



2023-2024

FAMILY HANDBOOK

Kindergarten-12th Grade



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Introduction and 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 Christ-like 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 various matters are discussed along with the subject itself. 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. (1 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.

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, 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.

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, academically, physically, and socially 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

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 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 that God created mankind in His own image. We believe that God created two genders, male and female. God's creation of gender is thus part of God's good design for mankind. Furthermore, we believe God's good design is for all sexual expression and relationship to be within a monogamous marriage union between one man and one woman. We believe that mankind is fallen and has inherited a sin nature after the order of Adam. We believe that the fallenness of mankind necessitates salvation, a restored relationship with God and ability to walk obediently to Him, accomplished and given only by the grace of God in Jesus. We believe that because all people are created in the image of God and that Christ died for all people, every person possesses inherent worth and is worthy of respect and Christian love. (Gen. 1:26-30, 2:15-25, Matt. 19:5, John 3:16-17, Rom. 1:19-32, 3:10-18, 23, 6:23, 1 Cor. 1:21-31)
6. 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.
7. 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)
8. 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.
9. 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).



General TCS Community Information



TRINITY CHRISTIAN SCHOOL 2023-2024 CALENDAR

IMPORTANT DATES

JULY							AUGUST							SEPTEMBER							OCTOBER								
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT		
							1		1	2	3	4	5						1	2		1	2	3	4	5	6	7	July 3-7 School Office Closed
																												August 7-15 Staff Development Days Warrior Welcome Back	
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	August 16 First Day for Students/Half Day	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	September 4 Labor Day-No School	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	September 29 K-12 Virtual Day/ PK Regular Day	
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					October 9 Columbus Day-No School	
																												October 13 Q1 Ends	
																												October 16 Q2 Begins	
																												October 19 Fall P/T Conferences/Half Day	
30	31																												

NOVEMBER							DECEMBER							JANUARY							FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
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5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
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19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29		
							31																				
November 20-24 Thanksgiving Break-No School							December 15 Q2 Ends/Half Day							December 18-29 Christmas Break-No School							January 1-2 Christmas Break-No School						
																					January 3 Staff Development Day						
																					January 4 Q3 Begins						
																					January 15 MLK Jr. Day-No School						
																					February 16-19 Winter Break-No School						
																					March 1 K-12 Virtual Day/ PK Regular Day						

MARCH							APRIL							MAY							JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
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17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
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31																					30						
														</													

July 3-7	School Office Closed
August 7-15	Staff Development Days
August 14	Warrior Welcome Back
August 16	First Day for Students/Half Day
September 4	Labor Day-No School
September 29	K-12 Virtual Day/PK Regular Day
October 9	Columbus Day-No School
October 13	Q1 Ends
October 16	Q2 Begins
October 19	Fall P/T Conferences/Half Day
October 20	K-12 Virtual Day/PK Regular Day
November 20-24	Thanksgiving Break-No School
December 15	Q2 Ends/Half Day
December 18-29	Christmas Break-No School
January 1-2	Christmas Break-No School
January 3	Staff Development Day
January 4	Q3 Begins
January 15	MLK Jr. Day-No School
February 16-19	Winter Break-No School
March 1	K-12 Virtual Day/PK Regular Day
March 8	Q3 Ends
March 11	Q4 Begins
March 18-22	Spring Break-No School
March 28	Spring P/T Conferences/Half Day
March 29	Good Friday-No School
April 19	K-12 Virtual Day/PK Regular Day
April 29-30	Standardized Testing
May 1-2	Standardized Testing
May 17	Last Day for Students/Half Day
May 20-21	Staff Development Days

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 in Matthew 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 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 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, TCS 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. Members of the TCS community include parents, guardians, students, and TCS staff.
2. If resolution is not achieved through step one, a third-party intermediary should be employed to assist in achieving resolution and reconciliation.
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 three, if resolution has not been achieved, the issue will be referred to the Head of School/Superintendent in writing. The Head of School may utilize but is not limited to the following alternatives:
 - a. Review and issue a final judgment that is consistent with the school's policies
 - b. Creating a sub-committee to review and issue a final judgment 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 a written request to be placed on the Trinity Christian School Board meeting agenda. The Head of School will present the request to the President of the school's board of directors. The school board president will submit written notice of the granting or denial of the request within five school days to the Head of School and the requesting party.

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 Arkansas Department of Education.

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, and Birthday Celebrations

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 main office until the dismissal bell.
5. If you would like to bring a treat for all the students in the class to celebrate your child's birthday during lunch, please contact your teacher to make arrangements. The food shall be in a commercially packaged container. For safety purposes, nothing prepared from home is allowed. 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 main office. To ensure a safe environment, TCS must be aware at all times of those who enter the building.

Students who wish to shadow must submit a request no later than five days prior to the requested shadow date. A parent/guardian must provide student information and sign a release form prior to shadowing.

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. Children not enrolled at TCS are not allowed to attend school field trips.

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.

Lunch Program

TCS offers an optional cafeteria lunch tray to be purchased by the parent/guardian. All proceeds from Friday lunch orders go towards approved TCS student life activities. If a cafeteria tray is not purchased, the student's family is responsible for sending a lunch with the student. Lunch count will be turned in daily by 9:00 am. Milk and water are the available drink options for students in K5-5th grades and milk, water, and tea are available for 6th-12th grade students. All cafeteria charges will be billed one month in arrears. Microwaves are available for students to use at lunch. Please keep warm up times to two minutes or less as these are shared appliances. Lunch deliveries from an outside food establishment are allowed to be dropped off prior to lunch in the main foyer.

Seniors are the only class to have 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 K5-12. Students are allowed to bring a snack from home. We believe this allows our students to perform at their best academically 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. The following are acceptable:

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

Snacks

- Jerky
- String Cheese
- Nuts
- Dried fruit
- Whole or sliced apple
- Grapes
- Peanut butter or cheese sandwich crackers
- Breakfast bars

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 when the tardy bell rings at 8:00 am. 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 the tardy bell rings at 8:00 am. Elementary students begin pledges and prayer at 7:40 am, and 6th-12th grade students are released to classrooms at 7:50 am. **Please plan drop-off times accordingly.**

Arrival/Dismissal Procedures and Entrances

K5-1st Grade

- All K5-1st grade students will be dropped off the outer lane of the covered east entrance.
- Any students arriving after 8:00 am must enter through the main school entrance and obtain a Class Admission Slip from the school office before going to class.
- To pick-up students, parents are to form two lines under the preschool awning.
- The line closest to the building is for all preschool students so that parents can sign them in/out.
- The outer line is for all K5 and 1st graders.

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 enter through the main school entrance and obtain a Class Admission Slip from the school office before going to class.
- Parents may not drop off students at the preschool entrance.
- Pick-up of all 2nd-12th grade students will begin at the crosswalk of the main school entrance.
- 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.

Extended Care and Study Hall

Extended care is available for K-5th grade students beginning sixteen minutes after dismissal and until 5:30 pm. Study hall is available for 6th-12th grade students beginning sixteen minutes after dismissal and until 5:30 pm. 6th-12th grade students participating in student ministries on Wednesday nights (C3 or Journey) will be released from study hall at 5:00 pm for services. Those students who have not been picked up within sixteen minutes after dismissal will be taken to extended care/study hall. Extended care/study hall fees are billed monthly and are due the 10th of the month.

Student Driving/Parking

All driving students are required to enter and exit the school parking lot from the church entrance on Trinity Blvd and submit a completed Student Parking Permit form to the main office. All student vehicles should be parked on the west side of the crosswalk. 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 protective actions in regard to school evacuations, closures, or modified operations. 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 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 our website and social media as well as thorough email and classroom communications apps such as Remind and Bloomz. We ask that parents not call our main school phone number during an emergency. The school will contact or advise you by email or phone.



Student Attendance Policy

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.

In order to be considered a TCS student for the current school year’s fall semester, students must be on campus and attending classes by no later than the Tuesday after Labor Day. In order to be considered a TCS student for the current school year’s spring semester, students must be on campus and attending classes by no later than the Tuesday after Martin Luther King Jr. Day. In addition, students must remain on campus and attend classes at TCS until testing has concluded for the school year, which is the last week of the current school year’s calendar. A virtual learning platform for a student will only be on specified days or in extreme circumstances such as inclement weather, sudden illnesses that require hospitalization, etc., all which require approval by the TCS administration team. These deadlines and directives ensure we provide the best possible education for our students with minimal disruptions to instructional time.

State Compulsory Attendance Policy

A.C.A. 6-18-202:

“Every parent, guardian, or other person having custody of any child age five (5) through seventeen (17) on or before August 1 of that year who resides, as defined by policy within the District shall enroll and send the child to a District school with the following exceptions:

1. The child is enrolled in private or parochial school.
2. The child is being home-schooled.
3. The child will not be age six (6) on or before August 1 of that particular school year and the parent, guardian, or other person having custody or charge of the child elects not to have him/her attend kindergarten. A kindergarten waiver form prescribed by regulation of the Department of Education must be signed and on file with the District administrative office.
4. The child has received a high school diploma or its equivalent as determined by the State Board of Education.
5. The child is age sixteen (16) or above and is enrolled in a post-secondary vocational technical institution, a community college, or a two-year or four-year institution of higher education.
6. The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A. § 6-18-201 (b).”

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. TCS will not be held responsible for students who are dropped off before 7:30 am or on campus after fifteen minutes of their dismissal. K5-5th grade students who have not been picked up will be taken to extended care. 6th-12th grade students who have not been picked up will be taken to study hall. 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 sporting 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. 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 main office 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 Dean of Instruction has the final discretion on approving/denying the request. Pre-arranged absences will not be granted during finals unless approved by administration.

College Day Absences

Students must follow the same procedure as for a pre-arranged absence. Juniors and Seniors will be allowed two prearranged College Days per school year. Students must submit documentation signed by a representative of the college visited upon return to school.

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. Assignments for the day may be obtained online through Google Classroom. Parents may make arrangements when reporting the absence to the school office for any materials needed for schoolwork for that day. This material will be available in the school office after 3:30 pm of that day. A student is allowed one day per day of absence to make up the missing work. Make up work which is not turned in within the time frame listed shall receive a zero.

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 the Administrative team.

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. 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 will be placed on attendance probation due to excessive absences and/or tardies. Extraordinary circumstances will be taken into consideration when a student has met the criteria for attendance probation. 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.

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. Excessive tardies will result in attendance probation.

Grade Level Tardy Policies

Grades K5-5

- 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.
- Excessive tardies will result in attendance probation.

Grades 6-12

- Students not in their classrooms by 8:00 am will be marked with a tardy.
- Students missing over 15 minutes of class time are marked absent.
- Excessive tardies will result in attendance probation.

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 may be given an excused tardy - which will not be counted against him/her.



Health and Medical Policies

Medication

- A Medication Administration Release Form (MARF) must be signed by a parent/guardian 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, topical ointments, 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. A verbal consent by phone will be accepted until a written consent is received. If frequent OTC medication is required, a parent must provide that medication with the child's name labeled on the medication. Any outdated OTC medication will be discarded.
- 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 school year.
- If necessary, the nurse is authorized to delegate administration of medication to another staff member.
- No Schedule II medications will be given at school.

Self-administration of Medications

Students who have written permission from their parent or guardian and a licensed healthcare provider on file with the school may:

1. Self-administer either a rescue inhaler or auto-injectable epinephrine;
2. Perform his/her own blood glucose checks;
3. Administer insulin through the insulin delivery system the student uses;
4. Treat the student's own hypoglycemia and hyperglycemia; or
5. Possess on his or her person:
 - A rescue inhaler or auto-injectable epinephrine; or
 - The necessary supplies and equipment to perform his/her own diabetes monitoring and treatment functions.
6. These students shall be allowed to carry and self-administer such medication while:
 - In school;
 - At an on-site school sponsored activity;
 - While traveling to or from school; or
 - At an off-site school sponsored activity

Illness

Students whom the school nurse determines are unwell for school attendance will be sent home. Parents will be notified and children will be sent home when any one or combination of the following symptoms is noted:

- Oral temperature reads 100.4 or greater
- Nausea, vomiting, or diarrhea
- Rash
- Conjunctivitis (“pink eye”)
- Suspected communicable illness (see below)
- Injury or illness requiring a physician's evaluation
- Head lice or nits
- Ringworm (of the scalp)

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.** Most fever is lowest in the morning, rises in the afternoon, and is highest in the evening.
- **Without nausea, vomiting, or diarrhea for 24 hours.**
- Evaluated or treated by a medical professional, and are able to present an excuse if requested.

Students sent home by the nurse for the above reasons must check in with the nurse prior to going to class on their first day back to school.

Exclusion and Re-admission Criteria for Specific Communicable Diseases/Illnesses

Students with suspected communicable illnesses that are transmittable in a school environment shall demonstrate respect for other students and staff by NOT attending school while they are capable of transmitting their condition to others. Depending on the specific disease/illness, the school nurse will advise when a student may safely return to school.

Medical Emergency

- In the event of a major medical emergency, parents or authorized persons will be contacted immediately after emergency medical services are contacted. 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 and Exemptions
 - Each child must have a current record of all immunizations, or current exemption, on file with TCS when **admitted**. An exemption with the Arkansas Department of Health **MUST** be submitted at the beginning of **each** school year for renewal.
 - 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 until your child becomes up to date or an exemption is received.
 - A child enrolled at TCS who has an immunization exemption may be dismissed from school at the discretion of the nurse during an outbreak of the disease for which the child is not vaccinated. The child may not return to school until the outbreak has been resolved.
- Physician and Emergency Contact Information
 - Each child must have a current Primary Care Physician (PCP), PCP phone number, PCP address, name and number of individuals 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.

Physical Examinations and Screenings

TCS conducts yearly health screenings such as hearing, vision, scoliosis, and physicals (for athletics, grades 6-12). Parents have the right to refuse screenings for scoliosis in writing stating as the basis of the objective that is contrary to the parents or guardians religious beliefs. In the instance of vision screening, a student may be excluded if he/she has received an eye examination within the last 6 months from the time of the screening at school. A certification must be provided by the parent from the physician that he/she has been examined.



Student Dress Code

General Philosophy of TCS Dress Code

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

TCS Dress Code

Shoes

Shoes should be clean and appropriate for their purposes (such as for PE, recess, and other activities), and should not be distracting. Shoes/sneakers with rollers are not permitted.

Seasonal Coats and 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 K5-5th grade students and lockers for 6th-12th grade students.

Outerwear

Students may wear a TCS hoodie, light warm-up pullover, quarter-zip, or jackets. Students may wear any solid colored hoodie, light warm-up pullover, quarter-zip, or jacket as long as the logo is no larger than the size of a half-dollar. **If a student chooses to take off the outerwear while in school, they must have an appropriate shirt underneath.**

Shirts

Students may wear any TCS shirt any day of the week. Friday will be designated as spirit day so students are encouraged to wear TCS shirts on that day. Students may also wear other shirts/blouses. Non-TCS shirts/blouses of any solid color or small pattern are 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. Students may however wear shirts that have scriptural references. No sleeveless top, halters, crop tops, tank tops, spaghetti straps, tube tops, or tops that bear the midriff, show cleavage, or show the underarm area may be worn.

Pants

Students may wear slacks, jeans, shorts, or skirts. No holes or extreme fading, or thinned areas anywhere on the pants/short/skirt will be allowed. Any attire that allows skin to be seen above fingertip length is prohibited. This includes holes in pants and other clothing. Shorts and skirts must be fingertip length or longer. Leggings are not permitted to be worn as pants. Boxers/underwear should not be visible above the waist of the pants.

Miscellaneous

- No pajamas or sweatpants are allowed.
- 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).
- Girls-Hair must be neatly groomed, and extreme hairstyles (unnatural coloring, spikes, mohawks, etc.) are not permitted.
- Boys-Hair must be neatly groomed, and extreme hairstyles (unnatural coloring, spikes, mohawks, etc.) are not permitted. The length should not completely cover the ear or touch the collar or eyebrow, and sideburns may not extend below the earlobe. Styling hair in a manner that gathers long hair on the top of the head is also not allowed. Facial hair must be neatly groomed.
- Hats, bandanas, and sunglasses are not to be worn inside the building.
- The hood of hoodies are not to be pulled over the head while inside the building.

PE Attire (6th-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 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. Athletic shorts should be navy blue or black and at least fingertip length. 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.**

Elementary PE

K5-5th grade students must wear tennis shoes on the gym floor. Your child's teacher will notify you of their regularly scheduled weekly PE day. Please make sure your child wears tennis shoes on this day each week.

Student Attendance at School Events as a Spectator

Students in attendance at school events as a spectator will follow the dress code guidelines.

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 or sweetheart neckline, cleavage, or sheer clothing. No writing is permitted on the clothing. Dresses and skirts must be at least fingertip length. Dressy slacks and palazzo pants may also be worn of any color. Leggings may not be worn as pants. The outfit to be worn on the Homecoming court or at the Homecoming banquet must be pre-approved by administration.
- Boys: Button-up collared shirt (must be tucked in), dress slacks, tie preferred, belt and dress shoes. Hair must be neatly groomed. No writing is permitted on the clothing.



Academics

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, at least 22 credits plus Bible are required. One credit of Bible is required for each year of attendance at TCS in grades 9-12.

Honors	Regular
*Bible	*Bible
4 English	4 English
4 Math (above Algebra I)	4 Math
4 Science	3 Science
4 Social Studies	3 Social Studies
½ Oral Communication	½ Oral Communication
½ Physical Education	½ Physical Education
½ Health and Safety	½ Health and Safety
½ Fine Arts	½ Fine Arts
2 Foreign Language	5 Electives
3 Electives	1 Computer Science
1 Computer Science	
=====	
24 Plus Bible	22 Plus Bible

Valedictorian/Salutatorian

The Administrative team 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. Honors, Dual Credit Courses. Only honor students can be considered for Valedictorian/Salutatorian. Valedictorian/Salutatorian must be a full time student at TCS during their junior and senior years.

Honors and Dual Credit Classes

Students will be enrolled into honors classes when offered, based on teacher recommendation. Honors classes contain advanced work, quicker pace, and/or higher critical thinking skills development. In order for students to complete the required math requirements for an honors diploma, they should be enrolled in Algebra I their 8th grade year. Dual credit classes can begin in a student’s 9th grade year after successfully meeting the following criteria: submit dual credit interest to the school counselor, maintain a GPA of 3.5 or above, pass the teacher screening process in which they get at least 3 teacher recommendations, and pass a college entrance exam (ACT or Accuplacer). Dual credit classes are worth one year of high school credit even though they are only one semester long. All dual credit students will work closely with the school counselor for academic planning purposes.

National Honor Society

Students who are eligible for selection in the National Honor Society must be members of the sophomore, junior, or senior class and have been enrolled for a period equivalent to one semester at Trinity Christian School. They must have a minimum cumulative grade point average of 3.5 on a 4.0 scale. Students who have been on behavioral probation will not be considered for membership into the National Honor Society. Students who are already members and lose academic standing or have behavioral issues will be in danger of being removed from the chapter. It is an honor to be a part of this society and members are chosen based on their service, leadership, and character.

National Junior Honor Society

Students who are eligible for selection in the National Junior Honor Society must be members of the sixth, seventh, eighth, or ninth grade class and have been enrolled for a period equivalent to one semester at Trinity Christian School. They must have a minimum cumulative grade point average of 3.5 on a 4.0 scale. Students who have been on behavioral probation will not be considered for membership into the National Honor Society. Students who are already members and lose academic standing or have behavioral issues will be in danger of being removed from the chapter. It is an honor to be a part of this society and members are chosen based on their service, leadership, and character.

Awards

Academic awards are presented to TCS students for recognition of academic excellence and outstanding character. Awards are issued at award ceremonies held at the end of the year.

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.

Grading Scale

The following grading system will be used at TCS.

A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	65-69	1.0
F	Below 65	0.0
I	Incomplete	

Dual Credit Classes: A=5.0, B=4.0, C=3.0, D=2.0, F=0.0

Homework Policy

Homework is an important activity to help students learn. Whenever homework exists, it will be included as an integral part of the instructional program to supplement and/or complement learning concepts and objectives.

Homework will not be used as a disciplinary or punitive measure. When homework is given by the teacher, it is expected to be completed on time. Homework should be age appropriate in subject matter and length of time required for completion. TCS recognizes that homework assignments vary from daily assignments to extended projects. Class loads of high school students vary as well. Extended projects may require progress assessments along the way which may or may not be counted as homework.

Homework should be a positive experience and provide students the opportunity to:

- Reinforce skill development
- Manage learning time away from the school setting
- Communicate to parents learning activities provided during the school day
- Involve others in helping them to learn

At TCS, all homework assignments will be:

- directly related to the curriculum and the current learning objectives
- explained thoroughly in terms of content, process, and expectations
- reasonable, and will not preclude students from assuming other homework and community responsibilities
- designed to encourage and support efforts to develop the skills to learn independently

Lunch Detention

If a 6-12th grade student fails to complete the assigned homework, he/she will be assigned lunch detention to complete the assignment(s) and will continue in lunch detention until the assignment(s) is/are completed. If the student fails to attend lunch detention, he/she will be assigned another lunch detention in addition to the one for missing work.

Semester Exams

Semester tests must be given during the designated time of the test schedule. In grades 6 through 12, all core subjects will have a semester test, that is, Bible, English, Math, Science, and History. All semester tests must be curved. No semester test will be curved more than 10 percentage points or a maximum curved score of 90%. In grades 9 through 12, semester test grades shall count as 10% of the semester grade.

A teacher may choose to exempt a 6th through 12th grade student from semester tests if the student has:

- An average of 90% in the RenWeb gradebook for the current semester, or an 85% in the RenWeb gradebook for the current semester with a grade level results on both the student's most recent STAR Math and Reading Assessments
- No more than three absences or tardies in the tested class for the current semester
- No more than one RenWeb writeup for the current semester

No student on academic, attendance, or behavioral probation is eligible for semester exemptions. No student receiving ISS or OSS for the current semester is eligible for semester exemptions.

Academic Progress

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

- Parents are encouraged to use RenWeb's Family Portal to track their child's progress. Family Portal 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.
- Report cards will be emailed each nine weeks.
- Parent-teacher conferences will be scheduled by the teacher.
- Teachers can be reached via their Trinity email address, which can be viewed in RenWeb's Family Portal.

Advancement and 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. Careful evaluations are made of our kindergarten students pertaining to their maturity and skill accomplishments before advancement to 1st grade.

Grades 1-11. A system of marking and grading is necessary to provide information concerning the learning progress of students. The purposes are:

- to give information for student guidance and counseling
- to show the achievement of a student in relation to others
- to assist in grouping, retention, transfer, and grade placement
- to inform parents of the progress of their children
- to help the administration evaluate the effectiveness of the school program

Students will receive A for excellent, B for good, and C for satisfactory. D indicates the need for improvement, and F indicates unsatisfactory work. **Grading will not be used as a disciplinary measure. Grades assigned to students reflect educational objectives only.**

Learning Lab Policies for Incoming and 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 teachers and administration.

Incoming students that have an Individualized Education Plan (IEP) or 504 plan 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.

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 of the five 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.



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 a 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 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 and persistent harassment, intimidation, humiliation, ridicule, or defamation, by a student against another student .

“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.
- Defamatory social media posts (see cyberbullying policy)

Report of Bullying

Students, parents, or 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 a teacher, the counselor, Dean of Students or other administration. The person or persons who file a complaint will not be subject to retaliation or reprisal in any form.

The Dean of Students will be responsible to follow-up on reports to determine the need for disciplinary action. If the bullying incident is substantiated, the Dean of Students will require a meeting between the Dean of Students, 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

According to 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 Dean of Students.

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-5, 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 6-12.**

Statement on Sexuality and Gender

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 or to dismiss any student who engages in, condones, supports, or promotes any form of sexuality or gender that does not align with our doctrinal positions. As an evangelical Christian institution, Trinity Christian Schools affirms the biblical view of sexuality and gender. As stated in our “Doctrinal Position,” we believe that God has created two genders, as reflected by both Scriptural witness and biological reality, which are male and female. Furthermore, we affirm that Scripture defines God’s good design for sexual relationships as a monogamous relationship, within the marriage covenant, between one man and one woman. Any deviation from the biblical view of both gender and sexuality is inconsistent with the doctrinal commitments of TCS and thus antithetical to our biblical and philosophical goal.

Cheating and 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 Actions

Any threat or incitement of violence by a student, parent, or guardian against another student or school employee by a written, verbal, electronic, or physical act that causes or creates a clear and present danger of any of the following is prohibited:

- 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)

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. Electronic devices not related to classroom work are only permitted after school hours as long as they are appropriate.

Disciplinary Actions (K5-12)

1. **In-School Suspension (ISS)** In-School Suspension may be assigned for a variety of issues related to misconduct. Students must report to the main school office no later than 8:00 a.m. Dismissal will be at the end of the school day, and students can be picked up in the main office. Students will eat lunch in the ISS room. ISS is at the family's expense of \$88 per day.
2. **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 will be required to complete assignments. Completed assignments are due the day the

student returns from OSS. Students are prohibited from participating in any school activity, including extracurricular, while serving suspension.

3. **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.
4. **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.
5. **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 email, or by mail.

Consequences for Behavioral Violations of Students in Grades K5-5th

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. If the Dean of Students 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 writeup and/or parent contact ● Student conference with administration ● Warning/appropriate consequence
2nd office visit	<ul style="list-style-type: none"> ● RenWeb writeup and parent contact ● Student conference with administration ● Appropriate consequence
3rd office visit	<ul style="list-style-type: none"> ● RenWeb writeup and parent contact ● Parent conference with administration ● ISS or student sent home ● 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, OSS, or 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 in Grades K5-5th

A student may be placed on behavior probation after three 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 dismissed from school.

Chewing Gum and 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 6-12

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.

Conduct Violations

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

Class I Offenses

- 1.1 Classroom or hallway disruption
- 1.2 Violations of family handbook rules
- 1.3 Violation of attendance policy
- 1.4 Non-conformity to dress code
- 1.5 Inappropriate public display of affection
- 1.6 Violation of technology policy
- 1.7 Cheating related to homework
- 1.8 Being in an unsupervised or unauthorized location on campus or at a school activity
- 1.9 Unkindness to another student
- 1.10 Unprepared for class
- 1.11 Any other violation which the administration may deem to fall in this category

Class I Consequences

1st offense	<ul style="list-style-type: none">● RenWeb writeup and/or parent contact
2nd offense	<ul style="list-style-type: none">● RenWeb writeup and parent contact
3rd offense	<ul style="list-style-type: none">● RenWeb writeup and parent contact● One day ISS
4th offense	<ul style="list-style-type: none">● RenWeb writeup and parent contact● Two days ISS
5th offense	<ul style="list-style-type: none">● RenWeb writeup and parent contact● Three days ISS
6th offense	<ul style="list-style-type: none">● RenWeb writeup and parent contact● Move to Class II consequences● Level One Behavior Probation

Class II Offenses

- 2.1 Defiance of authority - any verbal or non-verbal refusal to comply with a lawful directive or order of a school employee
- 2.2 Intentionally providing false information to or the concealment of information from a school employee
- 2.3 Inciting student disorder
- 2.4 Malicious mischief
- 2.5 Use of profane, obscene, or derogatory 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.
- 2.9 Possession or use of tobacco or vaping products or assistance products (such as matches, lighters, or other devices designed to assist in the use of tobacco or vaping) – any possession on the person, in his/her locker, or other effect of a student
- 2.10 Use of obscene manifestations (verbal, written, gesture)
- 2.11 Fighting
- 2.12 Bullying/harassment
- 2.13 Violation of 24/7/365 policy
- 2.14 Any other violation which the administration may reasonably deem to fall within this category

Class II Consequences

1st offense	<ul style="list-style-type: none">● RenWeb writeup and parent contact● Level One Behavior Probation
2nd offense	<ul style="list-style-type: none">● RenWeb writeup and parent contact● Move to Class III consequences● Level Two Behavior Probation

Class III Offenses

- 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 Assault and/or battery on a student
- 3.3 Directing obscene or profane language to a school employee
- 3.4 Possession and/or igniting fireworks or firecrackers on campus or at a school activity
- 3.5 Theft of property
- 3.6 Possession of stolen property with the knowledge that it is stolen
- 3.7 Sexual misconduct
- 3.8 Refractory conduct (chronic repeat offenses)
- 3.9 Vandalism
- 3.10 Cheating related to a final exam
- 3.11 Verbal threat to a student or school employee
- 3.12 Any other offense which the administration may reasonably deem to fall within this category

Class III Consequences

1st offense	<ul style="list-style-type: none">● RenWeb writeup and parent contact● Level Two Behavior Probation
2nd offense	<ul style="list-style-type: none">● RenWeb writeup and parent contact● Move to Class IV consequences● Expulsion

Class IV Offenses

- 4.1 Arson - Intentional setting of fire to any school property
- 4.2 Assault and/or battery on a school employee
- 4.3 Possession of a weapon or ammunition on campus or at a school activity (includes air guns, paint guns and ammo)
- 4.4 Arrested in or outside of school
- 4.5 Terroristic threatening
- 4.6 Verbal threat with intent to harm to a student or school employee
- 4.7 Unjustified activation of a fire extinguisher
- 4.8 Unjustified activation of a fire alarm system
- 4.9 Any other offense which the administration may reasonably deem to fall within this category

Class IV Consequences

1st offense	<ul style="list-style-type: none">● RenWeb writeup and parent contact● Expulsion
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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 Administrative 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 Administrative 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 administration 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

Trinity Christian School is a ministry and will try to meet the needs of any student; however, it is not necessarily a school for every student. TCS reserves the right to review student compatibility and/or revoke enrollment for any student who has had prior discipline problems at TCS or another school or whose actions do not align with our doctrinal position.



Technology

General Philosophy Regarding the Use of Electronic Devices

We desire to maintain a godly academic atmosphere. Electronic devices 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 electronic devices. Trinity Christian School recognizes the integral part technology plays in today's education and workplace. Providing students access to technology gives them enhanced opportunities to learn, communicate, engage, research, and develop skills that will prepare them to be successful both in college and in their future careers.

The following guidelines and policies are outlined in an effort to make both parents and students aware of the responsibilities associated with use of the school's network, computer hardware, operating software, application software, data files, electronic email, digital information, and school owned devices. These guidelines are set forth in order to promote efficient, ethical and legal utilization of all technology resources utilized at Trinity Christian School.

Cell Phones

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-5 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 6-12 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. 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 unless permission is granted by their classroom teacher, 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 student will be assigned a disciplinary consequence as listed in the Class I Consequences (see student discipline).

Smart Watches

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

Videoing and 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 of Social Media

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 will 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. Notification of this is issued on the TCS online student application along with a required consent.

School Name and Logo

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

Acceptable Use Policy

General Guidelines

- The Trinity Christian School network is intended for education purposes
- Students are responsible for appropriate behavior on the school’s computer network
- All activity over the TCS network is monitored and retained
- Misuse of school technology resources may result in disciplinary action
- Students should alert school faculty or administration immediately of any safety or security concerns
- If a student inadvertently accesses a website that contains obscene or otherwise offensive material, it is the student’s responsibility to notify a teacher immediately
- Access to online content while connected to the TCS network is restricted in accordance with our policies and federal regulations
- Trinity Christian school makes every reasonable effort to ensure students safety and security online, but will not be held accountable for any harm or damages that result from the use of school technology

Unacceptable Use:

- Spamming or sending inappropriate emails
- Attempting to or gaining access to other students' accounts, files, and/or data
- Use of the schools internet/email account for financial or commercial gain or any illegal behavior
- Participation in credit card fraud, forgery, or any other form of illegal behavior
- Accessing, producing, posting, sending, or displaying material that is offensive in nature. This includes obscene, discriminating, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or suggestive language or images
- Bypassing the TCS web filter by connecting to a 5G, hotspot, or proxy
- Any action that violates existing school policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, or sexually explicit materials
- Use of chat rooms, unless assigned by a teacher for a valid educational purpose
- Plagiarizing or infringing copyrights or works found on the internet
- Attempting to damage computers, computer systems, software, or the computer network
- Using games which are contrary to the school's core mission and values
- Engaging in cyberbullying
- Attempting to circumvent the school's safety measures and filters
- Attempting to hack or access sites, servers, or content that is not intended for student use
- Downloading files, graphics, software applications, shareware, and freeware without prior approval
- Sharing your full name, phone number, address, social security number, passwords online
- Sharing your Google login information with other students

Use of the internet is a privilege NOT a right. Inappropriate use of the Internet, computers, computer systems, computer networks or software will result in a disciplinary or legal action. We recognize that it is impossible to define every instance of responsible and irresponsible behavior, therefore, it will be at the discretion of the school administration to use discernment as to what is responsible in any undefined instance that may arise. TCS will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any violation of computer crime laws.

Email

Students are provided a school email through a Google Gmail system managed by Trinity Christian School. The interface is monitored and should be used for educational purposes only. Email is subject to inspection at any time. Students will only be able to communicate with other TCS students and faculty unless special permission is granted by administration for academic reasons.

Network Connectivity

TCS makes no guarantee that the school wireless network will be running 100% of the time. In the event that the network is down, TCS is not responsible for lost or missing data.

All K5-12 students will be required to use a school provided Chromebook. Access to technology is critical for the instruction and learning of our students, therefore, it is not possible to opt out of the technology policies.

One to One (1:1) Program

When a digital device is in the hands of all students it is called one to one implementation. In the digital age, analyzing information is a critical skill. Providing a 1:1 initiative will allow students the ability to locate, evaluate, and interpret information while collaborating with others to complete authentic learning tasks. An effective 1:1 program supports instruction that is differentiated and personalized to the individual learner. Productive use of digital devices will ultimately lead to more engaging and manageable forms of classroom interactions.

Receiving Equipment

Chromebooks will be distributed to students each fall. Before distribution, parents must sign and return the Statement of Cooperation found at the end of this handbook.

Terms of the Device Loan

Your device is the property of Trinity Christian School. Although you may put or contain personal information on the device, it is the sole property of the school. Any failure to comply with the Acceptable Use Policy or Device Usage Guidelines may terminate your rights of possession and the school may repossess the device.

Training

Students will be trained on how to use the Chromebooks for education by our technology and classroom teachers.

Returning Equipment

Student Chromebooks and accessories (charger and case) will be collected at the end of each school year for maintenance over the summer break. Any student who transfers out of TCS will be required to return their Chromebook and accessories upon withdrawal. Any student who does not return their Chromebook at the end of the school year or upon school transfer will be charged for the cost to replace the Chromebook.

General Precautions

- No food or drink is allowed next to your Chromebook
- Cords, cables, removable storage devices should be inserted carefully
- Students should never carry their Chromebook while the screen is open
- Devices should be shut down when not in use to preserve the battery life
- Devices should never be shoved in a locker or wedged between books as this may break the screen
- Devices should not be exposed to extreme temperatures which may cause damage to the device
- Students should never leave their Chromebook in a vehicle
- Devices are not allowed in the the locker rooms or the cafeteria during lunch
- Students should not store pens, chargers, food, notebooks, etc. in the same pocket as their device

Loss or Damage

Students are responsible for the care of the Chromebooks. Devices that are broken or fail to work properly must be taken to the Technology Director for repair. A loaner device may be provided until the Chromebook is repaired or replaced. Loss or theft of the property must be reported to administration by the next school day after the occurrence. Students nor their families should attempt to repair school-owned devices on their own. All repairs will be handled by Trinity Christian School.

Using Your Device

At School: Your Chromebook should be brought to every class every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, handbooks, textbooks, and/or schedules may be accessed using your device.

At Home: Students are expected to take their Chromebooks home each night throughout the school year and bring them back to school each morning fully charged. If students forget their Chromebook at home, they may be required to have their parents bring it to school. Bringing Chromebooks to school without being charged or forgetting Chromebooks at home repeatedly, will be considered being unprepared for class and will be documented as such in RenWeb.

Personalizing the Device

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Trinity Christian School. Spot checks for compliance will be done by administration or tech support at various times.

Students may add appropriate music, photos, and videos to their Chromebook that align with the standards of Trinity Christian School. They may set appropriate wallpapers, screensavers, desktop backgrounds, and/or displays which are consistent with the school's core value and mission.

Students are encouraged to purchase headphones for their Chromebook and may wish to have a wireless mouse as an accessory.

Software on Devices

The software or applications originally installed by Trinity Christian School must remain on the Chromebook in usable condition and easily accessible at all times. Periodic checks will be made to ensure that students have not removed required apps or software. Students are not allowed to load apps on their Chromebooks. TCS will synchronize the devices periodically to ensure they contain the necessary apps for schoolwork. Students will be required to check in their devices for periodic updates and syncing.

Security

Users are expected to take reasonable safeguards against the transmission of security threats while connected to the school network. Students should not open files of an unknown or distrusted origin. If a student suspects their device may be infected with a virus, they should alert personnel in the IT department. The user should never attempt to remove the virus themselves.



Athletics

Athletic Theme Verses

- Phillipians 4:13 - "I can do all things through him who strengthens me."
- Hebrews 10:24-25 - "And let us consider how to stir up one another to love and good works, not neglecting to meet together, as is the habit of some, but encouraging one another, and all the more as you see the Day drawing near."
- 1 Corinthians 10:31 - "So, whether you eat or drink, or whatever you do, do all for the glory of God."

Purpose of Athletics at Trinity Christian School

The overall purpose of our athletic program at Trinity Christian School is to assist the school in developing Christian character in students to do our best for the Lord (Colossians 3:23). The first part is our action, and the second part is our motivation. The end result will ultimately be to bring honor and glory to the Lord Jesus Christ by:

- Providing instruction in the use of the body to reflect the glory of God through sports.
- Applying the principle of the "well-rounded" person illustrated in (Luke 2:52) through the integration of academics, athletics and social activities.
- Promoting the Biblical definition of "Winning":
 - Doing our best (Col. 3:23a) - Action ; For the Glory of God (Col. 3:23b) - Motivation
 - Physically Winning (1 Cor. 9:24) - Scoreboard
 - Life Wins (Phil. 1:27) - Testimony
 - Acknowledge God in all areas. (1 Thess. 5:18) - Win or Lose
 - Pray for His guidance in striving to be a true winner. (Phil. 4:13)
- Involving the student body, parents, faculty and staff in developing school unity and spirit.
- Maintaining a clear Christian testimony to the opposing schools, officials and others in the public with whom we make contact through words and actions.
- Individual Objectives to be Developed
 - Development of the physical body through the varied abilities granted to each individual athlete.
 - Development of the attributes of God which will include integrity (2 Cor. 8:21), self-control (Prov. 25:28), obedience (Eph. 6:5), humility (Luke 18:14), love (Gal. 6:10), dedication (Prov. 20:6), self-denial (Phil. 2:4), patience (Col. 3:12-13), forgiveness (Eph. 4:32), thankfulness (Ps. 100:4-5), and contentment (1 Tim. 6:6).
 - Application of good sportsmanship by the demonstration of the following:
 - Respect for the opposition at all times.
 - Respect for the officials at all times.
 - Knowledge, application and appreciation of the rules of the game.
 - Self-Control
 - Recognition of an appreciation for skilled performance regardless of affiliation.

Warrior Athletic Philosophy

The Trinity Christian School athletic program is committed to glorifying God by pursuing excellence in all team sports while using competition as a training ground for life in a challenging, competitive world. The student athlete's character is developed through the teaching and application of humility, integrity, discipline, hard work, commitment, obedience, and a healthy competitive spirit. Through the guidance of their coaches, teachers, and parents, TCS Athletes should be developed into spiritual leaders who will make a difference in a world who rejects Christ. TCS Athletes will understand the foundational truth that their self-worth is not based upon their performance or record, but they were created in the image of God to be used for His purpose and to give Him glory.

Our program will teach and promote to all athletes, parents, and fans the proper motivation for excelling: "And whatever you do in word or deed, do it ALL in the name of the Lord Jesus, giving thanks to God the Father through Him." (Colossians 3:17) **Above all, TCS Athletes should be known for their Christian attitude both on and off the competition field.**

Effective Parent/Coach/Player Relations

- Love One Another. (John 13:34) - "A new commandment I give to you, that you love one another: just as I have loved you, you also are to love one another."
- Respect One Another. (Romans 12:10) - "Love one another with brotherly affection. Outdo one another in showing honor."
- Pray for Each Other. (2 Corinthians 1:11) - "You also must help us by prayer, so that many will give thanks on our behalf for the blessing granted us through the prayers of many,"
- With full recognition of and respect for parental responsibility under God, it must be kept in mind that, for athletic participation, parents have delegated the responsibility and authority for their child to the coach. There will be direct and indirect impact on your child if things such as the following occur:
 - Parental coaching "from the stands". This can only be detrimental to the athlete and program. A coach needs the full attention and concentration of his or her players. During practices and games, the player "belongs" to the coach. Uninvited parental intervention during these times is a serious distraction and a hindrance to the program.
 - Parents negatively approaching a coach or their child "on the bench" during the game, half-time or immediately after a game will not be overlooked. A coach should be able to expect full support from both player and parent.
- How Do I Get My Questions Answered or Give Input? - Those parents desiring to have input should use proper communication channels and procedures. The first course of action is to speak with the coach by scheduling an appointment with them to discuss your concerns in private when he or she can offer you their undivided attention. If your concern/input is not sufficiently responded to then address a school administrator, in that respective order.
- Support is Expected - It is reasonable to expect that any parent that permits his or her child to come out for a team, should be supportive of the coach. Well-placed constructive criticism given privately to a coach is welcomed, but simply airing negative opinions to those around should not be expressed.
- Each head coach will have the responsibility and authority to determine which players are entered into the competition at what point and for how long. His or her determination in this area will be made on the basis of what will best benefit the team as a whole. This does not mean that there will be absolutely no

consideration given to the individual needs of an athlete, but it does mean that instruction and guidance on making a total team effort is of primary significance in this particular educational experience at TCS.

Description of TCS Athletic Program

Trinity Christian School is affiliated with the Heartland Christian Athletic Association (HCAA). All athletic contests are operated under the rules and regulations governing that sport by the National Federation of High School Athletics (NFHS). All officials used at games are currently certified under the NFHS.

- Programs Offered (Subject to athlete support and participation)
 - Football
 - Volleyball
 - Cross Country
 - Boys Basketball
 - Girls Basketball
 - Cheer
 - Baseball
 - Softball
 - Track
 - Golf

Facilities/Field/Equipment

All damage to facilities or equipment should be reported to the coach or Administrative team as soon as possible. No athlete will be allowed in the weight room or equipment room without the consent of the coach. All equipment/facilities will be handled with the utmost care and respect. **No street or dress shoes shall be worn on the gym floor.** Use of equipment should be limited to the sport for which it is intended. All equipment should be returned to its proper storage area after use. Uniforms are to receive the utmost care. Any damage to or loss of uniforms will be the responsibility of the athlete to whom it was issued.

Locker Room Conduct

Locker rooms are to be left organized and clean at all times. There shall be no horseplay in the locker rooms at any time. This can lead to injury or damage of property. All personal items are the responsibility of the individual athlete. Valuables should be kept in the locker and will not be the responsibility of the school. No glass containers of any kind should be taken into the locker room. Any athlete involved in intentionally damaging a home or away locker room will pay for the repairs and receive a one game suspension.

Eligibility

Only eligible students are allowed to participate in interscholastic athletics. Eligibility will be determined every week during the season. Students must maintain an overall 70 average with no failing grades and all courses will apply. Should an athlete have a failing grade for a specific class or fall below a 70 average, the student will be placed on athletic academic probation. The terms are as follows:

- The athlete will continue practice during the period, however, they are not eligible to play or travel with the team.
- Athletes and parents will be notified of academic ineligibility by the coach and Dean of Instruction.

- If a student is placed on academic probation 3 times within a specific season they will be removed from the team.
- Any student who misses an assignment must arrange to make up work before continuing to compete in any athletic event.
- Quitting - Once a student has made the decision to be a part of a team, he or she has made a commitment. Athletes that quit will not be eligible to participate in the next sport offered at TCS.

An athlete must be in school the day of a game if he or she expects to play. An athlete will not miss practice or games unless in the case of an emergency. An athlete that misses a practice before a game may not be eligible to start the next game. Excessive absence from practice or games could result in being dismissed from the team. If an athlete is absent from practice he or she may be required to perform extra duties. All athletes should strive to be Godly role models for other students. If an athlete fails to maintain proper conduct he or she may be removed from the team.

Guidelines for Away Trips

Conduct - All athletes are representatives first of our Lord Jesus Christ, second of their parents and family, and third Trinity Christian School and the athletic department. This responsibility should not be taken lightly. Athletes are expected to conduct themselves as ladies and gentlemen at all times. On and off the field or court. There should be no horseplay happening on the buses at any time. Athletes are to prepare and focus themselves for competition on the ride over to the opposing teams facilities. Males and females will not be allowed to sit in the same seats together. They will be seated in different areas of the bus and will be separated by the coach.

Dress - We want our athletes to look sharp and modest. We are representing Christ and TCS. Athletes should take pride in personal appearance. The dress standards of TCS should be followed at all times. The coach may require the athlete to adhere to a particular standard for the team. When returning home from an away game the team will either be in complete uniform if they traveled that way or will adhere to the dress code set by the coach.

Vehicles - Buses are to be kept clean at all times. This is the responsibility of every athlete that is riding the bus or van. Any damage done to the bus or van from horseplay or carelessness will be the responsibility of the individual(s) who cause the damage. Athletes may not stand or sit in the entryway while the bus or van is in motion.

Return Trips - Athletes may ride home with immediate family members only. Unless prior written notice is given to the coach, then it must be an adult, not another student. If parents will be picking up the athlete at the school, please be prompt. We will do our best to be on time and ask that you do your best to be on time too. If the bus will be early or late by 20 minutes or more, the coaches will have the athletes notify their parents and a message will be sent out via the SportsYou app.

Technical Fouls/Cautions/Ejections

Any athlete receiving a technical foul or unsportsmanlike conduct penalty will be removed from the competition and will remain out for a period deemed necessary by the head coach. Any player receiving a

technical foul or unsportsmanlike conduct penalty in two consecutive games may be suspended from the next competition. Any player that is ejected from a game for any reason will be on automatic suspension until further instructions are provided from the Administrative team. If, at the discretion of the Administrative team or head coach, an athlete displays consistent attitude or behavior which is contrary to the direction of our athletic program at Trinity Christian School, the parents will be contacted for a conference. If the behavior continues, he or she may be removed from the program.

Practice

Practices are very important to each team's success, and attendance will be required. A player should not be absent from practice (except in the case of illness or an emergency) without permission from his or her head coach at least 24 hours prior to the absence. Players will not be excused from practice or team responsibilities for outside jobs. Unexcused absences from a practice will be handled by the individual head coach. Excessive unexcused absences may result in removal from the team. Practice attire will be assigned on a team basis by the head coach and should be followed at every practice.

Rosters/Schedules/Parent Meetings

At the beginning of each season, game schedules will be produced and distributed from the athletic office. These schedules will be as up-to-date as possible. Changes may occur during the season which will affect the schedule. In the event of inclement weather, please check your SportsYou app for delays or cancellations. There will be a parent/guardian meeting at the beginning of each sports season held by the individual coaches per sport.

Athletic Spectator Guidelines

Please be respectful of all facilities and opposing teams. Spectators should be dressed modestly and appropriately. Do not "BOO" or make degrading remarks at any time. Remain off the field or court before, during and after games. Pick up and dispose of your own trash after the games. Fans are not to make any remarks or comments directed to the officials. Once the game has begun, the officials are the governing agents. Questions and concerns may be brought to the Administrative team. Please help in any way possible with clean-up after games. Your help is greatly needed and appreciated. And remember to CHEER ON YOUR WARRIORS!

Athletic Physicals/Emergency Data Sheets

Every athlete is required to have a physical examination form and emergency data sheet filed with the school before he or she will be allowed to practice or participate in the athletic program. A physical form may be obtained from the athletic office, most doctor offices have this standard form on-hand. Any athlete who has been restricted from participation because of an illness or injury at any time during the season must secure a doctor's release in order to be eligible to participate with the team.

Playing Time

The amount of playing time and starters will be determined by the head coach. Simply being a part of the team does not guarantee playing time. Several factors may determine who plays and how much time they play. Listed below are some examples:

- The level of play
- Individual's performance at practice and during games
- Individual's attitude at practice, while traveling or even on the bench
- Individual's skill level
- Attendance and commitment to practices and the team

If questions regarding playing time arise, have your athlete speak with the head coach the following day after a game.

Awards

Awards are used and given in TCS athletics for two general purposes: recognition of God-given ability and achievement and motivation. Awards are issued at the athletic awards banquet held at the end of the year. Recognition is given to each sport.

Varsity Letters

The purchase of letterman jackets is the sole responsibility of the individual athlete. Under normal conditions, in order to earn a letter, an athlete must play in half of all the quarters of all games, be currently enrolled as a student at TCS, and have remained on the team for the complete season. An athlete that is dismissed from a team for academic or disciplinary reasons by the school administration is ineligible for athletic awards and will not letter. An athlete that "quits" a team or is removed from a team by the parents prior to the end of the season is ineligible for athletic awards and will not letter.

Athletic Participation

Participation in athletics is a privilege, not a right. It is open to all students who desire to participate. Through participation, athletes offer a gift of worship to God through the use of the skills and talents God has given them. Athletes honor God by striving to do their best in all sports in which they participate.

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, and this Family Handbook in its entirety. I/We agree to support the mission, philosophy, statement of faith, and standards set forth by Trinity Christian Schools. I/We agree to the policies and procedures set forth in the Technology and Athletic portions of this handbook. 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: _____