting be scheduled if at all possible. These are best because one can see the “heart” of the other person as they speak. Email and text communications are often misread due to a lack of emotion in simple text. Another option would be to telephone the school office and leave a message for the teacher. The teacher will return the call as soon as possible. Please note that some teachers may not receive the message until the end of the day. Parents may also email their teacher directly via their tcsww.org email account or by using Facts, and the teacher will return all communications within 24 hours on business days of message receipt. Please be kind and note that long breaks such as Thanksgiving, Christmas, or Easter do not constitute business days. Please indicate your preference for a return call, text, or email in your communication. Please do not call the teacher at home for homework assignments or conferences.

PRAYER SUPPORT

The school is blessed to have a Trinity Christian School Prayer Team, a group made up of all parents/guardians/grandparents/staff who would like to participate in order to bathe the students, families, and staff in prayer weekly. Parents, grandparents, and other family members are welcome to join the Prayer Team whenever able. Additionally, parents are encouraged to locate three families from within and/or outside the school that will be in consistent prayer for their family and the teachers of their children throughout the year.

PARENT COMMUNICATION PROTOCOL

Contacting Students during school day:

Non-emergency student messages need to be called in or handed in to the school office. We make no guarantees that the messages will be able to be delivered or delivered in a timely manner. The office staff will do its best to give the student the message. However, the school will not deliver non-emergency messages to students during instructional time. Please arrange and communicate with your student all appointments, pick-up times, and other personal messages before they leave for the day. Please do not call or text students on their cell phones during the school day.

Contacting Faculty/Staff Members:

All administration, faculty, and staff have email accounts through the school. Our email style is FIRST INITIAL LAST NAME [@TCSWV.ORG](mailto:FIRST INITIAL LAST NAME@TCSWV.ORG) This method of communication is encouraged to enhance communication, learning, and growth. Messages can also be left for the faculty and staff by calling the main school line at (304) 291-4659.

ACADEMICS

CURRICULUM

Students need to be balanced spiritually, academically, socially, and physically. Teachers do not separate intellectual life from the spiritual. For these reasons, we seek to integrate Jesus and the Bible throughout the entire curriculum. The curriculum is selected through a process by the faculty and administration. It is reviewed periodically to ensure its effectiveness in the education process to enhance the quality of academics offered at Trinity Christian School. Effective writing and use of technology will be stressed in instruction across the disciplines. Trinity Christian School's course of study will require students to read extensively and to be highly motivated.

TEXTBOOK & MEDIA SELECTION

The essence of all that is done at Trinity Christian School is summed up in our Mission, Vision, Values, Philosophy of Education, and our Statement of Faith. It is upon these foundational principles that we base our approach to the selection of materials offered to our students. Because of the vast quantity and varying quality of media resources (including books, videos, CDs, DVDs, Internet resources, online streaming, and other online materials), it is imperative that we interpret our mission and vision in a way that reflects the character of our God and His creation, honestly confronts the needs of our students and their world, and instills in the students a thirst for truth and righteousness.

A Biblical worldview asserts that:

- God is eternal, loving, omnipotent (all-powerful), triune, and Creator,
- Jesus Christ is our hope, our Savior, God Incarnate,
- the Holy Spirit works in the world today,
- the Bible is the final authority, against which we measure all things,
- until the return of Jesus, we must be aware of spiritual warfare according to God's Word,
- God's creation is one of beauty and enjoyment, and people are God's workmanship, created for His glory and companionship.

While it is unrealistic to solely use materials written by individuals who hold to a Biblical worldview, it is important to assess the author's (and sometimes, publisher's) worldview. Our students must be trained to "be as shrewd as snakes and as innocent as doves." (Matthew 10:16b)

Students will have access to the Internet during structured research times. While the Internet can be a great tool, it also has many dangers. Every effort will be taken by the faculty and staff to monitor sites used by the students; however, Trinity Christian School cannot be held responsible for the exposure of a student to an unacceptable site. Please see section entitled Technology Acceptable Use Policy under Code of Conduct.

BIBLE

Each student, 4th grade and up, will be required to have a Bible every day at school. Students may use a Bible version of their choice.

PHYSICAL EDUCATION

All students participate in PE through the 9th grade. Students must wear athletics shoes to PE class. 6th – 12th grade students taking a PE class must wear school appropriate athletic clothing

each day to PE class. Physical education is a requirement for graduation. A Physical Education class will be offered to students during the school day. A physical education credit may also be satisfied through an after school sports participation contract.

A parent may write a note excusing a student from PE for one to three days due to illness or injury. Longer periods of absence from PE class must be in the form of a doctor's note, explaining the length of the illness or injury and reason. The student is still required to report to PE on time, must stay with the class, and must give the note to the nurse. The PE teacher will try to give the student a modified workout to accommodate the injury unless restricted by a doctor.

HOMework

Homework is a necessary and advantageous extension of a school's educational program. It serves to reinforce skills taught in the classroom, to challenge students in new applications of mastered principles, to develop a sense of responsibility in attempting to achieve excellence, and to provide parents with an opportunity to see what is going on in classes. Homework may also be class work not completed during the day. Learning is important and should continue after school hours. It is the school's policy to assign an adequate amount of homework appropriate to the student's age and subject. The quantity of homework is assigned according to the average level of the class. More advanced students may complete their work in less time, while some students may require more time to complete the assignments within the suggested guidelines. Homework may be given on Fridays.

Understandably, there is nothing gained when parents complete their child's homework. This only gives the teacher the impression that a student knows and understands the material, and it discourages that student from becoming independent and self-sufficient. Also, when tested on material supposedly understood, the student is unable to do the work. This, of course, results in wasted time and often results in poor test grades. Parents can be real assets in guiding their children to the proper answer and demonstrating proper methods without actually doing the work. However, if a teacher feels the work is not student generated, he/she may request revised evidence of the day's work, tests, or completed homework for the next day.

Homework is the student's responsibility. The quality of homework is usually a demonstration of one's attitude toward school and learning. Parents can assist their children in the development of positive attitudes in the following ways:

- provide a special time each day to work on assignments,
- provide a special place to work (with a suitable desk or table, light, books and supplies),
- reserve a time for homework, turn off the television and radio, and eliminate phone interruptions,
- use this time to sit down and complete one's own work, demonstrating an attitude of learning,
- show interest in what the student is doing, but do not do the work for him/her,
- help organize the student's notebook, and
- make sure assignments are complete and in the notebook where the child can find them.

The teacher may give extra credit work if all other work is done. However, this is not mandatory and is not in place of regular assignments.

Typed papers must be printed and in hand ready to turn in at the beginning of class on the day due. If a student needs to email the assignment to the teacher or self it must be saved and sent as

a document. Due to software limitations and the plethora of word processing software and upgrades available today, Trinity Christian School is unable to print many student materials. Please utilize local print shops if you are unable to print from home or save materials as a document and submit as the teacher requests.

Finally, Trinity Christian School has a “no late work” policy, and all homework must be turned in at the beginning of each class to receive credit.

FIELD TRIPS

First-hand experiences enhance the learning process. Field trips are an excellent way to make the theories of the curriculum practical. For each field trip, every child must have a school approved permission slip signed by a parent or legal guardian. Not all field trip expenses are covered by tuition. Insufficient parent assistance in chaperoning can cause a trip for the students to be canceled. All parents participating in a field trip will be designated official chaperones/helpers. All parent chaperones who are driving. Siblings will be allowed on field trips only with administrative approval. Siblings in another class at Trinity Christian School will not be allowed to attend.

TEXTBOOK CARE

Hardbound and re-usable paperback texts are the property of Trinity Christian School. Books are issued the first day of classes and returned when the course is completed. Any lost or excessively damaged texts (writing on binding or pages, doodling, missing pages, broken binding, water damage, etc.) must be replaced by the student by paying the publisher’s cost plus shipping for a new book(s).

Lost books must be reported. The student will need to pay for the book in order to be issued a new book. In the event that the student’s book is turned into the office in good shape, the parents will be refunded.

SCHOOL SUPPLIES

School supply lists are released prior to the start of the academic school year. All students are required to purchase and maintain the supplies needed for their classes.

GRADE PLACEMENT

Kindergarten: A child should be 5 years old on or before June 30th. Students who turn five by the start of the academic year may be considered based on academic assessment, social/emotional maturity, and availability. Admission to kindergarten for these students will be at the discretion of the administration. Students whose birthdays are later than September 1st will be required to wait until the following school year.

CLASSROOM ASSIGNMENT

“Be anxious for nothing, but in everything by prayer and supplication, with thanksgiving, let your requests be known to God; and the peace of God, which surpasses all understanding, will guard your hearts and minds through Christ Jesus.” Philippians 4:6-7

We do not accept requests from parents or students for specific teachers or to match up one particular student with another. Many factors are taken into consideration before class assignments are made. Our administration and faculty pray fervently each year for God's divine direction in the placement of your child (children). Please understand and accept that the final decision on classroom assignments rests with the administration and remains in effect for the duration of the school year.

ACADEMIC INTEGRITY

All students are expected to conduct themselves with integrity. Actions based on honesty are pleasing to God and bring honor to Him, Trinity Christian School, and the student.

Academic integrity is integral to our individual standards of honor and to the health of our school culture. To this end, the school has adopted comprehensive policies that define academic integrity as well as identify discipline procedures. Specific types of academic dishonesty, which will result in disciplinary action, are defined below:

Cheating—Any intentional giving of or use of external assistance relating to an examination, test, quiz, or assignment without explicit permission of the teacher is considered cheating. This could include, but is not limited to, looking at another student's paper, sharing answers, copying another student's homework, obtaining answers in a dishonest way, taking photos of test questions and/or answers, or using answers on a cheat sheet, part of the body, desk, or using Artificial Intelligence without permission from the teacher, etc.

Fabrication—Any falsification or invention of data or materials is considered fabrication

Plagiarism—Any intentional representation of another's work, words, or ideas and taking personal credit for it is considered plagiarism. This could be the misuse of published material, electronic material, and/or another student's material.

Forgery—Any unauthorized signing of another person's name to a document is considered forgery.

Theft—Any pilfering of materials or any giving or selling of unauthorized materials (tests, quizzes, answer keys, etc.) is considered theft.

Consequences of Academic Dishonesty—All incidents of academic dishonesty will be reported to the principal and recorded in the student's cumulative record. In the case of any instance of academic dishonesty will move students through the disciplinary process.

First Offense

1. A grade of "0" on the work with no make-up permitted
2. Parent notification
3. Probation

Second Offense

1. A grade of "0" on the work with no make-up permitted
2. Parent conference
3. Student will be withdrawn from all extracurricular activities for the remainder of the year (includes, drama, athletics, music program, clubs, Student Council, etc.)
4. Suspension

Third Offense

1. Student may fail course
2. Suspension pending possible expulsion

REPORT CARDS

Report cards will be issued two times a year.

- For K-8th grades, the two semester grades are averaged together to determine the course final grade.
- High School grades and credits are issued per semester only.
- Parents may also view the academic progress of their child through the last week of school via FACTS at factsmgt.com.

Effort Grades will be as follows:

E Excellent
 S Satisfactory
 N Needs improvement

Grade	Percentage	GPA	Honors GPA	College/AP GPA
A+	97-100%	4	4.5	5
A	93-96%	4	4.5	5
A-	90-92%	4	4.5	5
B+	87-89%	3	3.5	4
B	83-86%	3	3.5	4
B-	80-82%	3	3.5	4
C+	77-79%	2	2	3
C	73-76%	2	2	3
C-	70-72%	2	2	3
D+	67-69%	1	1	2
D	63-66%	1	1	2
D-	60-62%	1	1	2
F	Below 60%	0	0	0
I	Incomplete	0	0	0

* AP Courses, Approved Dual Credit Courses, and/or Approved High School ACCESS courses are to be weighted on a 5.0 scale. Students taking an AP Course must take the AP exam in order to earn the 5.0 weighting scale. If the AP exam is not taken, a 4.0 grading scale will be applied.

SEMESTER EXAMS

- Generally speaking, students in Kindergarten through eighth grade do not take cumulative final semester exams. Teachers may give some kind of cumulative test or project at their discretion in accordance with the curriculum.
- All 9th – 12th grade academic courses are to have comprehensive semester exams. Students in the 7th or 8th grade taking a high school level course (typically Algebra 1 or Spanish 1) will also be required to take the exam.
- All 9th – 12th grade non-academic/performance type courses are to have some kind of significant test of considerable length during semester exam time.
- Senior second semester exams will be taken during the weeks preceding the 9th – 11th grade exams. Refer to attendance policy for exam exemptions.

DROPPING A CLASS

A student may request to drop out of a class within the first two weeks of the course. The administration will determine if the withdrawal is in the best interest of the student. Reasons the request would be denied may include the course is needed for graduation, student would be carrying fewer than four “core” academic courses, no class is available to transfer into, a transfer to another class results in an imbalanced class size, and student is doing poorly primarily because he/she is not completing the work. Drop of a class after a two week “add/drop” period will result in a “Withdrawal Fail” (“WF”) on the transcript.

ACADEMIC/BEHAVIORAL PROBATION

A student with a GPA lower than a 2.0 or having one or more failing grades in any grading period will be placed on Academic Probation for **three weeks**. Additionally, if the grades are not raised by the end of the three-week probationary period, he/she will be declared ineligible and may not participate in extracurricular activities until the next grading period* in which the grades are raised. The student and parent(s) will be advised of deficient grades by the next grading period*. Failure to raise the grades during the next grading period* will result in continued ineligibility. Should Probation or Ineligibility occur for three grading periods* during one year, retention or corrective disciplinary actions will be considered.

*grading period refers to a three week cycle.

TUTORING

Any student falling below a 70% for two consecutive weeks may be recommended for outside tutoring at the parent’s expense.

SUMMER SCHOOL CLASSES

- Students who fail a semester course or who wish to earn extra academic credits may enroll in accredited high schools and junior colleges during the summer session.
- Classes must be approved by the Guidance Counselor in advance. A complete course description is required.
- To transfer credit from that school to a Trinity Christian School transcript, a grade of “C-” or higher must be earned, and the student must request high school credit at the time of registration.

- Proof of the course will only be accepted when an official transcript from the accredited school is received by Trinity Christian School.
- Courses taken to correct a failing grade will not replace the grade earned on Trinity Christian School transcript, but will be listed on Trinity Christian School transcript as a transfer grade and will thus average together for GPA purposes.
- Students will not receive credit twice for the same course.
- Students may take online classes through school approved institutions for credit or recovery credit at parent expense if desired. Please see the counseling office for more details.

INCOMPLETES

If a student has been absent due to a serious illness or hospitalization during the semester, a teacher may assign a grade of incomplete so the student has the opportunity to make up the assignments that were missed. The incomplete must be made up within three weeks after the report cards are received. It is the responsibility of the student to find out what work must be completed. The grade of incomplete will automatically become an “F” if another grade is not submitted by the teacher at the end of the three-week period. Incomplete grades will not be given for regular absences (excused or unexcused).

All exams must be taken prior to the last day that teachers report. In extreme circumstances, accommodations could be made with administrative approval. When all school requirements are met, the incomplete grades will be changed to the final earned grades and then, and only then, be reflected as such on the student transcript.

RETENTION

It may be the recommendation of the student’s teacher that a child repeat a class or grade level. Being retained does not imply failure nor is it a punishment of any kind. Since it is the goal of every Christian to be made complete in the image of Christ, sometimes it must be determined whether or not being held back will be beneficial in attaining that goal. The teacher and administration will request a meeting with the parent and discuss concerns and ideas that could help the student to make necessary changes. These conferences will be held between February and the end of the school year, unless an earlier intervention is indicated. The final decision for retention will be made by both the teacher and the principal. A letter will notify the parent(s).

Because math and foreign language are incremental subjects, any student with a grade below a 70% may be retained in that class as we desire to give the student every possibility of succeeding as they advance from year to year.

High School students who fail a semester course will be required to repeat the course the next year, or take an equivalent summer course from an accredited High School or College (see Summer School Classes).

GRADUATION REQUIREMENTS

In order to graduate from TCS, a student must be enrolled as a full-time student, have successfully completed the Community Service requirement, and have accumulated a minimum of twenty-eight (28) credits, as specified more fully below, during grades 9 through 12. All of the 28 credits must be earned during grades 9 through 12, with the exception of credits for math and foreign language, which can carry over if the required courses are taken during middle school.

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

Each course is one credit. Students are eligible to receive dual credit for certain qualifying courses. (e.g. approved dual credit courses can satisfy a graduation requirement and provide college course credit) In order to be eligible for graduation, a student must obtain at least twenty-eight (28) credits by successfully completing courses as required for each respective subject itemized as follows:

CREDIT REQUIREMENTS

Physical Education: 1 credit	Health: 1 credit
Foreign Language: 2 credits (same language)	Fine Arts: 1 credit
Bible: 4 credits (9th-12th grade)	English: 4 credits (9th-12th grade) <ul style="list-style-type: none"> English 9 (required) English 10 (required) English 11 or AP equivalent English 12 or AP equivalent
Science: 4 credits <ul style="list-style-type: none"> Earth and Space Science (required) Biology (required) Chemistry (required) AP Biology AP Chemistry Physics Anatomy & Physiology 	History/Social Studies: 4.5 credits <ul style="list-style-type: none"> World History (9) (required) US History (10) (required) Geography AP US History Civics (12) (required) Economics/Personal Finance (.5 credit) (required) *
Math: 4 credits <ul style="list-style-type: none"> Algebra I (required) Geometry (required) Algebra II (required) College Prep Math Pre-Calculus Math 126/128 AP Calculus AB AP Calculus BC 	Electives: 3 credits <ul style="list-style-type: none"> Concert Band Digital Design Early Education SAT Prep Spanish III Studio Art 1 & 2 Yearbook <p>*Elective Offerings Subject to Change, refer to academic profile for updated course listings</p>

***Beginning with the class of students entering the 9th grade in the 2024-25 school year, every student is required to complete a ½ credit course of study in personal finance during their 11th or 12th grade years.**

COMMUNITY SERVICE REQUIREMENTS

160 Hours of Community Service during years (9-12)

- 40 hours of community service per school year, 5 hours out of the 40 must be completed at student's home church

GRADUATION CEREMONY PARTICIPATION

A student will not be allowed to walk nor participate in High School graduation ceremonies (nor receive diploma) unless all graduation requirements have been fulfilled. Any senior who is failing a required course(s) at the end of the first semester and/or third 9-week grade report will be required to meet with his/her parents, teachers and school administrator. The result of this meeting will be to produce a written contract outlining standards and objectives the student must accomplish in order to make up for a failed semester credit(s) and pass the remainder of any courses in order to be eligible to take part in graduation ceremonies. This contract will require the signature of the students, his/her parents and the school administrator. Without such contract and fulfillment of all contract requirements, the student will not graduate, nor be eligible to walk in graduation ceremonies.

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.

No senior will be issued a diploma until all financial obligations have been met.

OFF-CAMPUS FULFILLMENT OF COURSE REQUIREMENTS

All required courses are ordinarily taken on Trinity Christian School campus. In rare circumstances, students may fulfill graduation requirements off campus (usually a community college course, WVU Access). Students wishing to request this permission must individually consult the Guidance Counselor before a decision is made and forms given.

A full course description will be required. Courses requiring in-person attendance must be approved by administration and cannot interfere with weekly chapel or core TCS classes including, but not limited to Bible, English, History, Math, Science.

In all cases, the off-campus institution/program must demonstrate the following:

1. 3 College Credit Hours for 1 semester credit;
2. required study and/or practice time;

Upon reception of the final grade for the off-campus course, academic transfer credit will be added to the student's official transcript. Only grades of "C-" or higher will transfer. A transfer grade of CR/NC will be placed on the transcript for all courses taken through a non-accredited program (e.g., PE).

For Clarity and Consistency TCS has adopted the following language:

Dual-enrollment (a student is enrolled in two programs) may appear on TCS transcripts for reporting purposes only no TCS credit or GPA points awarded.

Dual-credit courses (any course, on or off TCS campus, for which a student receives credit at TCS and a second institution) will be counted as graduation credit and grades for such classes will be included in GPA calculations.

COMMUNITY SERVICE PROGRAM

Being community service minded is a core activity for all students at Trinity Christian School. As we strive to be more and more like Christ, we want to emulate Him according to Mark 10:45, which states *“For even the Son of Man did not come to be served, but to serve, and to give His life as a ransom for many.”* The Community Service Program hopes to instill this same life-long passion of service to others in every student.

School-wide Community Service projects are facilitated twice a year. One service project is globally focused and the other is community focused.

Trinity Christian School requires all students in grades 9 through 12 to have:

Community Service: Students are required to perform a collective minimum of forty (40) community service hours per year. Of these required 40 hours, a student must perform a minimum of 5 community service hours by volunteering at the student’s home church. Community Service hours will not be applied towards the hours required for graduation unless the student timely submits all required documentation, as required by Superintendent, pertaining to the community service performed.

- ❖ All positions must be conducted in a solely volunteer (not paid) capacity.
- ❖ Students are encouraged to earn all or part of their hours during the summer prior to the year they are entering.
- ❖ All hours must be complete and turned in to the Guidance Counselor by the second to last week of the school year.
- ❖ Additional hours are welcome and encouraged for college entrance. To properly show hours on transcripts, seniors are required to turn in all hours by the end of the **third quarter grading period**. All hours must be documented and turned-and-submitted to the guidance office on or before the last day of the 3rd quarter of senior year.
- ❖ Seniors will not be allowed to graduate without fulfilling all community service requirements.

AWARDS & HONORS

Various Awards and Honors are recognized throughout the school at events, in the classroom, at Senior White Day, and at Graduation. The following are just some of the awards recognized:

Valedictorian

The full-time senior student who earns the highest total weighted grade point average through the final grading report of senior year and has been a full-time student at TCS for at least their junior and senior years, will be designated as Valedictorian for the class. GPA will be based on classes taken at TCS only, unless the student transfers in. Then the GPA will be based on transfer credits earned at an accredited high school prior to enrollment at TCS unless the student transfers in with a higher GPA than is possible to earn at TCS. In such a case, the higher GPA of the transfer students will be adjusted to equal the highest possible GPA attainable at TCS, at the time of the transfer, prior to junior year. If a student spends only the junior and senior years at TCS all academic coursework counted toward GPA must be completed at TCS (i.e. no off-campus coursework). In case of a tie, the 3rd nine-week report grades will be used to determine valedictory status. If GPAs are still equivalent, then the students will be declared co-valedictorians.

Salutatorian

The senior student, who earns the second highest total weighted grade point average and has been a student at TCS for at least their junior and senior years, will be designated as Salutatorian for the class. Eligibility requirements are the same as those described for valedictorian.

Note: For valedictorian and salutatorian determination, grade point averages will be computed to the hundredth-place value.

Graduation with Honors

Graduation with honors is noted on the commencement program. Recognition is based on the cumulative weighted High School credit. Graduation honors categories are as follows:

Cum Laude (white) – GPA of 3.5 – 3.74

Magna Cum Laude (black) – GPA of 3.75 – 3.99

Summa Cum Laude (red) – GPA of 4.0 +

Honor Society Membership (gold)

Specialty Graduation Honors

Traditional Warrior- Students who have attended Trinity Christian School continuously from Kindergarten-12th grade (cardinal & gold)

Lifetime Warrior- Students who have attended Trinity Christian School continuously from Preschool-12th Grade (cardinal, gold, and black)

Honor Roll

Honor roll status is granted at the end of each term to students with high citizenship marks as follows:

Grades K - 5: Due to the nature of subjects at this age, no Honor roll is awarded.

Grades 6 - 12: Honor Roll = 3.5 or above cumulative GPA

Trinity Christian School Awards

Friday Finale is a special award ceremony held once per month honoring students who are excelling in conduct, sports, and leadership at Trinity. Students are nominated by faculty, staff, and administration to be recognized for these outstanding achievements. The following can be awards that are given:

- ❖ Fruit of the Spirit
- ❖ Volunteer of the Week/Month
- ❖ Dramatic Performer of the Week/Month
- ❖ Physical Education Award
- ❖ Community Servant Leader
- ❖ Keeper of the Faith
- ❖ Warrior Award for students who exemplify all of the qualities desired in a Trinity Christian Warrior.

Sports Awards

Individual team sports recognize players for both skill and character.

ELIGIBILITY

ATHLETIC ELIGIBILITY CLEARANCE (Also see ATHLETICS Handbook.)

Athletics at Trinity Christian School are governed by the West Virginia Schools Secondary School Activities Commission (WVSSAC).

Students interested in playing a sport are required to be passing ALL classes per semester and must maintain a 2.0 minimum GPA without a failing grade to be eligible. Students with an “F” are ineligible. Summer school at a local public school may offer classes to only be used to replace a current subject for GPA eligibility purposes.

Eighth grade students moving into high school must achieve a 2.0 GPA without a failing grade coming in from 8th grade. If the now 9th grade student does not enter the 9th grade and have a 2.0 without any failing grades, the student will be placed on probation. If the student still has not achieved a 2.0 or higher after the first 6-week grading period per the WVSSAC policy, the student will be ineligible until the next three-week grading period in which the student meets standard.

Attendance at a practice or game is mandatory. Unexcused absences may result in removal from the team.

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. Failure to do so will result in a zero given on the assignment, quiz, or exam.

Physicals are to be completed from May 1st of the current school year- June 30th of the following year.. The physical MUST be dated after May 1 of the current school year, as required by WVSSAC.

EXTRA-CURRICULAR ELIGIBILITY CLEARANCE

Students interested in participating in any extra-curricular activities (clubs, drama, music, Student Council, etc.) are required to maintain a 2.0 minimum GPA with no F's to be eligible. Participation in leadership activities (Student Council, Worship team, etc.) require a high level of Christian conduct as outlined in Scripture (refer to Scripture such as I Tim. 3:1-13, Rom. 12:8, etc.). Students and parents may be required to sign a participation agreement outlining expectations.

STANDARD OF CONDUCT & DISCIPLINE POLICY

BIBLICAL GUIDELINES

*“He who ignores discipline despises himself, but whoever heeds correction gains understanding.”
Proverbs 15:32*

“... do not despise the Lord’s discipline and do not resent His rebuke, because the Lord disciplines those He loves, as a father the son he delights in.” Proverbs 3:11-12

Discipline, from the word “discipleship” is to be considered an aspect of moral guidance and not simply a form of punishment.

One of the most important lessons for any student to learn is how to properly respond to all authority: their parents, school personnel, other authority figures, and most importantly, God. In order to accomplish this goal, we must set discipline standards that are enforced fairly, consistently, and lovingly.

However, discipline is never a cut and dry, step-by-step procedure. It is important to remember that we are dealing with different personalities who have different needs. For this reason, the teacher and administration must rely closely on the wisdom and leading of the Holy Spirit in specific situations.

We will encourage students to be ambassadors for Christ, not only at school and school related activities, but also at home and in the larger community. We recognize that Christ-like behavior does not result from following a list of “dos and don’ts,” but rather from one’s acceptance of Christ as Lord and Savior and allowing the Holy Spirit to enter one’s life and take charge of every aspect of it. The intent of this section is to offer students a model of a Christian lifestyle that honors God in their school, home, and community.

Those who follow the teaching of the Lord Jesus Christ are self-disciplined. Likewise, parents are commanded to follow these teachings.

“Fathers, do not exasperate your children; instead bring them up in the training and instruction of the Lord.” Ephesians 6:4

Although discipline is not always pleasant, it is an essential aspect of Godly education in the home and in the Christian School.

“No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.” Hebrews 12:11

Trinity Christian School stands with the parents of the students in the ministry of nurturing disciples for Christ. Without becoming legalistic in our expectations, Trinity Christian School has developed certain principles in which we will train our students. These basic principles are derived from God’s Word.

Build others up. *“Therefore, comfort each other and edify one another, just as you also are doing.” 1 Thessalonians 5:11*

Listen well. *“So then, my beloved brethren, let every man be swift to hear, slow to speak, slow to wrath” James 1:19*

Be prepared. *“Take heed, watch and pray; for you do not know when the time is.” Mark 13:33*

Do your best. *“And whatever you do, do it heartily, as to the Lord and not to men,” Colossians 3:23*

SCHOOL WIDE DISCIPLINE PROTOCOL

Because of our human nature, we may at times irritate others, resulting in misunderstandings or strong disagreements. In Matthew 18:15-17, Jesus gives His formula for solving person-to-person problems. We call it “the Matthew 18 principle” for solving school problems.

All matters must be dealt with according to the Matthew 18:15-16 principle: “If your brother sins against you, go to him privately and confront him with his fault. If he listens and confesses it, you have won back a brother. But if not, then take one or two others with you and go back again, proving everything you say by these witnesses.” (Matthew 18:15-16) **Simply stated...**

1. Go directly to the person with whom there may be an issue. . The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality. The Bible has much to say about those who gossip or malign others with their words. “The hypocrite with his mouth destroys his neighbor: but through knowledge the righteous will be delivered.” (Proverbs 11:9) Matthew 18:15 says, “If your brother sins against you, go and tell him his fault between you and him alone”. The first step, and most often the only step needed in solving a person-to-person problem, is for one of the two people involved to initiate face-to-face dialogue. Most problems are solved at the two-person level.

We also encourage you to think through if the issue stems from a potential misunderstanding or a disagreement with the practice or policy and communicate that to the primary contact. (Ex. “I’m unclear on why my student received a zero on this assignment” as opposed to “I don’t think homework should be graded”).

Misunderstandings can be best solved through clarification and providing more information. The expected outcome is that both sides end up on the same page about why the situation occurred the way it did.

Disagreements are often best solved through both sides being heard. We value and will listen to your position but we may not be able to resolve the disagreement in your favor.

2. Be straightforward. “Tell him his fault.” Jesus tells us to be forthright and to love honestly. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. But restoration and improvement can only come when the issues are lovingly, yet clearly, presented. The Scripture says, “Faithful are the wounds of a friend.” (Proverbs 27:6)

3. Be Forgiving and look to yourself as we may be prone to fall ourselves. “If he hears you, you have gained your brother.” This implies that once the matter is resolved, we should whole-heartedly forgive and restore the person whose fault has offended us. Galatians 6:1 reads,

“If a man is overtaken in any trespass, you who are spiritual restore such a one in a spirit of gentleness; considering yourself lest you also be tempted.”

Handling Classroom Disruptions with Students

With the Matthew 18 principle in mind, this will typically be the protocol followed to handle classroom disruptions:

1. If a student is disrupting the teacher’s ability to teach or other student’s ability to learn, the teacher will ask them to step into the hallway for a moment.
2. The teacher will then engage the rest of the class in a directed assignment and make sure they are independently working.
3. The teacher will then step into the hallway and speak to the student where they will discuss the issue at hand and provide direction in how we expect the student to correct the behavior.
4. If the student is receptive and corrects the behavior, he will be allowed back inside the classroom and continue on with class. **After class, the teacher will document the conversation in FACTS.**
5. If the student is disrespectful, not receptive, or continues to be a disruption, the student will be referred to administration.

Misunderstandings can be best solved through clarification and providing more information. The expected outcome is that both sides end up on the same page about why the situation occurred the way it did.

Disagreements are often best solved through both sides being heard. We value and will listen to your position but we may not be able to resolve the disagreement in your favor.

<u>Issue</u>	<u>Primary Contact</u>	<u>Second Contact</u>
Elementary Classroom Grade	Classroom Teacher	Mrs. Darby
Secondary Classroom Grade	Classroom Teacher	Mrs. Murdock
Elementary Classroom Behavior Issue	Classroom Teacher	Mrs. Darby
Secondary Classroom Behavior Issue	Classroom Teacher	Mrs. Murdock
Assistant Principal’s Decision	Mrs. Murdock	Mrs. Darby
Principal’s Decision	Mrs. Darby	Mr. Atwood
Administration Team Decision	Full Admin Team	Board
Sport-related issue	Coach	Mr. White

Athletic Director Decision	Mr. White	Mr. Atwood
School Policy Issue	Mr. Atwood	Board

ANTI-HARASSMENT, BULLYING, and BRANDING POLICY

Trinity Christian School believes that employees and students are entitled to work and study in an environment that promotes respect, dignity, and is free from all forms of harassment, including sexual harassment, and bullying.

TCS believes 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 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. (Ephesians 4:29, 5:6-11; Luke 6:31; Matthew 5:9; Hebrews 12:11.)

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.

Any use of TCS Branding including logos and name requires approval from Administration.

SPECIFIC COURSES OF DISCIPLINE

Counsel / Teach Correct Behavior / Aid in Reconciliation

We are all responsible for our own sins and are in need of repentance. It is wonderful to know that there is true forgiveness through Jesus Christ! However, there are many different motives for sin. Sometimes even painful emotional experiences result in very inappropriate behavior; therefore, it is the intention of the teachers and administration to shepherd the heart of your child. This will include active listening, teaching correct behavior, and aiding the child in reconciliation with others as well as with Jesus. As times arise with behavior concerns that may have potential damaging effects on the school community, an immediate response may be necessary. TCS Administration will need to be able to speak to students individually regarding the behavior concern.

Parent Conference with an Administrator

Parent Conferences will always begin and end with prayer for wisdom and discernment in regard to the issue of discussion. The principles of "Conflict Resolution" and Matthew 18:15-16 will be followed (see heading Matthew 18 Principle). Parents may be required to shadow their child for an entire school day for corrective purposes.

Academic Probation & Contract

Some incoming students will be admitted to the school on Academic Probation while some students will be given probation during their time at Trinity Christian School.

1. Academic: A student is placed on Academic probation for the next grading period if:
 - a. Failing any core subject
 - b. Failing any elective subject required for graduation
 - c. Falling below a 2.0 for the quarter.
2. Duration of Probation:
 - a. Probation may last several weeks to a semester and student's activities will be limited during the period of probation. Positions of trust and responsibility will be relinquished for the remainder of the school year. At the end of a probation period, the student will be evaluated as to fulfilling the conditions set for the probation and will be
 - b. removed from probation status;
 - c. continue on probation status;
 - d. be required to receive mandated counseling; or
 - e. be recommended to the Board of Directors for dismissal or withdrawal from TCS.
3. When probation is invoked, it gives the student an opportunity to correct the problem. If improvement is not satisfactory, the student will be suspended, dismissed, or asked to withdraw from the school.

Behavioral Probation & Contract

Behavior Probation can occur at any time for behavioral infractions. The behavioral probation will be initiated at the time of a parent conference with administration. At this conference, a Behavioral Contract will be written and signed by all who are present. The student may not return to campus without a signed contract. Any incoming student or existing student placed on Behavioral Probation who receives either a major infraction or two disciplinary referrals in the first semester while on probation is subject for review by the Administrative Team and may include Board review. Failure to modify and improve student behavior in the next nine weeks could result in possible expulsion. A student on Behavioral Probation who remains referral free for one full semester will be removed from Behavioral Probation. (Students placed on Behavioral Probation are not eligible to participate in special privilege activities, such as dances, off-campus lunch, etc.)

Suspension

"No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it." Hebrews 12:11 (NIV)

Suspension may result from repeated violations of school rules or a single serious violation of school rules. The length of suspension, as set by the administration, is determined by the frequency or severity of the offense and may be from one to five days or longer. The administration may impose suspensions of longer than five days. Any suspension for five days or longer could potentially result in consideration for expulsion. Suspension from school automatically places the student on behavioral probation.

There will be no participation in any Trinity Christian School activities (including attendance at activities) until the suspension has been completed.

1. Students suspended from school must serve the entire term of the suspension as set by the administration.
2. A student serving out-of-school suspension may be required to write and submit a two-page paper on what he/she did, using three to five Bible verses explaining why it was wrong, how to Biblically correct the behavior should situations arise with future problems of this nature.

3. Suspensions are considered unexcused absences, therefore all missed class work and assignments must be completed and ready to turn in at the time of reinstatement to be given. Make-up tests will be given during lunch and/or after school at the teacher's convenience.
4. Upon return from an extended suspension, the student must arrive on campus at 7:30 AM to meet with the Administration to sign a Behavioral Probation contract.

Withdrawal

Withdrawal is the “counseling out” of a student (or family) due to academic or behavioral reasons on the part of the student or family.

Expulsion

Expulsion may occur if repeated suspensions do not produce a change in student's behavior or attitude.

1. A 5-day suspension pending consideration for expulsion for the remainder of the school year is mandatory for the following offenses: involvement with drugs; alcohol; sexual immorality; abortion; threats of harm to faculty, staff or students; weapons; or arson.
2. Expelled students or students who withdraw after being considered for expulsion may not participate in or attend Trinity Christian School sponsored activities.
3. Students who have been expelled and desire to return to Trinity Christian School the following year must receive the approval of the Administration and the Board of Directors.

Note: The school administration reserves the right to impose discipline for off campus/non-school violations under the following circumstances:

1. The action of the student is in violation of the law; non-drug and non-alcohol related moving violations are excluded.
2. The action of the student is a blatant violation of the moral standards required of a follower of Christ.
3. By determination of school administration, the action of the student has a negative impact on the morale and spirit of the student body.

APPEALS/ADMINISTRATIVE REVIEW BOARD

The Board of Directors exists as a vehicle of appeal for parents regarding administrative action and to consider more serious disciplinary cases. Written appeals by the parent/guardian to any administrative action will be reviewed by the Board if the written appeal is received in the office within three days of any administrative action. The Board of Directors will make its decision within one week. Be advised that the decision of the Board of Directors is final. No other appeals will be heard by any member of the TCS community (e.g., pastors or staff). By signing this handbook, the parent/guardian agrees that, as per school bylaws, no mediation will be sought amongst the staff, as the staff has no jurisdiction or power to override any decision made by the Board.

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 ½ 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.

LOCKER USE

All students are assigned a locker at the beginning of the school year. The following rules apply:

- This locker is the property of Trinity Christian School.
- Trinity Christian School reserves the right to open and search lockers at any time.
- The student is responsible for the condition and contents of the locker assigned to him/her. The student is responsible for any damage to the contents of any adjacent locker resulting from liquids spilling/leaking from his/her locker.
- The student may not enter or tamper with another student’s locker without his/her permission.
- The student is not permitted to switch or use other lockers.
- If the student purchases a combination lock, the student must provide the school with the combination.
- The student may not affix stickers, contact paper, or tape to any locker. Magnets may be used to put up photos, pictures, posters, etc. to the interior of the locker. Nothing may be put on the exterior of the locker. All “decorations” to the inside of the locker must follow the rules of conduct reasonable for a Christian.

- Exterior locker decorations are permitted for one week. Decorations remaining beyond one week are subject to be removed by administration and/or custodial staff.
- Any repairs to or replacement of the locker that results from misuse or abuse will be the financial responsibility of the student's family.
- A cleaning fee will be applied to the student's account if the locker is not properly cleaned out at the end of the year.

STUDENTS WHO DRIVE AND/OR RIDE WITH MINORS

Students who drive have an extra responsibility to our neighbors and our school. We require all minors who drive to show proper proof of valid driver's license, registration and insurance for the car they drive. The school will issue a parking permit to the student upon proof and with properly endorsed permission from parent/guardian. Students are expected to report into the building upon arrival, no loitering in the parking lot or in vehicles. Students are expected to follow the state law for the license level for which they hold.

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.

PUBLICITY PERMISSION

Any student at any time may be photographed for recognition purposes. This might occur because the student has won an award or because he/she has participated in an event on or off school grounds that can, in some way, reflect TCS. The parent/guardian must sign the Publicity Permission section during the enrollment process giving or denying permission to use such photographs in publications. Pictures of students will not be identified by name on the TCS website or in other promotional material.

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.

School 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.

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 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 and representatives must maintain 3.0 grade point average and must show evidence of Christian leadership.

NON-DISCRIMINATION STATEMENT

Trinity Christian School admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally afforded to students at the school. Trinity Christian School does not discriminate in the administration of its education policies, admission policies, tuition assistance, athletic programs or other school-administered programs. Trinity Christian School does not discriminate in employment with regard to race, color, national, or ethnic origin. Trinity Christian School strongly believes that the Bible teaches that any form of racial discrimination is wrong and is to be condemned. Trinity Christian School welcomes students and employees of all nationalities.

Our students will be equipped to grow according to Luke 2:52,
“And Jesus grew in wisdom and stature, and in favor with God and men.”

Therefore, Trinity Christian School will strive to prepare its graduates to be:
Godly young men and women
Able to articulate a Christ-centered worldview
Productive Christians in society

TRINITY CHRISTIAN SCHOOL
2025-26 PARENT/STUDENT HANDBOOK AGREEMENT

This handbook is to be kept and used as a reference guide. It is essential that the Attendance, Dress Code, Code of Conduct, Infraction, and Homework policies be thoroughly read and understood before starting school.

Parent and student must agree to and sign the following Parental Statement:

1. I appreciate the standards of the school which does not tolerate profanity or obscenity in word or action, dishonor to God and the Word of God, or disrespect to the personnel of this school. Therefore, I agree to support all regulations of the school on my child's behalf and authorize this school to employ such discipline, as it deems wise, for the training of my child.
2. I agree to uphold and support the high academic standard of the school by providing a place at home for my child to study and giving my child encouragement in the completion of homework and assignments.
3. I understand that my child's needs must fit the educational capabilities of the school.
4. I promise to pay my financial obligations to the school on the dates due and understand that my child will be denied attendance if prior acceptable arrangements are not made on any past due account. I also understand the school cannot refund tuition paid or cancel unpaid obligations when a child is absent, withdrawn, or dismissed for any reason.
5. I give permission for my child to take part in all school activities and school sponsored trips away from the school premises and absolve the school from liability to me or my child at school or during any school activity.
6. I understand that the school reserves the right to dismiss any child who fails to comply with the established regulations and discipline or whose financial obligation remains unpaid.
7. I understand that the school is an extension of the family and the family's church, **and the parent, the church, and teacher are a cord of three strands** (Ecc. 4:12) in my child's education. I will contact the teacher and discuss any areas of concern before discussing the problem with others. I will encourage and support my child's teacher(s).
8. I understand that the school reserves the right to change any policy herein, at any time, at the sole discretion of the Administration when it determines the change to be in the best interest of the school.
9. My child/children and I will attend a Bible-believing church.
10. Parents are asked to monitor their child's attire on a daily basis to ensure they meet the dress code guidelines.

I agree to have read and will abide by the following policies:

Student Initial Parent Initial

_____	_____	Technology Use Policy
_____	_____	Cell phone Policy
_____	_____	Attendance Policy
_____	_____	Late Work Policy

I have personally read, understood, and agree to the guidelines contained in Trinity Christian School Handbook. I agree to cooperate with these standards to the fullest extent at all times while enrolled in the Trinity Christian School.

Student Name (Print) _____

Student Signature _____

As a parent I have read, understood and agree with the Trinity Christian School Handbook. I will cooperate with the school in its endeavor to maintain these high Christian standards.

Parent Name (Print) _____

Parent Signature _____