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General Information

Introduction & Intent of Handbook

Welcome to Trinity Christian School (TCS) — the place where academic excellence and Christianity merge while developing the individual gifts of each student, spiritually, academically, physically, and socially. TCS, without apology, proclaims that Jesus Christ is Lord. He alone is the way of salvation. We also believe the Bible to be the inspired, infallible Word of God, and as such, it is the standard for our day-to-day lives. A curriculum that acknowledges and honors God, teachers who are dedicated to the Lord and this ministry, and many people who pray are what makes our school distinctively Christian.

TCS offers high academic and distinctively Christian standards in order to help each student reach his or her God-given potential. TCS strives toward a high standard of behavior. The underlying philosophy of Trinity boldly strives to equip the student through sound biblical principles, an aggressive academic program, practical leadership skills, and a variety of Christlike activities.

Our curriculum is designed for traditional classroom teaching. It is the intent of TCS to help the student develop proper habits of study with a planned and varied program.

The questions concerning moral issues will not be sidestepped. Developing Christian values is vital if young people are to grow into godly leaders. In each grade level, therefore, the moral issues of matters are discussed along with the subject itself. Education is of little value if the student is morally ignorant. Dress codes, personal habits, and leisure-time activities are part of the overall program in developing Christian character through moral and spiritual training. Our goal is not only to provide a strong academic program but also to teach students how to live to the glory of God. (I Corinthians 3: 10) We are striving to teach young people to become the salt of the earth. It is our hope that in whatever direction the Lord leads your child in his/her future; he/she will be able to effectively live for Christ.

This handbook has been prepared in order that you may know and better understand our school system, and it provides a standard of behavior for every family/student attending TCS. We recognize that this handbook is silent on some issues that may arise. In the event of differences of interpretation, TCS administration will render decisions that are fair and in the best interest of both the student and the school.

The rules of conduct are not intended to produce a group of stereotyped individuals, and it is fully recognized that spiritual growth is never the result of superimposed rules. Some of the regulations and practices are necessary for the smooth and efficient operation of the school. Others are guidelines to Christian conduct, the building of character, the forming of good habits, and the rounding of our student's education.

Please accept this handbook in the spirit in which it is intended. While teachers and administrators are charged with the responsibility of enforcing rules, students/families with legitimate and appropriately phrased questions may seek interpretations from the proper sources. The administration stands ready to discuss specific problems or to offer assistance in any way.

Trinity Christian School Mission and Philosophy

God has established Trinity Christian School for the purpose of discipling students through biblically-based and Christ-centered education. Our vision, mission, motto, core values, distinctions, and profile of a graduate make up the heart of the operating constitution for Trinity Christian School, and these collectively will guide all of our policies, practices, and procedures. Our desire is that every student, family, staff member, and board member actively participate in developing a culture at Trinity Christian School, which prepares our students to be lifelong disciples - who are focused on fulfilling the Great Commission (from Matthew 28:18-20) by intentionally investing in making other disciples who will also follow our Lord Jesus Christ. And, we realize, in order to achieve our stated goals, we must instill into the heart of our students the heart of a warrior, so that they will victoriously engage and navigate through the treacherous landscape of our culture today for the cause of Christ.

Vision Statement

The vision of TCS is to see our graduates walking with Christ in their homes, workplaces, churches, and communities for the duration of their lives.

Mission Statement

The mission of TCS is to assist Christian families in equipping students to develop their individual gifts, spiritually, mentally, physically, and socially, and to do so in a manner that brings honor and glory to God.

School Verse

“Be strong, and let us fight bravely for our people and the cities of our God. The LORD will do what is good in His sight.” 2 Samuel 10:12

Motto

Our Homeland Is Heaven. Our Mission Is The Gospel. Our Power Is God’s Spirit. Our Battlefield Is The World. WE ARE WARRIORS!

Philosophy of Education

Foundation

Trinity Christian School (TCS), as a ministry of Trinity Baptist Church, strongly adheres to the belief that all truth is God's Truth. Therefore, we believe God the Father must be recognized as the Creator and organizer of the universe (Gen. 1:1). The Bible, the divinely-inspired Word of God, must be recognized as the absolute authority (John 1:1, II Tim. 3:16). With this foundation, all instruction will lead the student to God and His Truth (Prov. 3:5-6).

Our Goal

TCS firmly believes that man is made in God's image, yet he is blessed with distinctive personalities, talents, and gifts. Our goal is for the students to come to know Christ as Lord and Savior and discover God's purpose for their lives while recognizing and developing their unique, God-given attributes. Luke 2:52 states, "And Jesus increased in wisdom and stature, and in favor with God and man." Therefore, it is our greatest desire that students accept His saving grace and grow spiritually, intellectually, morally, socially, and physically.

Assistance to Parents

The Bible clearly sets forth a mandate for parents in Proverbs 22:6 stating, "Train up a child in the way he should go; and when he is old, he will not depart from it." Consequently, Trinity Christian School, at the parent's request, seeks to serve Christ by assisting parents in providing their children a quality education. TCS believes the parents, church, and school should operate as a cohesive force laying the foundation upon which the best Christian education may be taught to children. Such cooperation creates spiritually vital families which are the foundation of our school, our churches, our community, and our nation.

Integration of Faith and Learning

Integration of biblical faith and learning is the primary function of the teacher. The school employs born-again administrators, faculty, and staff who serve as role models in their Christian walk and professional lives. The Bible, the inspired, infallible Word of God, not only provides the blueprint for Christian education but also provides parents and the Christian school with the principles to be taught. The school endeavors to select the best curriculum available from Christian publishers in order to reach its goal. This college preparatory curriculum incorporates a traditional, well-balanced core of essential subjects taught from a biblical worldview. The entire education process is planned to weave God's truth into practical Christian living (Prov. 3:5-6). It is our desire to teach children the skills to be productive citizens and to provide a platform for academic excellence, competitive sports, fine arts, and extracurricular activities. Most importantly, we desire to foster the students' relationship with Jesus Christ and encourage attributes that reflect of His character.

Doctrinal Position

1. We believe the Bible is the inspired and only infallible, authoritative Word of God. It has God for its author, salvation for its end, and truth, without any mixture or error, for its matter. (II Timothy 3:16-17 and II Peter 1:20-21)
2. We believe there is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit.
3. We believe Jesus is the Christ, the eternal Son of God. He was born of a virgin and lived a sinless life. He died on the cross for the sin of man and was bodily resurrected on the third day. (John 1:1-4, John 14:9, Colossians 1:15-17, II Corinthians 5:21, John 11:45, I Peter 2:24, John 20:20-29, Mark 16:19, Revelation 20:1-9)
4. We believe the Holy Spirit is the third person of the Trinity. He exalts Christ. He convicts of sin and calls all men to the Savior. He enlightens and empowers the believer and church. (John 16:7-11, John 3:5, I Corinthians 6:19, John 14:26, John 16:13)
5. We believe salvation involves the redemption of the whole man and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer.
6. We believe baptism is the immersion of a believer in water in the name of the Father, Son, and Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior. We believe the Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and the fruit of the vine memorialize the death of the Redeemer and anticipate His Second Coming. (Matt. 3:13-17, 26:26-30, 8:19-20, Mark 1:9-11, 14:22-26, Luke 3:21-22, 22:19-20, John 3:23, Acts 2:41-42, 8:35-39, 16:30-33, Romans 6:3-5, I Corinthians 10:6 and 21, Colossians 2:16, 3:16, Revelation 1:10)
7. We believe that a church of Jesus Christ is a local body of baptized believers, associated together in one place to preach the Gospel, to keep the ordinances, and to represent the interests of Christ's kingdom in the world.
8. We believe all true believers endure to the end. Those whom God has accepted in Christ and sanctified by His Spirit will never fall away from the state of grace but shall persevere to the end. We believe in the resurrection of the saved and the lost, the one to everlasting life, and the other to everlasting damnation. (John 5:28-29, I Thessalonians 4:13-17, Revelation 20:19).

Accreditation

TCS is accredited by the Arkansas Nonpublic School Accrediting Association. ANSAA is an association of nonpublic schools throughout the state of Arkansas, whose common goal is to provide quality education. ANSAA is an official chapter of the National Federation of Nonpublic School Accrediting Associations which is recognized by the Department of Education.

2019-2020 TCS School Calendar



July

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
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28	29	30	31			

August

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September

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29	30					

October

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November

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December

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January 2020

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February

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March

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April

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May

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31						

June

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14	15	16	17	18	19	20
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28	29	30				

Calendar Legend

- Staff Development Day
- Holidays
- Early Dismissal
- Early Dismissal Parent/Teacher Conference
- ACT Aspire
- First Day of Quarter
- Last Day of Quarter

Important days to remember

- August 12th Warrior Welcome Back
- August 14th First day for students
- November 25th-29th Thanksgiving Break
- Dec. 23rd- Jan. 6th Christmas Break
- March 23rd-27th Spring Break
- April 13th-17th ACT Aspire
- May 22nd Last day for students
- Inclement weather day: May 1st

Trinity Christian Schools

3107 Trinity Boulevard
Texarkana, AR 71854

Phone: 870-779-1009
Fax: 870-772-1258

Web: www.trinitywarriors.org
E-mail: tcs@trinitywarriors.org



Student Attendance Arrival Procedures

General Philosophy of Attendance

As per our Mission, we come alongside parents in the education of their children. Each school day, we serve in loco parentis — “in place of a parent.” In order to have all students accounted for throughout the school day, we require each student to fully obey all rules of attendance. Parents need to enforce a strong family standard for school attendance that aids their child’s academic success. A good attendance record supports a positive attitude toward school; excellent attendance is a foundation for academic excellence. Students are also expected to keep up with schoolwork during absences.

State Compulsory Attendance Law

Act 2 of 1991 Amended by the State of Arkansas' 82nd General Session:

"Every parent, guardian, or other person residing within the state of Arkansas having custody or charge of any child age five through seventeen years on or before September 15th of that year shall enroll and send the child to a public, private, or parochial school, or provide a home school for the child, as described in 6-15-501 et. Seq., with the following exceptions: Any child who has received a high school diploma or its equivalent as determined by the State Board of Education is not subject to this attendance requirement”.

School Hours

Students will be admitted to their classes at the first morning bell. Students are to be dropped off at TCS no earlier than 7:30 am. Students in 7th-12th must leave within 15 minutes after school dismissal. TCS will not be held responsible for students who are dropped off before 7:30 am or on campus after 15 minutes of their dismissal. K5-6th grade students who have not been picked-up will be taken to extended care. No student is allowed to be on campus without adult supervision.

Absences Due to School-Sponsored Activities

Students who miss class due to athletics, clubs/organizations, or sponsored-school events are NOT charged with a class absence; instead, their attendance record will reflect that they were out of class on a school activity (SA) or athletic event (SP).

Reporting Absences to TCS

TCS desires to instill the value of good attendance and promptness in students; therefore, regular attendance and punctuality are required of every student. In the event of an unavoidable absence, the parent is asked to phone/email the school office by 8:30 am on the day of the absence. Parents should contact the school office in writing with the date and reason of the absence so that it may be determined whether it is excused. Whenever possible, documentation from doctors and appointments should be turned into the office.

Prearranged Absences

Students are responsible for getting a Student Absence Request Form from ParentsWeb or the SSO for any pre-arranged absence. The absence form must list the student’s complete schedule, include a parent’s signature, and the reason for the pre-arranged absence. A pre-arranged absence form must be presented at least three days before the absence occurs. The principal has the final discretion on approving/denying the request. No pre-arranged absences will be granted during finals unless approved by administration.

College-Day Absences (for juniors & seniors only)

Students must follow the same procedure as for a pre-arranged absence. Seniors will be allowed four prearranged College Days per school year. Juniors will be allowed two prearranged College Days per school year. Students must submit a College Day form signed by a representative of the college visited upon return to school. Forms can be obtained in the SSO.

Making-Up Missed School Work

In the event a student is absent (whether it be unexcused, excused, prearranged, or school event), all missed work is still required and in the allowable time [one day for each day missed, or teacher discretion]. Assignments for the day may be obtained online through ParentsWeb. Parents may call the school office to make arrangements for any materials needed for schoolwork for that day. This material will be available in the school office after the last period of the day.

Excessive Absences

All absences count towards the maximum number of allowable days missed [10 days per semester]. Students who miss a total of eleven days per semester may have to repeat the class. Students who miss a total of twenty-two days for the entire year may fail that grade. In the event that a student goes over the allowable number of days, credit may be denied. Parents and students may go through an appeals process in which they meet with an attendance committee.

When a student reaches five days absence in any class during a single semester, an automated email for excessive absences will be sent to the parent. A doctor's note will be needed for any student who is in jeopardy of failing the semester/year due to excessive absences. If a student is under the ongoing care of a physician, a doctor's note must be in the student's file stating the illness and duration of care.

Attendance Probation

Students may be placed on attendance probation due to excessive absences and/or tardies. When placed on attendance probation, appropriate corrective actions will be taken to improve attendance. The following are some examples:

- Sign-in on a daily basis.
- Arrive at a designated time.
- Provide official documentation for ANY absence (doctor's note).
- Students may not be allowed to attend extracurricular events during school hours.

Parent Early-Sign-Out Policy

A request to have a student excused early from class must be sent with the student the morning of the dismissal (or earlier). The time and reason for leaving should be included. The parent or authorized person must report to the designated school entrance and sign the student out. The office will notify the teacher to release the student. Due to security, parents are not allowed to go directly to the classroom to pick-up their child. Please attempt to schedule medical and dental appointments outside of regular school hours if possible.

General Philosophy of Tardiness

Attendance and punctuality are important to a healthy classroom experience, as well as to minimize distraction to the rest of the class. Students who have a total of eleven absences for a class per semester may have to repeat the class. Excessive tardies may result in attendance probation.

Grade-Level Tardy Policies

Junior Kindergarten (PreK 4).

- While tardiness is not counted on student records for junior kindergarten (pre-k4), the same procedure for entry into the Warrior Building must be followed for arrival after 8:00 am.

Grades K5-6

- After three late arrivals per quarter... If a student arrives on campus any time past the 8:00 am tardy bell, for any reason, the parent shall accompany the student to the main school office to pick up a Class Admission Slip. The student will not be allowed in class without the Class Admission Slip.
- After six late arrivals per quarter... parents may be required to conference with an administrator.

Grades 7-12

- Students will be admitted to their first period classes at the first morning bell at 7:50 am.
- Students not in their classrooms by 8:00 am will be marked with an unexcused tardy.
- Students with a note or a parent's phone call may receive an excused tardy.
- Students missing over 15 minutes of class time are marked absent. If a parent contacts the school, the student is marked with an excused absence; otherwise, they are given an unexcused absence.
- Students found loitering (on or off property) will be considered truant.

Excessive Tardiness Grades 7-12

A student with THREE unexcused tardies in a QUARTER (for all his/her classes) is given a disciplinary consequence as listed in the table below. Disciplinary consequences are described in greater detail in the Student Discipline section of this Handbook.

# Unexcused Tardies	Disciplinary Consequence
3	1 Early-Morning Detention (7-7:30 am)
4	2 Early-Morning Detentions (7-7:30 am)
5	1 Day of ISS Mandatory student-parent-principal meeting.
6	1 or more days ISS
7	OSS Mandatory student-parent-principal meeting.

We understand that unexpected delays will arise occasionally, and tardies will occur from time to time. In the case of bad road conditions due to inclement weather or unexpected traffic delays, students will be given an excused tardy - which will not be counted against him/her.

Morning Arrival

Entrance to the buildings will be locked promptly at 8:00 am. Allowing our entrances to remain unlocked for latecomers presents a security issue for all students on campus. We want to avoid those problems and encourage families to make every effort to be on time to allow their child to be seated in class by 8:00 when the tardy bell rings.

Please note: students in grades 2-12 must enter the main school entrance, travel down a long hallway, up the stairs, go to their locker, and down other hallways to their classroom before 8:00 am. Therefore, they need to arrive on campus by 7:50 am in order to be in their seats and ready for class promptly at 8:00 am. Arrival past 7:50 am will not allow them adequate time to avoid being tardy.

Arrival/Dismissal Procedures & Entrances

Preschool (K2-K3)

- Parents are to park and turn off their vehicle and walk their students in through the Preschool entrance.
- Please do not leave children unattended in vehicles.
- For supervision and safety reasons, no other students are to be dropped off at this entrance.

Warrior Building (K4-1st Grade)

- All K4-1st grade students will be dropped off in front of the Warrior Building and enter through the double doors.
- To pick-up students, parents are to form two lines outside the Warrior Building.
- The line closest to the Warrior building is for all K4 students so that parents can sign them in/out.
- The second line is for all K5 and 1st graders.
- Parents who also have students at the main school building may pull through the parking lot and enter appropriate lines.

Main-School Building (2nd – 12th Grade)

- All 2nd-12th grade students will enter the school through the Main School Entrance near the gym.
- Any students arriving after 8:00 am must buzz in through the main office.
- Parents may not drop off students at the preschool entrance.
- Athletes may enter and exit through the west gym doors when unlocked.
- Pick-up of all 2nd-12th grade students will begin at the crosswalk.
- For supervision and safety reasons, parking is not permitted in spaces immediately in front of the main building, the gym, or preschool playground during pickup times.
- Students are not to exit through the preschool wing.
- **Students in grades 7th - 12th must leave the campus within 15 minutes after school dismissal.**

Extended Care

Extended care is available for K-6th beginning fifteen minutes after dismissal until 5:30 pm. Those students who have not been picked up within fifteen minutes after dismissal will be taken to extended care. Extended care fees are billed monthly and are due the 10th of the month.

Student Driving/Parking

All students are required to enter and exit the school parking lot from the church entrance on Trinity Blvd. All student vehicles should be parked on the West side of the main school parking lot. **Students should never drive across the crosswalk between the main building and the Warrior building from 7:30 am – 4:00 pm.** Students may not leave campus at any time without proper permission. **Students may not sit in vehicles before or after school or go to their vehicle between classes.** Any violation of these policies may result in the student losing driving privileges and/or suspension.

Emergency School Closings

Our Emergency Plan provides for response to all types of emergencies. Depending on the circumstances of the emergency, we will use one of the following protective actions in regard to school evacuations, closures, or modified operation:

Immediate Evacuation. Students are evacuated to a safe area on the grounds of the facility in the event of a fire, etc... Our first place of evacuation would be to the baseball field area. Our second option, if necessary, would be to evacuate to the area near the maintenance shop.

In-house Sheltering. Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response. If this is the case, we will evacuate to the Worship Center located in the middle-area of our facility.

Evacuation of Premises. Complete evacuation of our facility may become necessary if there is a danger to our area. In this case, we are prepared to evacuate students to alternate locations as warranted. If we are directed to evacuate to the west, students will relocate to the backside of Trinity Heights Subdivision, which is adjacent to the fire station on Trinity Blvd. If we are directed to evacuate to the north, students will relocate to the parking area of Pearson Eye Institute on Sugar Hill Rd. If we are directed by emergency services to evacuate to the east or to the south, they will inform us of where we will be relocated.

Modified Operation. Modified operation may include cancellations, postponement, or rescheduling of normal activities. These actions are normally taken in the event of a winter storm, facility issues, or utility disruptions.

Dismissal Procedures. Dismissal procedures during an emergency will be handled by administration once a dismissal station has been put in place.

Information regarding school evacuations, modified operations, or closings will be announced on the radio stations KKYR, KOOL, as well as television stations, KSLA, KTLA, and KTBS. We will also contact by email, if possible. Our relocation destination will be posted on the front door of the main school entrance in the event we were to be evacuated. We ask that parents not call our main school phone number during an emergency. The school will contact or advise you by radio, television, email, or phone.



Health/Medical Policies

Medication

- A Medication Administration Release Form (MARF) must be signed before any prescription or scheduled medication will be given at school. A separate consent form is required for each prescription or scheduled medication to be administered at school.
- Over-the-counter medication, not scheduled by a physician, provided by TCS (including, but not limited to: Advil, Tylenol, Benadryl, Tums, or the generic equivalent) may be administered by TCS with a parent or guardian's written consent located on the TCS School Health Information Form.
- All medication (over-the-counter and prescription) must be kept in the nurse's office. All medication should be brought to the nurse's office between 7:30 am and 8:00 am. All scheduled or prescription medication must be in the original container and labeled with the child's name. **NO OUTDATED MEDICATIONS OR CONTAINERS WILL BE PERMITTED.** Any student possessing medication (over-the-counter or prescription) is subject to disciplinary actions.
- The first dose of any new prescription medication must be given at home.
- No prescription or scheduled medication to be given three (3) times a day or less will be administered at school unless specified by a physician.
- Permission of long-term medication must be renewed at the beginning of each year.
- If necessary, the nurse is authorized to delegate administration of medication to another staff member.

Illness

Parents will be notified and children will be sent home when any one or combination of the following symptoms is noted:

- Oral temperature reads 100 or greater
- Nausea, vomiting, or diarrhea
- Rash
- Conjunctivitis ("pink eye")
- Suspected communicable illness (List of Exclusion and Readmission Criteria for Specific Communicable Diseases is posted on the TCS website.)
- Injury or illness requiring a physician's evaluation
- Head lice or nits
- Ringworm

If a child is sent home or stays home from school with any of the illnesses listed above, the child may not return to school until all applicable guidelines are met:

- **FEVER FREE WITHOUT THE USE OF FEVER REDUCING MEDICATION FOR 24 HOURS**
- Without nausea, vomiting, or diarrhea for 24 hours
- Evaluated or treated by a medical professional, and are able to present an excuse.

Medical Emergency

- In the event of a major medical emergency, parents or authorized persons will be contacted immediately. In the event a parent or authorized person cannot be contacted, school officials are to take whatever action is deemed necessary, in their judgment, for the health of a child. The school shall not be financially responsible for the emergency care and/or transportation of a child.
- In the case of a minor medical event (including, but not limited to, the following: minor cuts, scratches, scrapes, minor falls, bruises, insect bites, etc.), first aid will be provided as deemed necessary for the wellbeing of a child. A parent or guardian will be notified by phone call or note, at the discretion of the staff.

Medical Information

- Immunizations
 - Each child must have a current record of all immunizations, or current exemption, on file with TCS.
 - Parents will be notified when immunizations are due. Proof of immunization must be returned to the school nurse within one month of notification. Failure to comply may result in dismissal from school.
- Physician and Emergency Contact Information
 - Each child must have a current Primary Care Physician (PCP), PCP phone number, PCP address, name and number of individual to contact in the case of an emergency, and authorization to treat on file with TCS. Parents must immediately notify the school of any changes that have been made.



Student Dress Code

General Philosophy of TCS Dress Code

TCS requires standardized dress. Our approach to the TCS dress code is to try to create that balance where students feel they have the freedom to express their individual tastes while learning to walk in love toward others and our Savior. To work within this balance, our dress and presentation:

- Should not be offensive to one another and to God;
- Should not result in causing others to envy or stumble; and,
- Should not be done as to draw unnecessary attention to oneself.

We understand it is “just a dress code,” meaning the way we dress and present ourselves is not the be-all-and-end-all measurement of our spiritual maturity or of the depth of our faith. However, we also understand that learning to be a disciple of Jesus Christ is a process that includes learning to walk in love, obedience, and humility. This is why we ask for the full cooperation of students, parents, and teachers in maintaining the standards of the dress code. Please ask administration if you are unsure of a particular item before purchasing. Infractions of the standardized dress code are addressed in the disciplinary policies.

Standardized Dress

The dress code applies at school or any TCS school function unless otherwise directed by Administration. Clothing must be modest and not tight fitting. We understand that there may be differences in the opinion as to what is considered “tight fitting.” Administration, inasmuch as we are able, will lean toward the side of grace; however, in the event that clothes are deemed immodest, too small, or too tight, we reserve the right to send a student home. Final discretion of any policy lies with the Administration of TCS.

Extreme fads will not be allowed. We will not specifically identify each and every fad because they change from year to year. However, it must be understood that hair, clothes, or jewelry styles that are clearly identified with certain segments of the culture may not be within the standards of appearance we desire to promote at TCS.

Dress code is subject to change as circumstances arise, and we will do our best to communicate those changes effectively and in a timely manner to both the parents and students.

Shoes

Shoes should be clean and appropriate for their purposes (such as for PE, recess, and other activities), and should not be distracting.

- Flip-flops are not permitted. Flip-flops are considered any shoe or sandal without a backstrap on it.
- Shoes/sneakers with rollers are not permitted.

Seasonal Coats & Jackets

Heavy winter coats and outdoor jackets may be of any color or design but may not be worn inside the building (they may be stored in the classroom for elementary students and lockers for junior high and high school students).

Outerwear

Students may wear one of the following options inside the building at any time. **If a student chooses to take off the outerwear while in school, they must have an appropriate shirt underneath** (as described below).

- The TCS hoodie or any TCS FanCloth light warm-up pullovers, quarter-zips, jackets.
- Any solid colored light sportswear or fleece that has a full length zipper. Logos must be less than a half-dollar in size.
- Quarter zip pullovers may be worn as outerwear if they are a solid color with TCS approved shirt underneath. Any logos on the pullover must be smaller than the size of a half dollar.

Shirts

Students may wear TCS logo shirts/or Warrior Wear shirts (see below) every day of the week and on field trips (unless otherwise indicated).

- The only TCS shirts that are allowed to be worn daily are those that are sold through the school office. They are either the TCS logo t-shirts or Warrior Wear t-shirts only.
- These shirts are navy blue, orange, or gray with the school logo; they are either short- or long-sleeved; some have the TCS motto on the back and some do not.
- Approved shirts will be available for purchase prior to and throughout the school year.

Students may also wear shirts/blouses other than their TCS shirts.

- Non-TCS shirts/blouses must have a collar, and may be short- or long-sleeved. No sleeveless or cold shoulder shirts are allowed.
- The style may be button-up or polo type. Button-up shirts are allowed to have only the top two buttons undone.
- Any color or pattern is acceptable, as long as it is not a distraction or designed in such a way that it draws unnecessary attention to the person wearing it.
- All logos should be no larger than the size of a half-dollar, and there should be no writing or additional graphics on the shirt or blouse.
- All undershirts or camisole tops must be a solid color.
- Shirts/blouses with sheer or lace panels will not be allowed.
- Midsection and cleavage should be covered.

On Fridays, students may wear any TCS shirt, any shirt purchased for a TCS event (such as an athletic event or homecoming), or any TCS shirt purchased through FanCloth, as sold through the TCS athletic department. These t-shirts should be in good condition (no fading, stretching, or tears) and without any handwriting. Official TCS athletic uniforms and warm-ups are not to be worn during the school day unless special permission is given by administration.

Slacks, Jeans, Shorts, and Skirts

Students may wear slacks, jeans, shorts, or skirts.

- Jeans, carpenter pants, and cargo pants may be worn.
- Allowable colors are navy blue, khaki, gray, and black.

- Attire may not be frayed or cut on the bottoms. No holes or extreme fading, fraying, or thinned areas anywhere on the pant/short/skirt will be allowed.
- Shorts and skirts must be no more than 4" above the crease in the back of the knee. Leggings may only be worn with shorts/skirts of the approved length and must be one of the TCS approved colors (navy blue, khaki, grey, or black).
- Students are not required to wear belts as long as their pants are not falling down or dragging on the floor. Boxers/underwear should not be visible above the waistline.

Miscellaneous

- Jewelry and accessories should be modest; neither excessive or distracting.
 - Girls may wear up to two earrings per ear.
 - Boys may not wear earrings.
- No body piercings (including nose rings).
- Makeup should be modest; neither excessive or distracting.
 - Boys may not wear makeup or nail polish.
- No tattoos (including hand-drawn with markers).
- Hair must be neatly groomed, and extreme hairstyles (unnatural coloring, spikes, mohawks, etc.) are not permitted.
 - Boys: the length should not completely cover the ear or touch the collar or eyebrow, and sideburns may not extend below the earlobe.
 - Boys should be clean-shaven; and if they are not, they must purchase a disposable razor for \$1 from the SSO and shave immediately (or be sent home).
- Hats, bandanas, and sunglasses are not to be worn inside the building. Hoodies are also not to be pulled over the head while inside the building.

PE Attire (7th-12th)

Appropriate athletic attire should only be worn during PE/Athletics, and is not allowed upstairs or in the classroom. PE Attire should be a TCS spirit shirt or a solid color t-shirt. No sleeveless or tank tops will be allowed. Shirts should not have large/torn out arm holes that allow chest/undergarments to show. PE attire should not be tight fitting. Shorts should be no shorter than 4 inches above the back of the knee. Students who are not dressed appropriately for PE/Athletics will not be allowed to participate.

These guidelines are in effect for all PE/Athletic practice times including before and after school.

Student Attendance at School Events as a Spectator

Students in attendance at school events as a spectator, such as basketball and baseball games, should follow the heart of our dress code guidelines. As an example, tank tops, short shorts, or tight fitting clothing should not be worn to these school sponsored events.

Honor Dress

- Can only be worn on designated days.
- Girls: Girls may wear dresses or skirts and blouses of any color and of modest design. The following will not be permitted: halter top/spaghetti strap dresses, backless, strapless, cold shoulder, tight fitting, plunging neckline, cleavage, or sheer clothing. No writing is permitted on the clothing. Dresses and skirts must be no more than four inches above the crease in the back of the knee. Dressy slacks and palazzo pants may also be worn of any color. Leggings may not be worn as pants, only with a dress of approved length. Depending on the event, the outfit to be worn may have to be pre-approved by administration.
- Boys: Button-up collared shirt (must be tucked in), dress slacks, tie preferred, belt and dress shoes. Clean shaven - hair neatly groomed - follow the length guidelines.
- No writing on the clothing.



Academics

Grading Scale

The following grading system will be used at TCS.

A	90-100
B	80-89
C	70-79
D	65-69
F	Below 65
I	Incomplete

Advancement & Retention Policy

If with reasonable modification and accommodation, a student remains more than one level below grade level by 5th grade or thereafter in math and/or reading or exhibits consistently failing grades in two or more core subject areas, a meeting with teachers, administration, and parents will be held to determine the best course of action to ensure the student's success in academics as they move forward.

Kindergarten (K4/K5). Careful evaluations are made of our kindergarten students pertaining to their maturity and skill accomplishments before advancement to K5 or 1st grade.

Grades 1-11. *To be promoted*

- **from K5**, student must be reading on level 2 or higher and must pass the math benchmark.
- **from 1st**, student must be reading on level 12 or higher and must pass the math benchmark.
- **from 2nd**, student must be reading on level 24 or higher and must pass the math benchmark. Student may require testing at this point.
- **from 3rd**, student must be reading on level 32 or higher and must pass the math benchmark.
- **from 4th-8th**, standardized test scores will be considered in conjunction with subject grades. Any student making an "F" for the final average in math or ELA may not be promoted. Any student making a D in math or ELA must have a combined GPA in math, ELA, science, and history of 2.0 to be promoted.
- **from 9th-11th**, students are required to repeat any failed semester of a course utilizing TCS' online course program at the parent's expense before receiving high school credit for that course. These credits can be made up only with counselor approval after the student has failed the course. Only two semester credits can be earned during summer school.

Academic Probation Policy

Students are placed on academic probation for the following reasons:

1. Failing two or more subjects for any marking period, or
2. Failing one subject and receiving two or more D's in other subjects for any marking period, or
3. Earning a GPA less than 2.0 in core subjects for any marking period, or
4. Exhibiting a serious deterioration in academic performance as evidenced by falling grades, failure to complete homework assignments, negligence in seeking extra help, or a general indifferent attitude toward academics.

Academic probation mandates the following:

1. The student must strive for perfect attendance.
2. All homework must be done well and turned in on time.
3. The student must achieve at least a “C” average in core subjects for the quarter.
4. If the student achieves these requirements in the first quarter, he/she may remain at TCS for the next quarter, but will remain on academic probation.
5. If the student does not achieve these requirements, he/she will be asked to withdraw from TCS.
6. If the student achieves academic success in two successive quarters as stated in points 1-3, he/she will be taken off academic probation.

Learning Support Policies for Incoming & Current Students

When deciding necessary accommodations and/or modifications for incoming and current students, we will take into consideration input from outside qualified sources. However, the final decision as to what accommodations and/or modifications are needed and how that will be carried out in the classroom will be left up to the TCS Learning Support staff.

Incoming students that have an Individualized Education Plan (IEP) will be required to automatically enroll in TCS’ Learning Lab at the beginning of the school year and maintain enrollment throughout the duration of their time as a TCS student.

Incoming students with 504 Plans will be required to enroll in TCS’ Learning Lab if they are not showing satisfactory grades at the conclusion of any grading quarter.

Outside tutors will not be considered as a replacement for required enrollment in TCS’ Learning Lab. All costs associated with Learning Lab enrollment will be the responsibility of the family, not the school.

In all grade levels, if a student drops to a “D” at the end of any quarter in math or reading/ELA, he/she will be required to enroll in TCS Learning Support at the family’s expense. Consideration may be given to students who have an IEP or 504 and who are enrolled in TCS Learning Support. Students may also be required to receive math tutoring before or after school by TCS staff.

Student Progress

In an effort to keep parents continually informed about the student progress, the following reporting procedures are used.

1. Parents are encouraged to use ParentsWeb to track their child’s progress. ParentsWeb is an essential tool for communication with the parents. If you have not established your personal account, please go to the following url: www.trinitywarriors.org/parents-web and follow instructions. If you have trouble establishing your account, please contact the school office for assistance. If you do not have internet access, please communicate with the school office for other options.
2. Report cards will be e-mailed each nine weeks.
3. Parent-teacher conferences should be scheduled by emailing the teacher.

4. Teachers can be reached via their Trinity email address, which can be viewed at www.trinitywarriors.org.

Curriculum

Our curriculum is designed for traditional classroom teaching. It is the intent of TCS to help the student develop proper habits of study with a planned and varied program.

Graduation Requirements

In order to graduate from Trinity Christian High School, 22 credits plus Bible are required. One credit of Bible is required for each year of attendance at TCS in grades 9-12.

Honors

- *Bible
- 4 English
- 3 Social Studies
- 4 Science
- 4 Math (upper level)
- ½ Physical Education
- ½ Health
- ½ Speech
- ½ Fine Art
- 2 Foreign Language
- 3 Electives

Regular

- *Bible
- 4 English
- 3 Social Studies
- 3 Science
- 4 Math
- ½ Physical Education
- ½ Health
- ½ Speech
- ½ Fine Art
- 6 Electives

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22 Plus Bible

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22 Plus Bible

Course Changes

Any students needing to make changes to their class schedule must get approval from the high school counselor within 5 days of the beginning of the semester. No schedule changes will be made after the first 5 days unless approved by administration.

Class Rank

The following information on Class Rank, Valedictorian/Salutatorian and Honors and Fast Track classes are revisions to our previous policies and will go into effect with the freshman class of 2015-2016.

We do not rank (except to determine graduation honors of Valedictorian and Salutatorian). Class rank does not accurately communicate a student's ability in our selective, college preparatory program. Many quality colleges, universities, and scholarship programs understand this and are used to having "no ranking" for students from strong, college preparatory programs and home school students. If some communication of a student's comparison to peers is absolutely necessary, administration must give approval, and the minimal amount of information possible will be communicated to the organization (for example, saying the student falls in the top 20% is preferable if a comparison is essential).

Valedictorian/Salutatorian

A committee will screen students whose cumulative GPA qualifies for Valedictorian/Salutatorian in the determination of these ranks. Factors which will be considered in this screening are spiritual leadership and rigor in class schedule, i.e. Fast Track, Honors, College Courses. Transfer students must have received at least 12 of their high school credits from TCS during their junior and senior years. Valedictorian/Salutatorian must be a full time student at TCS.

Honors & Fast Track (FT) Classes

Students will be enrolled into honors and fast track classes when offered, based on teacher recommendation. Honors classes contain advanced work, quicker pace, and/or higher critical thinking skills development. In Math, fast track classes allow students to take the math class a year in advance compared to the norm.

Transfer Credits

One of the most important distinctives lost by our students who take classes in other programs is biblical integration. Other potential losses may include rigorous class content, biblical worldview perspective, and strong teacher interaction with personalized instruction. Students can gain educationally by retaking courses in summer school, by taking advanced college classes, or by getting electives completed to make room for more important courses the following school year. Students can lose educationally and spiritually if their core learning takes place in a secular environment, especially when less rigorous requirements are in place. The standard of a TCS diploma must be guarded with tight guidelines on students' use of outside classes.



Student Discipline

General Philosophy of TCS Student Discipline

Attendance at Trinity Christian School is a privilege. The school exists for the purpose of providing a complete and wholesome education with emphasis on college readiness and Biblical Worldview training. Effective instruction in these areas requires order and discipline, which may be described as the absence of distractions and disturbances which interfere with the effective functioning of the student, class, the educational process and school. Therefore, the following policy and procedures will be supported in order to maintain such discipline.

It is the policy of Trinity Christian School that each student enrolled in the school be provided the best education and training afforded by the school. However, when a student interferes in any way with a teacher's instructional efforts or a fellow student's right to learn, that student forfeits his/her opportunity to be a student in good standing and will be subject to those penalties imposed by the Administration or School Board until being reinstated in good standing.

The first line of discipline lies with the classroom teacher. Students are to follow the leadership and directives of teachers during school hours, whether in or out of class, or at any school sponsored event whether at home, away, or en-route to or from the event. Insubordination in any form will result in disciplinary action.

Process and Procedures

Due to repetition or magnitude of misbehavior, discipline problems may be referred to the appropriate administrator or designee. Any student referred for immediate attention must be accompanied by the teacher or by a written explanation as to the situation prompting the referral.

General Procedures

When the teacher's attempt to deal with the problem has not been effective, the appropriate administrator or designee will meet with the offending student. Discipline will be based upon the student's cumulative disciplinary record for any one school year. However, there are certain violations that may require immediate expulsion from Trinity Christian School.

While enrolled at TCS, students are expected to be a good example and testimony 24/7/365 both on and off campus. The discipline policy applies to students not only on campus, on field trips, and at all school-related functions, but also outside of the school limits as well.

- TCS operates on 24/7/365 discipline policy.
- TCS reserves the right to discipline a student whose conduct both inside and outside of school is a detriment to the reputation or character of the school, which includes the use of social networking sites. Final disposition of any offense will be left to the administration.

The responsibility for discipleship lies primarily with the parents, with the school assisting them as they fulfill their God-given obligation (Deuteronomy 6:4-9, Ephesians 6:4). Discipline is primarily a parental responsibility. It is up to the parents to see to it that the students behave properly. Parents do not relinquish their responsibility to the school. Rather, the school is here to support the parents in their discipline. If the school and the home are not working together on discipline, whatever the school does will

be ineffective. While we employ various methods, the responsibility for student compliance finally rests with the parents, not with the school.

Bullying Policy

TCS does not tolerate bullying in our school community. Jesus tells us that the greatest commandments are to love God and love others (Matthew 22:36-40, Mark 12:29-31, Luke 10:25-28). Jesus also reminds us that people will know we are His disciples by our love for one another (John 13:34-35). A primary task of TCS is to challenge students to love. There is no room for bullying or similar actions, but rather devotion to love each other. This compels us to actively protect and support victims, strongly discipline abuse of power, and help all students and parents be a part of creating an atmosphere of care - which is free from intimidation, harassment, harm or threat.

“Bullying” means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or school employee by a written, verbal, electronic, or physical act that causes or creates a clear and present danger of:

- physical harm to a student or school employee or damage to the student’s or school employee’s property;
- substantial interference with a student’s education or with a school employee’s role in education;
- a hostile educational environment for one or more students or school employees due to the severity, persistence or pervasiveness of the act; or
- substantial disruption of the orderly operation of the school or educational environment. (Arkansas code 6-18-514)

“Electronic Act” means without limitation a communication or image transmitted by means of an electronic device, including without limitation a telephone, wireless phone or other wireless communication device, or computer.

“Harassment” means a pattern of unwelcome verbal or physical conduct relating to another person’s constitutionally or statutorily protected status that causes, or reasonably should be expected to cause, substantial interference with the other’s performance in the school environment.

“Substantial disruption” means without limitation that any one or more of the following occur as a result of bullying:

- Necessary cessation of instruction or educational activities;
- Inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment;
- Exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment; or
- An electronic act that results in the cessation or interference of the orderly operation of the school environment.

Examples of “bullying” may include but are not limited to a pattern of behavior involving one or more of the following:

- Sarcastic “compliments” about another student’s personal appearance;

- Pointed questions intended to embarrass or humiliate;
- Mocking, taunting or belittling (this may occur in the form of gossip);
- Non-verbal threats and/or intimidation such as “fronting” or “chesting” a person;
- Demeaning humor relating to a student’s race, gender, ethnicity or personal characteristics;
- Blackmail, extortion, demands for protection money or other involuntary donations or loans;
- Blocking access to school property or facilities;
- Deliberate physical contact or injury to person or property;
- Stealing or hiding books or belongings; and/or
- Threats of harm to student(s), possessions, or others.

Students who engage in bullying while (a) at school, on school property, on school trips, in school vehicles, at any school function, in connection to or with any school sponsored activity or event, or while en route to or from school, or (b) by an electronic act that results in the substantial disruption of the orderly operation of the school or educational environment are subject to disciplinary action, up to and including suspension or expulsion.

- School employees who witness bullying or have reliable information that a pupil has been the victim of bullying, as defined in this policy and including a single action which if allowed to continue would constitute bullying, shall immediately report the incident to the principal or Administration. The person or persons who file a complaint will not be subject to retaliation or reprisal in any form.
- Students or parents who witness bullying or have reliable information that a pupil has been the victim of bullying, as defined in this policy and including a single action which if allowed to continue would constitute bullying, shall report the incident to the principal or Administration as soon as possible, and never later than 24 hours after the incident (while later reports are welcome, follow up and discipline are hampered by longer time periods).
- Any student who is a victim of bullying or who witnesses bullying or has reliable information about a bullying incident will be afforded as much care and protection as reasonably possible with severe consequences for a student or parent who retaliates to the student providing the information.

The principal will be responsible to follow-up on reports to determine the need for disciplinary action. If the bullying incident is substantiated, the principal will require a meeting between the principal, alleged victim and family, and the alleged bully and family within 24 hours - with the goal of using partnership to change behavior and encourage reconciliation.

- The most likely consequence for verified bullying will be suspension and/or expulsion depending on the severity and circumstances surrounding the incident.
- Repeated instances of bullying or retaliation will result in expulsion.
- Other compensation or consequences may also be applied.

Intentional false reports intended to harm will be treated as a major offense for discipline.

Cyberbullying (information shared from stopbullying.gov)

“Cyberbullying” is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, personal messaging, chat, and websites.

Examples of cyberbullying include:

- mean text messages or emails;
- rumors sent by email or posted on social networking sites;
- embarrassing pictures, videos, websites, or fake profiles; or
- Any of the applicable acts as described above.

Difficulties and uniqueness of cyberbullying include:

- Cyberbullying can happen 24 hours a day, 7 days a week, and reach a kid even when he or she is alone. It can happen any time of the day or night.
- Cyberbullying messages and images can be posted anonymously and distributed quickly to a very wide audience. It can be difficult and sometimes impossible to trace the source.
- Deleting inappropriate or harassing messages, texts, and pictures (from all websites and media) is extremely difficult after they have been posted or sent.

If cyberbullying occurs, please take the following steps:

- Don't respond to and don't forward cyberbullying messages.
- Keep evidence of cyberbullying. Record the dates, times, and descriptions of instances when cyberbullying has occurred. Save and print screenshots, emails, and text messages.
- Block the person who is cyberbullying.
- Report the incident and provide the evidence to the school principal.

Consequences for cyberbullying are the same as for regular or person-person bullying.

Expectations of TCS Students

The school seeks to instill the following characteristics in our students:

- Cheerful obedience to authority
- Responsibility in doing assigned tasks
- Cooperation with others within and outside the classroom
- Courtesy and respect of others
- Cleanliness of person and property
- Truthfulness and honesty in work and life
- Respect for property that belongs to others
- Promptness in attendance and assignments
- Morally good conduct in respect to recreation, social relationships, and language

When behavior contrary to these characteristics is displayed, consequences are given.

- **In grades K-6, the teacher will supply a list of classroom rules and consequences at the beginning of the year.**
- **There is a non-comprehensive listing of what is considered Class I, Class II, and Class III offenses in grades 7-12.**

Sexual Conduct Statement

The biblical and philosophical goal of TCS is to develop students into mature, Christ-like individuals who will be able to exhibit a Christ-like life. While enrolled at TCS, all students are expected to exhibit the qualities of a Christ-like life and to refrain from certain activities or behavior. TCS retains the right to refuse enrollment to or to expel any student who engages in sexual immorality, including any student who professes to be homosexual/bisexual or is practicing homosexual/bisexual behavior. Additionally, any student who condones, supports, or promotes such practices may not be permitted to attend TCS.

Cheating-Plagiarism

Academic Integrity is a priority of TCS. Cheating on exams or assignments, plagiarism (copying from another source without acknowledgement), or helping others cheat or plagiarize are not acceptable behaviors at TCS or as a follower of Jesus Christ. Any attempt to cheat on a quiz or test, present someone else's work as your own, or help another student do so will result in a loss of credit for that assignment with no opportunity to make it up. The incident will be recorded and parents will be notified. A subsequent breach of academic integrity will result in additional consequences such as ISS or OSS along with the loss of credit. The student may be placed on behavior/academic probation at that time.

Expectations:

1. During quizzes and tests, students should put away all extra materials, cell phones or other electronic devices, unless specifically pre-approved by the teacher. Students should be silent, avoid looking around and keep their papers covered.
2. On papers and projects, students must acknowledge all sources they use and properly attribute any ideas, quotes, or paraphrased content. Guidelines will be given by the teacher to clarify how to properly cite sources.

Being honest about what you know and the work you have done is considered academic integrity. Presenting someone else's answers or thoughts as your own is considered stealing and lying. This type of academic dishonesty is considered cheating or plagiarism and will be treated as such. Consequences will be given in accordance with our behavior policies.

Prohibited Articles

Alcoholic beverages, drugs, lighters, guns, knives, weapons, or tobacco, nicotine, or alternative nicotine products (including e-cigarettes or vapes) are not permitted in the building. This also includes imitation or fake objects intended to look like one of these listed above. Over-the-counter or prescription medications are to be in the possession of the school nurse.

MP3 players, iPods, cd players, cds, other electronic devices, books, and magazines not related to classroom work are only permitted after school hours as long as they are appropriate.

Disciplinary Actions (K-12)

1. **Detention** All detentions will be served on Thursday mornings at 7:00 a.m. (or at other appointed times determined by the administration), under the supervision of administration or the designee. Failure to attend detention will result in additional discipline measures (most commonly one day of ISS). Students who are assigned detention must serve it on the day it is scheduled regardless of potentially missing previously scheduled activities.
2. **In-School Suspension (ISS)** In-School Suspension may be assigned for a variety of issues related to misconduct. The following rules apply to ISS:
 - a. Students must report to the Principal's Office no later than 8:15 a.m. Dismissal will be at the end of the school day.
 - b. Students will eat lunch in the ISS room.
3. **Out-of-School Suspension (OSS)** Out-of-School Suspension may take place for Class II and Class III offenses or other violations as described in this section. The administration has the authority to evoke student suspension after examining and evaluating all pertinent facts. Students will be readmitted only after a parent/guardian has conferred with a member of the secondary administration. Students assigned OSS may be required to complete assignments. Students will not receive credit for any missed assignments while on suspension. Students are prohibited from participating in any school activity, including extracurricular, while serving suspension.
4. **Disciplinary Probation** Due to misbehavior or misconduct, students may be placed on probation. Students on probation may be prohibited from participating in any extracurricular activities (some elective courses may be included) for a designated time or indefinitely.
5. **Alternative Learning Environment (ALE)** In certain circumstances a student may be assigned to an alternative learning environment. An ALE assignment is for a period to be determined by the school administration. While assigned to ALE a student will have minimal interaction and may not be allowed to participate in extracurricular activities without administrative approval.
6. **Expulsion** Procedures will be carried out following the school's conflict resolution guidelines. Anytime a referral is submitted that warrants formal disciplinary action, a reasonable effort will be made by the school to either contact the parent(s) or guardian(s) by written note delivered by the student, by making a telephone call during school hours, by e-mail, or by mail.

Consequences for Behavioral Violations of Students in Grades K5-6

When an elementary student has exceeded the allowable violations in the classroom, the teacher will send the student to the office. The following is the course of action for habitual minor offenses. Major offenses will be dealt with according to the severity and nature of the offense. In grades K-2, if the principal is called to the classroom to handle a discipline issue, it is considered an “office” visit.

1st office visit	<ul style="list-style-type: none">● RenWeb Report and/or parent contact.● Student conference with administration.● Warning/appropriate consequence.
2nd office visit	<ul style="list-style-type: none">● Parent contact.● Student conference with administration.● Appropriate consequence.
3rd office visit	<ul style="list-style-type: none">● Parent contact.● Parent conference with administration.● ISS or student sent home.● May be placed on Behavior Probation
4th office visit	<ul style="list-style-type: none">● Eligible for ISS or OSS.
5th office visit	<ul style="list-style-type: none">● Eligible for expulsion.

Additional consequences may include, but are not limited to:

- Privileges suspended
- Loss of free time/recess
- Detention (at lunch, before school, or after school)
- Restitution (materially, verbally, and/or written)
- Assigned projects such as writing, clean-up duty, assisting staff, or deeds of kindness
- ISS or OSS
- ALE

If an elementary student intentionally harms another student or acts with blatant disrespect toward a teacher, the student will be sent home for the remainder of the day. If the offense occurs after lunch, the student may also be required to stay home the following day.

Behavior Probation (K-6)

A student may be placed on behavior probation after 3 office visits with administration. The length of the probation will be determined by administration and discussed with the parents/guardian at a face to face meeting. Administration, the teacher, and parents will work closely to determine the child’s behavioral needs and put a plan into place to address each identified area of concern. Should the student’s behaviors continue while on probation, the student may be expelled from school.

Chewing Gum & Food

Because gum can be destructive to classroom floors and desks when it is disposed of in an inappropriate manner, we do not allow students to chew gum in the classrooms, hallways, or upstairs. Students are not allowed to consume food and/or drinks in the classrooms or hallways except during second chance breakfast each day.

Consequences for Behavioral Violations of Students in Grades 7-12

The minimum and maximum consequences are given as a guideline. The administration will determine the specific consequence, taking into consideration the severity of the violation and the number of cumulative offenses (not just for that one rule). Repeat and habitual offenders will be placed on Behavioral Probation, which could ultimately result in expulsion. The minimum and maximum consequences are given as a guideline. The administration will determine the specific consequence

Conduct Violations

The following are general, not all-inclusive, categories of conduct violations.

Class I Offenses

(These offenses may warrant a detention or in-school suspension)

- 1.1 Excessive distraction of other students - any conduct or behavior that is disruptive to the orderly educational process in the classroom or any similar grouping for instruction.
- 1.2 Violations of rules concerning food or drink.
- 1.3 Excessive Tardiness – (See Attendance Policy)
- 1.4 Non-conformity to dress code.
- 1.5 Inappropriate public display of affection.
- 1.6 Violation of Cell Phone/Electronic Device policy
- 1.7 Possession of matches, lighters, or devices designed to assist in the use of tobacco or vaping products.
- 1.8 Cheating related to homework
- 1.9 Being in an unsupervised or unauthorized location on campus or at a school activity.
- 1.10 Any other violation which the administration may deem to fall in this category.

Class II Offenses

(These offenses may warrant suspension from school from 1-10 days.)

- 2.1 Defiance of authority - any verbal or non-verbal refusal to comply with a lawful directive or order of a school board employee.
- 2.2 Intentionally providing false information to a school board employee including, but not limited to, student information data and/or the concealment of information directly leading to school business.
- 2.3 Inciting student disorder.

- 2.4 Malicious mischief.
- 2.5 Use of profane or obscene language.
- 2.6 Unauthorized absence from school or class (truancy).
- 2.7 Cheating related to a test, quiz, or major assignment.
- 2.8 Gambling - Any participation in games of chance for money and/or things of value. (These offenses will warrant suspension from school from 1-10 days.)

(Offenses 2.9 -2.19 will warrant suspension from school from 1-10 days.)

- 2.9 Possession or use of tobacco or vaping products – any possession on the person, in his/her locker, or other effect of a student.
- 2.10 Unjustified activation of a fire extinguisher.
- 2.11 Unjustified activation of a fire alarm system.
- 2.12 Use of obscene manifestations (verbal, written, gesture).
- 2.13 Assault upon a student.
- 2.14 Assault and battery on a student.
- 2.15 Fighting.
- 2.16 Inciting student disorder.
- 2.17 Malicious mischief
- 2.18 Any other violation which the administration may reasonably deem to fall within this category.

Class III Offenses

(These offenses may warrant assignment to an alternative educational environment or expulsion from Trinity Christian School without warning.)

- 3.1 Drugs - Unauthorized possession, transfer, use or sale of drugs or alcoholic beverages. This includes prescription medication, counterfeit drugs, diet pills, etc.
- 3.2 Arson - Intentional setting of fire to any school property.
- 3.3 Directing obscene or profane language to a school employee.
- 3.4 Assault upon school employee.
- 3.5 Assault and battery upon school employee
- 3.6 Possession of a weapon or ammunition on campus or at a school activity. (includes air guns, paint guns and ammo).
- 3.7 Possession and/or igniting fireworks or firecrackers on campus or at a school activity.
- 3.8 Theft of property.
- 3.9 Possession of stolen property with the knowledge that it is stolen.
- 3.10 Sexual misconduct.
- 3.11 Refractory conduct. (Chronic repeat offenses)
- 3.12 Vandalism.
- 3.13 Arrested in or outside of school
- 3.14 Cheating related to a final exam
- 3.15 Terroristic threatening
- 3.16 Any other offense which the administration may reasonably deem to fall within this category.

Behavioral Probation Policy

A student may be placed on behavioral probation for any pattern of irresponsible behavior which may reflect an attitude of hard-heartedness or unrepentance. The time period of behavioral probation will be up to the discretion of the Advisory Team, and will be commensurate with the seriousness of the offense(s).

There are two levels of behavioral probation.

- Level 1 probation is the lower level and is considered the “warning” level. While on Level 1 probation, the student may continue to participate in athletics and other extracurricular activities. If, however, a student commits another offense while on Level 1 probation, the student will either be expelled or moved to Level 2 probation. Once removed from Level 1 probation, if the student commits another offense, the student will go straight to Level 2 probation.
- While on Level 2 probation, the student may not participate in any TCS extracurricular activities. This also means the student may not represent the school in any public contact, contests, meetings, activities with other schools or the general public, extracurricular activities, or public events such as sports or drama performances. The Advisory Team reserves the right to place a student directly on Level 2 probation without having first placed the student on Level 1 probation. Further offenses during Level 2 probation will result in a recommendation for expulsion or encouragement to seek education elsewhere.

At the end of any probationary period, the Advisory Team, after counsel with the student, his/her teachers, and his/her parents, may take further action including the following options: an additional probationary period if some promising change is evident, expulsion from school, or lifting of probation and restoration to full, responsible membership in the body.

Student Incompatibility

The Trinity Christian School System is a ministry and will try to meet the needs of any student; however, it is not necessarily a school for every student. Students who have had prior discipline problems at TCS or another school, who are married, or who are parents are not eligible for enrollment in or attendance at TCS.



Media & Technology

General Philosophy Regarding the Use of Electronic Devices

Let your eyes look straight ahead, and your eyelids look right before you. Ponder the path of your feet, and let all your ways be established. Do not turn to the right or the left; remove your foot from evil. (Proverbs 4:25-27, NKJV)

We desire to maintain a godly academic atmosphere. Electronic devices, such as cell phones, help us to connect with one another and access beneficial information. As with all technology, cell phones and other personal devices can also be used for purposes that are not appropriate or honoring to the Lord. It is the goal of Trinity Christian School to prepare students to utilize proper wisdom and discernment in the use of mobile devices.

Library/Research Center

The primary purpose of the library is to expose students to all types of media, to teach library skills, to reinforce skills taught in the classroom, to provide supplementary materials for class work, and to teach independence in the use of a variety of media. Each student will have frequent opportunities to use the library as a resource in his or her academic endeavors. Library books may be checked out. A fine of ten cents per day will be charged for books not returned on the due date. The student is responsible for any lost or damaged books. Progress reports and/or report cards may be withheld until late book fees are paid.

As agreed to in the TCS application, students are allowed to access computers and the Internet so they can gain valuable information from thousands of databases, libraries, and bulletin boards. However, the Internet can also be a dangerous place with material that is illegal, inaccurate, and offensive. TCS monitors students and uses filters and other tools to help ensure that students can safely use these resources; however, these safeguards cannot prevent all questionable material. Students are required to use the computer and Internet only for activities that are educational and constructive. It is a privilege, NOT a right. Inappropriate use of the Internet, computers, computer systems, computer networks, or software may result in disciplinary or legal action.

Tablets, Kindles, & Personal Computers

Students are allowed to bring a computing device(s) (ipad, laptop, tablet, kindle, etc) to school for educational purposes (taking notes, writing papers, reading, etc.) only. Students who bring such devices to school do so at their own risk. In order to use personal computing devices at TCS, students must complete the TCS Computing Device permission slip available from the SSO office.

Students using computing devices for purposes other than education can lose their privileges temporarily or permanently. This includes using personal computing devices for non academic purposes during class time.

Cell Phones (including So-Called “Phablets”)

TCS is not responsible for phones that are lost, stolen, or damaged while on TCS property or on a TCS-sponsored trip.

Students in Grades K-6. Students in grades K-6 are not permitted to use cell phones during school hours between 7:50 am – 3:15 pm. Personal cell phones should be turned off and stored out of sight. They are not to be used in classes for reading, as a calculator, or even checking the time. If parents need to reach their child during the school day, they can contact the school office.

Students in grades 7-12 may use their personal cell phones before school, during lunch, and after school. Once students are dismissed from the cafeteria at 7:50 am to come upstairs for class, their cell phones should be turned off or set to silent (not set to vibrate). The only permissible time for students to use their cell phones during school hours is during lunch in the cafeteria. Exceptions to this policy may occur when a staff member grants permission to use a device for instructional purposes, however, they are not to be used in classes for reading, as a calculator, or even checking the time. If parents need to reach their child during the school day, they can contact the school office.

Headphones/earbuds are not to be used on campus, as we want to encourage interaction among students (exceptions include PE/athletic activities and longer bus rides for field trips).

Consequences for Cell Phone Violations

If a student uses a personal cell phone device during an inappropriate time during the school day, the cell phone will be taken to the SSO for the remainder of the day and the student will be assigned a disciplinary consequence as charted below:

# Cell Phone Violations	Disciplinary Consequence
1	Phone kept in the SSO for the remainder of the day
2	Phone kept in the SSO for the remainder of the day, and the student will serve 2 detentions. Parent is required to come to school to pick up the cell phone.
3	Phone kept in the SSO for the remainder of the day, mandatory student-parent-principal meeting, and the student may serve 1 day of ISS. Student may be asked to turn in cell phone at the beginning of school each day for a period of time.

iWatches (& Similar Devices)

Watches which are synched with cell phones are/or social media accounts may be worn at TCS. However, if a student allows their iWatch (or similar device) to be a distraction during class time, then he/she will be instructed to turn the device off or to “airplane” mode.

Videoing & Photographing

Students may not film, record, or post any aspect of TCS life (spiritual, academic or social) on social media without prior written permission from school administration. Students may not post a photo or video of a student or staff member without that person's permission. No audio or video recording is permitted in bathrooms or locker rooms under any circumstances.

Inappropriate Use

Postings of students on social networking, Internet sites or through other means of communications (i.e. text messaging or posting pictures) – which engage in inappropriate behavior (such as drinking, smoking, sexual actions, use of foul language, etc.), using inappropriate language, or promoting illicit activity – are prohibited.

Using social networking sites at any time to disparage or be disrespectful to members of the TCS community may be subject to disciplinary actions. Students are expected to cooperate in investigations by providing access to such sites. The school reserves the right to randomly check all social media and electronic communications.

Student Likeness

TCS may place student photos and information on the school's website and other media related instruments without parental permission.

School Name & Logo

The school name and logo may not be used without the written permission of Administration.



**General TCS
Community & Classroom Policies**

Parent Involvement

It is the desire of TCS for parents to be involved in the educational process of our students. The administration and faculty oversee school programs and projects that promote TCS and education. We encourage parents to assist the school with the planned events. Parents who visit the school campus or serve as chaperones on field trips are asked to conform to the same code of conduct and modesty guidelines as required of students.

School Holidays & Gift Deliveries

Because of our biblical view concerning particular holidays, the following guidelines are in effect:

1. During the Christmas season, our instructional emphasis will be completely on the birth of Christ and the biblical account of the Christmas story.
2. During the Easter season, our emphasis is completely on the death, burial, and resurrection of Christ.
3. Halloween is not observed as a holiday at TCS.
4. In order to minimize classroom disruptions and security issues, school deliveries such as flowers, gifts, food, balloons, baskets, etc. will be kept in the Central Office until dismissal bell.

Student Birthday Parties (K5-6th)

If you would like to bring a treat for all the students in the class to celebrate your child's birthday, please contact your teacher to make arrangements. Absolutely no birthday invitations are to be distributed at school unless all classmates are invited.

School Visits

In the interest of the education and safety of students, all parents and visitors should leave the building by 8:00 am. If parents wish to visit a class, they must have prior approval of the administration. Parents and visitors entering the building for any reason must enter the designated entrance and sign in through the office. To insure a safe environment, TCS must be aware at all times those who enter the building.

Students who wish to shadow a student enrolled at TCS may do so only at the invitation and with permission of the administration.

In the case of child custody issues, a copy of custody papers is required by the school (when applicable) to ensure that the school contacts the person who has legal custody of the student concerning school matters, including release of records and authorized student check out.

Unattended Children

Children not enrolled at TCS must be under close supervision and kept quiet by parents or guardians at all times while on school grounds. Children will not be allowed to have free access to school facilities while school is in progress. Children not enrolled at TCS are not allowed to attend school field trips as a general rule; however, arrangements may be made with the teacher in charge. Parents having gained prior approval through the teacher for the child to attend the field trip must assume all responsibility for the child during the field trip. Final approval is at the discretion of the administration and faculty member.

Parent-Teacher Conferences

The school is an extension of the Christian home. TCS recognizes the importance of the home and school working together to insure the spiritual and academic growth of the child. We ask that parents email the teacher directly to arrange a parent-teacher conference. Teachers may be contacted directly via their TCS e-mail address. E-mail addresses are listed at www.trinitywarriors.org.

Lunch Program

Lunch deliveries from an outside food establishment are not allowed at any grade level. Parents may bring food they have pre-purchased for their student at the student's designated lunch period.

Lunches are billed monthly.

Parents and family members who wish to order a lunch tray for themselves must arrange through their child's teacher by 8:30 am. The teacher issues a lunch count at the beginning of each day to the office in order for the cafeteria to prepare enough food for every lunch period.

Any lunch visitor, other than family members, must be pre-approved through the office.

Seniors are the only class with off campus lunch privileges. Other students may not be checked out by parents to leave campus for lunch unless they are accompanied to lunch with their parent. Violations of this policy will be treated as a major behavioral violation.

Second Chance Breakfast

In our best efforts to meet the needs of our students, we practice a second chance breakfast for grades K-12. Students are allowed to bring a snack from home (vending machines are not accessible to students) as a mid-morning "hold me over." We believe this allows our students to perform at their best mentally and behaviorally. The snack is to be eaten in the classroom in a five-minute time frame, so we have provided guidelines for what is considered a good snack choice. As you will notice, the snacks that are listed are quick, easy to clean up, and non-sugary (please check your ingredient list to make sure sugar is not the primary ingredient). Elementary teachers may have additional guidelines they will explain. The following are acceptable snacks:

Drink

- Water only, no flavorings (clear bottle with leak-proof lid)

Snacks

- Jerky
- String Cheese
- Nuts
- Dried fruit
- Whole or sliced apple
- Grapes
- Celery and peanut butter
- Yogurt cup
- Peanut butter or cheese sandwich crackers
- Breakfast bars

CONFLICT RESOLUTION POLICY

Throughout the course of the school year conflict will arise. Trinity Christian School will seek to engage conflict in a manner that provides both resolution and reconciliation. We are blessed to have God's Word to guide us in this process.

The basis of our conflict resolution process springs from the structure found Matthew Ch 18. The Matthew 18 model leads us to seek remedies to conflict in the relationships that are closest to the issue and then to move through progressive steps that include others until resolution is achieved.

Additionally, Matthew Ch 5 instructs believers to seek resolution to conflict no matter who is perceived to be at fault.

Finally, Philippians 4:1–9 instructs in the reconciliation process between two beloved Christians, and we discover some amazing attitudes to adopt attitudes while resolving conflict that allow those involved in the issue to have a stronger more effective relationship after the issue is resolved.

“Finally, brothers and sisters, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things” (v.8).

Guided by the aforementioned thoughts Trinity Christian School has adopted the following steps for conflict resolution:

1. When a conflict arises between two members of the TCS community the two parties should meet and seek to resolve the specific conflict.
2. If resolution is not achieved through step 1, a third-party intermediary should be employed to assist in achieving resolution and reconciliation. (example: student A and student B invite the school counselor to assist in resolving a particular matter)
3. Should steps one and two fail to achieve a satisfactory resolution the matter should be submitted in writing to the appropriate member of the TCS administrative team. The administrator involved will review all relevant facts and documents related to the issue and conduct a conference with those involved within 5 school days of receipt of all relevant and requested documentation.
4. After step 3, if resolution has not been achieved, the issue will be referred to the Head of School/Superintendent in writing. The Head of School/Superintendent may utilize but is not limited to the following alternatives:
 - a. Review and issue a final judgement that is consistent with the school's policies
 - b. Creating a sub-committee to review and issue a final judgement that is consistent with the school's policies.
 - c. Refer to the matter to the Trinity Christian School Board of Directors.
5. As a final step, only after steps 1 -4 have been utilized, the involved parties may submit to the Head of School/Superintendent a written request to be placed on the Trinity Christian School Board meeting agenda. The Head of School/Superintendent will present the request to the President of the school's board of directors. The President will submit written notice of the granting or denial of the request within five school days to the Head of School/Superintendent and the requesting party.

School-Sponsored Trips

We expect to have several field trips throughout the year. Before each field trip, students must have a permission slip signed by a parent or guardian. Students choosing not to attend a class field trip will be counted as absent. The same standards of conduct and dress code that are required of students at school are also required on school-sponsored activities.

Parent Chaperones. There are times during the year when parents may be asked to serve as chaperones. When parents serve as chaperones, the school requires parents to dress modestly and to follow the same standards of conduct as required of students.



Athletics

General Athletic Eligibility Requirements

Student-athletes participating in athletics must meet the following eligibility requirements:

- Student athletes must maintain a 2.0 GPA or higher in core courses (Arkansas Activities Association requirement).
- If a student athlete is failing or has failed a course, he/she is placed on probation until improvement in the relevant subject is noted by the instructor and approved by the athletic director.

A student-athlete may satisfy requirements for eligibility by successfully retaking failed courses during summer school.

School Suspension. A student-athlete who has been placed on school suspension will not be allowed to participate in any extracurricular activities until after his/her time or days have been completed. This includes practices, games, meets, contests, etc.

Student-athletes must have a full day of classroom attendance on game days. If a game falls on a Saturday or school holiday, then the student-athlete must have a full day of attendance on the day before the game. The student-athlete must also be at school the day following a competition or will not be allowed to participate in the next scheduled event. The Athletic Director must be made aware of pre-arranged conflicts, such as medical appointments, scheduled on game days. Any unavoidable absences (partial or full day) on the day of an athletic event (or the prior day of a Saturday/holiday event) or the day following an event must be approved by the Athletic Director and administration before the athlete can participate in that event or the next event.

The Principal and Athletic Director will monitor grades and academic items relating to eligibility requirements weekly, and collaborate with teachers on progress and improvement plans. The Athletic Director will be responsible for communicating to parents any academic eligibility concerns and ensuring ineligible students are not participating.

Statement of Cooperation

**Honor Code · Parent Communication and Support · Discipline · Family Handbook · Faith · Support ·
Non-discrimination · Trips and Activities · Release of Liability · Student’s Likeness · Internet Use**

All students and their parents are required to sign the following statement of cooperation at the time of initial registration. By signing, you and your family are indicating your commitment to support the standards set forth by Trinity Christian School. **There are no addendums to this form/agreement.**

I/We understand the education of our child is a joint venture of family and school. When concerns or questions arise, I/we will take our opinions, concerns and comments about the school’s programs or employees to the appropriate party as outlined in the grievance policy. Discussions with my children or other parents that are critical of the school or its programs/employees are not appropriate and only lead to divisiveness. Those who engage in insulting or abusive behavior or display a conspicuously uncooperative or destructive attitude toward the school or its programs/employees, including on social media, will not be tolerated and their actions will lead to the cancellation of the student’s contract.

I/We understand that Trinity Christian School takes an open stand for the Lord Jesus Christ and encourages students to grow in their walk with Him. Trinity is a community of individuals committed to a love of God and one another. I/We realize that the standards set forth by Trinity Christian School have been established for our best interest and the best interest of the entire school community. Therefore, I/we understand that if I/we violate any of the standards set forth by TCS, I/we bring disciplinary actions upon ourselves. I/We agree to follow the discipline policy as set forth by Trinity Christian School and hereby agree to authorize TCS to administer such discipline, as is wise and expedient for our child. I/We further agree to cooperate with TCS by administering discipline at home as needed.

Trinity Christian School system admits students of any race, color, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

I/We have read the [Baptist Faith and Message](#), the non-discriminatory acceptance policy above, the [Family Handbook](#), the [internet use policy](#), and the [philosophy of education](#). I/We agree to support the mission, philosophy, statement of faith, and standards set forth by Trinity Christian Schools. I/We understand that if the student violates the rules, disciplinary measures may follow.

I/We grant permission for my student to attend all school sponsored trips and activities throughout each school year unless I/we request in writing, non-participation in an event. I/We also understand that signing this application releases Trinity Christian School and its staff /chaperones from any liability due to accident or injury. I/We give permission for my child to use the internet. I/We also understand that my child’s likeness may be photographed, videotaped, or recorded by the school in the course of the school activities. I/We give consent for the school to use my child’s likeness and information in promotional and/or advertising materials, including the internet.

All new students are accepted on a trial basis for the first grading period, and the school reserves the right to transfer students to the grade level at which they are actually performing. The school also reserves the right to release students on the basis of poor conduct.

In the event of an emergency, I give TCS permission to transport my child to an alternate location.

This form shall remain in effect for this school year and all subsequent school years that the student attends TCS.

Student Name (Printed): _____ Grade: _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____