

**TRINITY CHRISTIAN SCHOOL  
STUDENT HANDBOOK**

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## 1. FOREWORD

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This handbook has been prepared for the purpose of providing students and parents with a guide to many aspects of the school and its operation. It has been adopted by the Trinity Christian School Board.

While efforts have been made to include all the information needed to help you get acquainted with the school and its procedures, it is impossible to answer all questions that may arise throughout your time here. If you have any questions remaining after your perusal of this book and your attendance at the Parent Orientation Meeting (held the week before school begins), please feel free to contact the administration.

In addition, simply possessing the information contained in this book cannot be a substitute for individual responsibility. Students are expected to behave according to the guidelines contained here not because they are compelled to, but because it is their personal responsibility and privilege to do so out of a heart of loving devotion to their God.

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## 2. GENERAL INFORMATION

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Trinity Christian School is a ministry of Trinity Presbyterian Church which is a particular congregation of the Presbyterian Church in America. We believe in the plenary and verbal inspiration of the Bible and seek to follow the Scriptures as God's Holy Word and our infallible rule for faith and practice.

Trinity Christian School exists to help Christian parents train their sons and daughters in the nurture and admonition of the Lord, and to help those students whom the Lord sends to us come to a saving faith in Jesus Christ and to grow in their knowledge of His world. All subjects are taught on the basis of our firm belief that the God of the Scriptures is the Creator, Redeemer, Sovereign

Sustainer, and Final Judge of all that exists. All subjects are taught with the understanding that all knowledge is from God and all truth is His truth. Nothing can stand in contradiction to God or His Word.

### 2.1 TUITION PAYMENT POLICIES

1. Tuition is charged based on the number of days a student is enrolled, not the number of days a student is in attendance.
2. TCS utilizes FACTS Tuition Management as its tuition management vendor. All tuition charges will be posted to the family's Smart Tuition account. Tuition is due on the first of the month and is considered late by the 5<sup>th</sup> of the month. Any payment received after the 5<sup>th</sup> of the month will incur a late fee equal to 5% of the outstanding balance by FACTS.
3. Tuition is payable in three different forms:
  - a. In Full: due August 1
  - b. By the Half-year: due August 1 and January 1
  - c. Monthly: payable over 10 months beginning August 1 and ending May 1
4. For students enrolled after the 10th of a given month, no late fee will be incurred.
5. If a student is withdrawn by the parents before the school year begins, no refund of application or registration fees will be made.
6. If a student is not accepted for admission, a full refund of application and registration fees will be made.
7. If a student is withdrawn by the parents or expelled by the administration after tuition has been paid for a given month, tuition will not be refunded.
8. If a student is enrolled in a class with a waiting list, and the first tuition payment (August) is not received by the 10th of the month, that student's seat will then be offered to those students on the waiting list.

9. If a student is enrolled after the first month of school has passed, tuition will be prorated based on the number of days the student has missed.
10. Tuition payments that are 30 days delinquent will be dealt with in the following manner.
  - a. A letter will be sent by the TCS Business Office to the family that is over 30 days past due reminding them that their tuition is due within 10 days.
  - b. If payment is not received within that 10 day period, a member of the Board will call that family and discuss with them their past due tuition and see if there is any problem or reason why they are significantly behind and encourage them to make payment immediately.
  - c. If an account gets 60 days past due, the Board will notify the family that their student(s) will not be allowed to attend school until the balance is paid in full.

## **2.2 ADMISSION POLICIES**

### **PHILOSOPHY**

The School Board of Trinity Christian School is interested in attracting families of students who are motivated to learn, who are strong in character, and who are amenable to a Christian education of a high caliber. Our program is designed to meet the needs of students who are average to above average in ability and achievement. Trinity Christian School is, at present, unable to provide a program which meets the needs of students who may require unique or specialized educational programs. While Trinity Christian School primarily exists to serve the families of Christian parents, we are open to families who are amenable to having their children taught from a Christian perspective. Families must be supportive of the school's educational philosophy, policies, and standards, and be willing and able to meet their financial obligations.

### **ADMISSIONS STANDARDS**

Based upon the admissions philosophy statement, Trinity Christian School's admissions standards are designed to identify students who:

1. Demonstrate average or above average aptitude and/or achievement,
2. Are socially and emotionally well-adjusted,
3. Are amenable to correction and instruction,
4. Are motivated to learn,
5. Have parents who are supportive of the school's philosophy of education,
6. Have parents who will meet their financial obligations,
7. Meet minimum age and development readiness qualifications (to enroll in Kindergarten, a child must be five on or before September 1.)
8. Are maintaining a morally upright lifestyle as defined by the Christian faith; an explanation of this lifestyle is found in the confessional documents of Trinity Presbyterian Church (W.C.F. Larger Catechism Q's 91-148), and as is articulated in this handbook (3.8) with respect to marriage, gender, and sexuality [amended by the TPC Session 4-21-21].

### **ADMISSIONS PROCEDURES**

1. Interested families mailed information packet which contains the following:
  - a. Application/faculty recommendation for students in gr. 6+
  - b. School brochure
  - c. Admissions philosophy and standards
  - d. Parent/Student handbook
  - e. Supplemental information; tuition, fees, etc.
2. Once the completed application and fees have been received, the family is contacted for an

initial interview with both parents (if available).

3. The applying student is given an admissions test.
4. Family is contacted regarding acceptance or rejection by mail/verbally.
5. If family wishes, financial aid may be discussed at this time.

### **2.3 THE TRINITY CHRISTIAN SCHOOL PARENT/TEACHER FELLOWSHIP (PTF) MISSION**

1. To help TCS communicate with parents;
2. To help parents understand the Christian philosophy of education upon which TCS functions;
3. To help schedule, promote, and host student and parent activities;
4. To conduct programs that will assist parents in their biblical roles and to contribute to the building of strong Christian families.
5. To welcome new parents into the Fellowship and to instill in the new parents the need for their continued involvement in and support of TCS;
6. To encourage pride in the children in TCS;
7. To assist TCS in promoting its reputation in the communities of Statesboro and Bulloch County.

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## **3. PHILOSOPHY AND OBJECTIVES**

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### **3.1 STATEMENT OF FAITH**

We believe the Bible to be the inspired and the only infallible authoritative Word of God.

We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.

We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, His ascension to the right hand of the Father, and in His personal return in power and glory.

We believe that man is sinful by nature and that regeneration by the Holy Spirit is essential for salvation.

We believe in the continuing ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.

We believe in the resurrection of both the saved and the lost, they who are saved unto eternal life, and they who are lost unto eternal damnation.

We believe in the spiritual unity of believers in our Lord Jesus Christ.

We believe in the creation of man by the direct act of God.

Trinity Christian School is a ministry of Trinity Presbyterian Church which subscribes to the *Westminster Confession of Faith* as its statement of faith. Thus, the *Westminster Confession of Faith* (W.C.F.) serves as the more comprehensive statement of faith for Trinity Christian School.

### 3.2 TRINITY CHRISTIAN SCHOOL VISION STATEMENT

Trinity Christian School seeks to honor Christ Jesus as Sovereign Lord by preparing students to live as knowledgeable and faithful servants who view the world and its culture from a biblical perspective.

### 3.3 TRINITY CHRISTIAN SCHOOL MISSION STATEMENT

As a ministry of Trinity Presbyterian Church, Trinity Christian School prepares students academically, equips them to view the world and interact with it from a biblical perspective, and develops in them a sincere desire to serve God and others.

### 3.4 CHRISTIAN PHILOSOPHY OF EDUCATION

The purpose of Christian Education is to equip students with a knowledge of God and His created world so that they might exercise God honoring dominion in all spheres of life. It is designed to give them knowledge of the world and skills to function faithfully in a capacity for which they are particularly gifted, and all to the glory of God.

Thus Christian education will deal with questions regarding the nature of reality and truth, the source of meaning and the ultimate purpose of things. This approach begins with the presupposition that all things in the universe derive their existence from the creative hand of the Almighty Triune God as revealed in the Bible. Further, the meaning and purpose of all things is to be understood in terms of His Word. Politics, Government, family, agriculture, economics, mathematics, reading, writing and all other disciplines seek to provide adequate explanation of the world in which we live. From a Christian perspective these disciplines and all others can only be successful in their explanation of the

world if they are based upon the revealed truth of the living God.

That education which fails to acknowledge the Triune God as the source of all truth, meaning, and purpose and that education which fails to be informed by and fails to apply the knowledge of God as He is revealed in the Bible is not Christian education.

We believe that a Christian School should provide a thorough academic education with high scholastic standards.. Our biblical calling is this: "*Whether you eat or drink or whatever you do, do it all to the glory of God.*" We feel that this obliges us to provide a rigorous academic curriculum which will prepare students for a lifetime of successful service to the Lord.

We believe that a Christian school should provide an atmosphere wherein the Christian Gospel, Christian morals, and Christian principles can be taught and practiced. To achieve this, Bible is included in the curriculum as a separate course. Chapel, devotions and prayer are also priorities within the school's schedule.

We believe that the uniqueness of the Christian School lies in the integration of the biblical perspective in all academic subjects. The attempt to divide knowledge into that which is sacred and that which is secular is artificial and unbiblical. Consequently, we believe that *all* data are rightly comprehended within the context of a completely Christian worldview. As stated earlier, we strive to teach all subjects from the foundation of what the Bible says about God, man, and the world.

### 3.5 EDUCATIONAL OBJECTIVES

Our goal is to accomplish the purpose of Christian education as stated in section 1.3. To accomplish this goal, we are very deliberate in seeking to build into our students the following:

1. A sincere obedience to Christ as Lord
2. A distinctly Christian worldview
3. A fluent use of language
4. A mastery of the written word
5. An ability to think and evaluate critically
6. An investigative mind

In accordance with the purpose of Christian education, the purpose of Trinity Christian School is to provide educational excellence for those parents and children who seek to meet God's standards for education over and above merely human standards.

Trinity Christian School seeks to train students to understand more of the wisdom of God, not only in church or when gathered around the Bible, but also when they examine the world that God made which reveals Him and shouts forth His glory. We train children to understand more fully, exactly, and purposefully the world which they are to subdue as vice-regents of God. They are to triumph in life because they know the truth.

Generally stated, our educational objectives are as follows:

To teach students that God is the Creator and Sustainer of the universe and of man; that the Bible is the only Word of God and is relevant to every area of life; that Jesus Christ is God's only begotten Son; and that only through a relationship with Him can one receive His gift of eternal life; to equip students with a Christian world and life view based on biblical principles

so that they may go into the world and impact it for God's kingdom.

To teach students to demonstrate fairness, kindness, courtesy, and honesty; to accept responsibility for their own actions; to discern clearly between right and wrong; and to accept their responsibility to share their faith through their words and actions.

To challenge students to achieve a high level of academic performance without undue pressure; to teach them to accept individual responsibility for their own academic progress; to teach students to work both independently and cooperatively; and to help students develop creative skills and an appreciation for the fine arts.

**Our expected student outcomes are to graduate students who:**

- I. Academic
  - A. Have a lifelong passion for learning
  - B. Possess critical thinking skills that allow them to approach, analyze, and solve problems creatively
  - C. Have skills and knowledge to pursue any path to which they are called by God
  - D. Have the ability to communicate effectively through speaking, writing, the arts, and the use of technology
  - E. Are able to contribute to groups collaboratively with interpersonal skills
- II. Spiritual/Worldview
  - A. Understand and commit to a personal relationship with Christ and pursue ongoing spiritual development
  - B. Understand the gospel, salvation, and how to present that to others

- C. Understand and practice spiritual disciplines such as devotions, personal Bible study, prayer, and evangelism
- D. Understand and pursue spiritual maturity and a deepening dependence on the Holy Spirit
- E. Have been challenged to respond to the gospel with a personal relationship with Christ and a desire to be involved in a Bible-believing church
- F. Understand and are able to articulate a biblical worldview and operate from that perspective in the world

### III. Service to God and Others

- A. Can articulate the Biblical mandate for service
- B. Having participated in a variety of service activities, will be aware of their service options and then utilize their spiritual gifts in a way that best suits their gifts and talents
- C. Develop skills that allow them to accept positions of leadership that demonstrate the ability to manage projects, accomplish goals, and develop meaningful relationships
- D. Develop a willingness to serve based on their biblical worldview and spiritual gifts all to the glory of God

### 3.6 NON-DISCRIMINATION POLICY

Trinity Christian School does not discriminate on the basis of sex, race, color, national or ethnic origin in its admissions, employment, or financial aid practices, or in any other school administered programs or activities.

### 3.7 STATEMENT ON MARRIAGE, GENDER, AND SEXUALITY

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and woman who are married to each other (1 Corinthians 6:18; 7:2-5; Hebrews 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matthew 15:18-20; 1 Corinthians 6:9-10).

We believe that in order to preserve the function and integrity of Trinity Christian School, and to provide a biblical role model to the Trinity Christian School members and the community, it is imperative that all persons employed by Trinity Christian School in any capacity, or who serve as volunteers, as well as all students, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22) [amended by the TPC Session 4-21-21].

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11).

We believe that every person must be afforded compassion, love, kindness, and respect (Mark 12:28-31; Luke 6:31). Trinity Christian School repudiates any and all sinful and unbiblical behavior or attitude directed toward any individual;

such actions/attitudes are not in accord with the Bible nor the doctrines of Trinity Christian School; such behavior may be grounds for expulsion [amended by the TPC Session 4-21-21].

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## **4. ATTENDANCE**

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### **4.1 STUDENT ABSENCES**

School policy will permit no student to receive academic credit for a given year if that student has exceeded twenty absences. Exceptions may be made in cases of extended illness or at the headmaster's discretion.

In grades 6 through 12, absences will be reported for each class period. A student who is absent (excused or unexcused) more than 10 days in a semester in any class must have a meeting with the parents, headmaster, and teacher of that class, and may be subject to failure of that class for the semester.

### **4.2 ABSENCES - EXCUSED OR UNEXCUSED/MAKE-UP WORK**

An absence from school is considered excused if the student brings a note from the parent stating the reason for the absence. The student will then be allowed an appropriate amount of time (to be determined by the teacher) to make up the work. In upper school, it is the student's responsibility to contact the teacher to find out what assignments/tests were missed and when those must be made up, according to each teacher's policy as stated in their syllabus. If an absence is not excused, the student will NOT be allowed to make up the work missed.

If a student is absent from school for a school-related activity, he is not considered absent and will be allowed the opportunity to make up the missed work.

A student arriving after 11:00 A.M. will be considered absent for the day. A student who departs school before 12:00 noon will be considered absent for the day.

Students will not be allowed to participate in any extracurricular events on days in which they are absent.

A student who skips class (defined as not attending class without permission from the school or parents) will be considered unexcused and will receive a zero for any work missed in that class. In addition, the student may receive additional discipline.

### **4.3 TARDINESS**

Habitual tardiness to school or to class can have a serious detrimental effect on both the child and the class in which the child is enrolled. Tardiness disrupts the continuity of the class and causes the tardy student to miss valuable information. Therefore, unexcused tardies will be dealt with in the following manner.

Tardies are excused only when the cause for the tardy is illness, traffic delay, car malfunction, doctor appointment, or severe weather conditions.

All middle and upper school students must be in their classrooms by 8:15 A.M. Otherwise, they are tardy to school. Students arriving after 8:15 must report to the office for an admittance slip. Students are allowed three unexcused tardies per grading period. A fourth unexcused tardy to school will result in a silent lunch. After school detention will be given for the fifth unexcused tardy of the grading period. Unexcused tardies beyond the fifth in a grading period will result in additional discipline, which may include suspension. Student drivers who are late to school for the eighth time in a grading period may have their driving privileges suspended.



All lower school students must be in their classrooms by 8:30 A.M. Otherwise, they are tardy to school. Students who arrive after 8:30 must report to the office for an admittance slip. In grades K-5, every four unexcused tardies will constitute an absence for record keeping purposes.

#### **4.4 ARRIVAL AND DISMISSAL**

Students may not be dropped off at TCS before 7:45 A.M. Lower school students who arrive between 7:45 and 8:00 A.M. will report to the designated room until they are allowed to proceed to their classrooms.

All students are dismissed at 3:00 P.M. and must be picked up by 3:15 P.M. (except for after-school activities). After 3:15 P.M., lower and middle school students who have not been picked up will be sent to the Trinity After School program until they are picked up, and parents will be charged the daily rate of Trinity After School.

Once students have arrived on campus, they may leave before the end of the normal school day ONLY upon written permission of a parent or legal guardian or direct contact between parents and school. No child will be given over to anyone other than the parent without express written permission. All students who are picked up before regular dismissal must be signed out in the front office.

1. Dismissal is at 3:00 P.M., unless otherwise specified.
2. Students are to remain in their classrooms until dismissal.
3. If students are required to dismiss early for doctor or dentist appointments, etc., parents are required to inform the child's teacher through written communication. The note should state:
  - a. the child's name;
  - b. the time and date of the early dismissal;

- c. reason for dismissal; and
  - d. the name of the adult who will be collecting the child if other than the parent.
4. When visitors arrive to collect the child, they must come to the main office first and sign in. Visitors are not to go directly to the classrooms to collect children.
5. Students will not be dismissed early to parents without prior notification from the parents themselves or the school office.

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## **5. ACADEMIC GUIDELINES**

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Trinity Christian School strives to maintain high standards of personal conduct as well as academic achievement. The grading scale was developed to encourage students to strive for excellence.

For students who distinguish themselves academically, recognition is given at the end of each of the four grading periods. There are two honor rolls: the Headmaster's List for students with a 95-100 average in all subjects, and the Honor Roll, for students with a 90-94 average in all subjects.

Students must meet the minimum passing grade requirements in each of the subjects of the core curriculum in order to be promoted to the next grade level. Final determination of promotion will be up to the headmaster, after consultation with the teacher and the parents.

It is the student's responsibility to make sure that all assignments are completed and returned on time. Failure to do so will result in academic penalties. It is the student's responsibility to seek assistance when having difficulty in a subject area. Teachers are willing and required to help, but they will not force students to seek extra help. Maximum effort is required at all times.

In the event of an excused absence it is the student's responsibility to determine what tests, assignments, etc. have been missed and to make up this work during the prescribed time.

## **5.1 ACADEMIC HONESTY**

Cheating is considered stealing in that it is taking something (knowledge, answers) that rightfully belongs to someone else. It is therefore a serious offense. Those found guilty will be given an automatic "0" by the teacher on the examination in question. Parents will be notified of each offense. Repeat offenders are subject to suspension or expulsion.

## **5.2 HOMEWORK**

### **LOWER SCHOOL (GRADES K4-5)**

Homework is mandatory at Trinity Christian School. Students should be given an appropriate amount of homework Monday through Thursday with no homework, except for Bible memorization, being given on Friday.

If a student fails to do his homework, his parents should be notified immediately, and the student should be kept in from recess in order to make it up. Students are simply not permitted to NOT do their homework.

### **UPPER SCHOOL (GRADES 6-12)**

Meaningful homework assignments are an important part of TCS's academic curriculum. Teachers may assign quality homework for each school night, within the following guidelines.

1. Upper School students may receive from 30 to 45 minutes of homework per course, per day. Students in reading intensive courses can expect occasionally to spend more time meeting homework requirements.
2. Homework can be assigned on Friday to be completed over the weekend, due on Monday. However, we do not

expect homework to be done on the Lord's Day. There should be no tests that require study given on Mondays. Open-note tests or quizzes assessing completion of homework assignments may be given on Mondays.

3. Homework may be assigned for long weekends, but no homework should be assigned for Thanksgiving, Christmas, or Spring Breaks.

If a student spends more time on homework than designated above, the teacher who assigned the homework should be promptly notified so that corrective measures can be taken. While, occasionally, homework assignments will require more than the designated time, if a student is spending excessive time on homework with little likelihood of satisfactory completion, the parent should help the student find a reasonable stopping point and then attach a note to the homework detailing the time spent on the incomplete assignment. The teacher will accept the homework and will then call the parent to review the circumstances. The upper school principal should be consulted next if these steps do not remedy the situation.

All homework assignments are to be completed before the beginning of class for which the work is assigned. Failure to complete homework on time results in the assigning of a zero homework grade. The homework is to be made up by the next class meeting. At that time, the zero may be replaced with an appropriate grade.

## **5.3 ACADEMIC PROBATION**

Schools, like all bodies that are organized to achieve some specific group goals, need tools for training the members of the body. Christian schools also have these needs if they are to do their work effectively. One of the keys to effective schooling is control or discipline of all who are involved in the group. One of the keys to discipline is that the rules of the group be very clear to all, with clear consequences for breaking those rules.

Currently, our practice is to work patiently with students whose academic progress is less than adequate, encouraging and admonishing them to work hard, and to do their work heartily, as unto the Lord. Occasionally, however, encouragement and admonishment are not enough to produce the results we expect. In this light the terms and conditions of Academic Probation are set forth.

**Terms and Conditions of Academic Probation**

1. The following terms and conditions pertain to students in grades 6 and up.
2. A student will be placed on Academic Probation by the Headmaster for the following reasons.
  - a. The student displays a pattern of repeated failure to do or attempt to do homework.
  - b. The student receives two failing grades in any grading period.
  - c. The student receives two failing grades in successive academic quarters, in a single subject.
3. Lack of evident change during Academic Probation will result in a recommendation for expulsion or encouragement to seek education elsewhere.
4. The length of Academic Probation is determined as follows.
  - a. If the student is placed on Academic Probation for repeatedly failing to do homework (See 2 a. above), the Headmaster will determine the length and specific terms of the probation.
  - b. If the student is placed on Academic Probation for receiving unacceptable grades (See 2 b. and 2 c. above), the student will be on probation until the following report card.
  - c. In either of the above cases this information will be given to the teacher, to the parents, to the student, and one copy will be placed in the student's file.

5. At the end of the probation period, the Headmaster, after counsel with the student, his teacher(s), and his parents, may take further action including the following options: an additional probation period if some promising change is evident, expulsion from school, lifting probation and restoring to full, responsible membership in the body.

**5.4 GRADING SCALE**

A+ = 98-100 (4.33)    A = 93-97 (4.0)    A- = 90-92 (3.67)  
 B+ = 88-89 (3.33)    B = 83-87 (3.0)    B- = 80-82 (2.67)  
 C+ = 78-79 (2.33)    C = 73-77 (2.0)    C- = 70-72 (1.67)  
 F = 69 and below (0.00)

**5.5 GRADUATION REQUIREMENTS**

For a student to graduate and be awarded a High School Diploma from TCS, each student must satisfy the following credits:

English	4
Mathematics	4
American Govt./Econ.	1
History	3
Physical/Natural Sciences	4
Bible	1 per year
Electives	3
Foreign Language	2
Physical Education / Health	1

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Total Credits	23+
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For each season of a varsity sport a student plays in grades 9-12, a half credit of the Physical Education requirement will be waived.

All TCS students are required to take a full course-load each year, and, therefore, will in all likelihood exceed the minimum

requirements by the time of graduation. Because TCS strives to achieve academic excellence, TCS intends to challenge students fully. Consequently, this statement of minimum graduation requirements is not intended to authorize any student to attend school on a part-time basis as a general rule. Within the above guidelines, TCS may, from time-to-time, authorize and approve a work-study or Post Secondary Option program which would permit a student to attend on a part-time basis.

## 5.6 RULES FOR ATHLETICS

All students who intend to participate in any extra-curricular sport during the course of the academic year must have completed their participation form and paid all fees prior to participation. The form and fee must be turned in to the school office. Students are not permitted to practice or participate in any athletic contest if these requirements have not been met. The headmaster, in consultation with coaches and teachers, determines 1) which students are eligible to participate on TCS teams, and 2) which students are no longer eligible to participate on TCS teams.

- A. To be academically eligible to participate in interscholastic competition, a student must have a passing grade (C-/70) on their 9 week quarter grade in all classes when report cards are issued. If a student is failing one or more classes they will become ineligible the day after report cards are issued. They will remain ineligible until they receive passing grades in all classes either at the interim report or the next report card.
- B. Students that are ineligible ARE allowed to practice with the team and are expected to do so if they want to remain on the team.
- C. Ineligible students are NOT allowed to travel with the team to NON-HOME games. They are allowed to be with the team at HOME games, i.e. be in the locker room, sit on the bench with the team, etc.
- D. TCS interscholastic athletic participation is reserved for fully enrolled TCS students only. Exceptions may be

made for a sport if it is determined by the Athletic Director and headmaster that the addition of homeschoolers will make the difference in fielding a team or not.

- E. Intramural sports clinics/camps for elementary age students are open to Non-TCS enrolled students.

Students accepted to a team are required to abide by the following rules.

1. It is the responsibility of the students who have been granted permission to leave early for an away game to contact their teachers sufficiently prior to departure to obtain work and assignments which will be missed. Students who neglect to contact their teachers will be held accountable for all work, assignments, and due dates, just as if they had been in class, with no extensions given.
2. During games and on trips to and from games, students are to abide by all TCS rules and behave in such a manner as brings honor to Christ and credit to themselves, the team, and their school.
3. Students who are absent from school for more than half a day on the day of a game will not participate in that game.
4. Practice does not begin before the end of the academic day.
5. Students are to notify the coach of any injury or accident which occurs to them or to another student.
6. Students are to travel to and from games on school-provided transportation, unless other specific arrangements have been approved by the coach in advance.
7. All TCS athletic uniforms are to be cleaned and returned to the school within three days after the final game of the season.

## 5.7 ADVANCED PLACEMENT/DUAL ENROLLMENT COURSES

TCS offers three ways for students to gain college credit while still in high school:

1. Take Advanced Placement courses at TCS taught by TCS teachers and get a passing score on the AP exam to receive college credit. TCS offers AP classes in Chemistry, Physics, Calculus, English Literature/Composition, Environmental Science, and U.S. History.
2. Take one course per semester off campus (at GSU, OTC, or East Georgia) in place of a course at TCS. For example, a student could take senior math at GSU instead of taking math at TCS. In addition, students can take as many electives as they desire off campus (these courses would be in addition to, not in place of, courses required at TCS).
3. Take Dual Enrollment classes at TCS with TCS faculty through Truett-McConnell University. Currently TCS offers Dual Enrollment courses through Truett-McConnell in the following subjects: Biology, College Algebra, Pre-Calculus, World History I and World History II.

Note: High school credit is awarded as follows for dual enrollment classes:

- 1 or 2 hour college class equals one-half high school credit
- 3 or 4 hour college class equals one full high school credit

All Dual Enrollment and Advanced Placement classes are given a one-third grade point advantage over non-dual enrollment or non-AP classes (for example, a B in a dual enrollment course will earn a 3.33 GPA rather than a 3.0 GPA). Please note that the Georgia Student Finance Commission strips all weighted GPAs for the purpose of establishing HOPE Scholarship eligibility.

## 5.8 VALEDICTORIAN/SALUTATORIAN

To be considered for valedictorian or salutatorian, a student must be a full-time TCS student for a minimum of the three final semesters of high school. The valedictorian will be the student with the highest weighted cumulative GPA. The salutatorian will be the student with the second highest weighted cumulative GPA. GPAs will be calculated to the thousandths place. In case of a tie, there will be co-valedictorians or co-salutatorians. In the case of co-valedictorians, there will be no salutatorian.

## 5.9 SENIOR EXAM EXEMPTIONS

Seniors may be exempted from end of year final exams if they have at least a 90% average in the second semester for that course.

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## 6. DRESS CODE

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### OVERVIEW

Students' clothing at school must meet the following basic guidelines.

- Modest and not provocative;
- Neat, clean, safe, properly fitting and in good repair (no jeans or other garments with rips in them, even if manufactured with rips);
- Appropriate for the student's biological gender;
- No visible underwear, including bras;
- Task appropriate.

### ENFORCEMENT POLICY

- It is impossible to legislate every conceivable possibility in the area of dress. Therefore, when controversy arises among or between students, parents, faculty and/or administration, the decision of the Headmaster is final.

- Teachers will identify any student potentially in violation of the dress code and these students will be asked to report to the administration. The current dress code will be consulted and if the student's attire is determined to be in violation of the dress code, the following consequences will apply.

### LOWER SCHOOL DRESS CODE VIOLATIONS

- First Offense:
  - o Students will be warned of the offense.
  - o Parents will be notified of the violation.
- Second Offense:
  - o Parents will be notified.
  - o Students will serve detention at a time designated by the administration. Detention will not be deferred for athletic practice or other extracurricular activity. If detention is missed, further consequences will apply.
- Third Offense:
  - o Students will serve detention at a time designated by the administration (see Second Offense).
  - o Parents will be called to bring dress code compliant clothing to school. If the parent cannot bring appropriate clothing, the student will complete school work in the office for the remainder of the day. Teachers are not expected to provide alternative assignments or extra assistance to students who miss class because of dress code violations, though students may complete classwork independently.

### UPPER SCHOOL DRESS CODE VIOLATIONS

- First Offense:
  - o Students must change.
  - o Parents will be contacted.
- Second Offense:
  - o Students must change.

- o Parents will be contacted.
- o Silent lunch
- Third Offense:
  - o Students must change.
  - o Parents will be contacted.
  - o After school detention
- Fourth Offense:
  - o Students must change.
  - o Parents will be contacted.
  - o After school detention
  - o Complete school work in the office for the remainder of the day.  
\*Teachers are not expected to provide alternative assignments or extra assistance to students who miss class because of dress code violations, though students may complete classwork independently.
- Fifth Offense:
  - o Additional consequences as determined by the administration
- **Note:** Multiple offenses of different types are still considered repeat offenses. For example, a first offense could be related to wearing camouflage pants to school and a second offense might be related to shorts length. The second offense consequences will still apply to the second, but different, offense.

### APPAREL FOR THE CLASSROOM, CAMPUS, FIELD TRIPS AND PERFORMANCES

All policies apply to male and female Upper and Lower School students unless otherwise specified.

#### A. Pants/Shorts

1. Slacks or jeans may be worn.
2. Shorts may be **no shorter than fingertip length at their shortest point.**

3. Not allowed: Camouflage pants, athletic pants or shorts, oversized pants that drag the ground, yoga pants, or leggings as pants.

#### B. Shirts and Sweaters

1. Solid, printed, or patterned collared, v-neck, round, crew or turtleneck shirts, sweatshirts and sweaters with short or long sleeves are permitted.
2. All t-shirts may be worn provided they do not violate the guidelines stated in the “not allowed” section below. This includes solid, striped, embroidered, and screen printed t-shirts that do not violate the guidelines stated in (3) below.
3. Not allowed: Camouflage shirts, undershirts and tank shirts worn as outer garments. Any garment that makes implicit or explicit reference to alcohol, drugs, bands, racially insensitive comments, including rebel flags, or sexual innuendo of any sort is not permitted.

#### C. Footwear

1. Clogs, sandals, athletic, casual, or dress shoes are permitted.
2. Not allowed: Flip-flops

### GIRLS

#### A. Pants/Shorts/Skirts

Skirts, skorts, dresses or jumpers may be **no shorter than three inches** above the top of the knee. Shorts may be **no shorter than fingertip length at their shortest point**.

1. LOWER SCHOOL: Tights and leggings may be worn if the shirt over them comes to at least fingertip length.
2. UPPER SCHOOL: Tights or leggings may not be worn as pants but may be worn with dresses, skirts or shorts that meet the 3-inch requirement.

#### B. Shirts

1. Sleeveless shirts must be at least as wide as the wearer’s three fingers, and bra straps should not be

visible. Sheer or lace tops may be worn provided bra straps are not visible.

2. Not allowed: Camouflage shirts, string, spaghetti strap (unless used as an undershirt), or halter tops, off-the-shoulder tops, and tops that expose the midriff.

#### C. Footwear

All shoes must have a heel that is no higher than 2 inches.

#### D. Miscellaneous

1. Hair must be well-groomed and of a natural color. (Hair may be dyed brown or blond, for example, but not blue, green, an unnatural shade of red, etc.)
2. Makeup is NOT allowed for girls in 5th grade and below.
3. Not allowed: Piercing jewelry other than in the ear including gauges, visible tattoos, provocative patterns or logos, visible underwear and bras. Hats and sunglasses may not be worn indoors.

### BOYS

#### A. Miscellaneous

1. Hair must be well-groomed, and away from the eyes.
2. Necklaces, bracelets and rings for fingers are permitted if discreet and not provocative.
3. Hair must be well-groomed and of a natural color. (Hair may be dyed brown or blond, for example, but not blue, green, an unnatural shade of red, etc.)
4. Not allowed: Piercing jewelry, unshaven facial hair, visible tattoos, provocative patterns or logos, visible underwear. Hats and sunglasses may not be worn indoors.

### APPAREL FOR PHYSICAL EDUCATION CLASS

Appropriate athletic wear may be worn, but principles of modesty, cleanliness, safety, proper fit and repair will apply.

1. Athletic shorts must be no shorter than fingertip length when hands are held naturally at the side. This length

allowance applies only to shorts worn to physical education. Leggings worn under acceptable length shorts are allowed.

2. T-shirts or dri-fit shirts are permitted.
3. If a student dresses out for physical education before the last period of the day, the student must change back into their school clothes before going to the next class.
4. Not allowed: Bike shorts, compression shorts, yoga shorts or other tight shorts worn as outer garments. T-shirts that make implicit or explicit reference to alcohol, drugs, bands, racially insensitive comments, including rebel flags, overt political messaging or promoting controversial causes, or sexual messaging/innuendo of any sort. T-shirts with the sleeves cut out or that reveal sports bras or other bras. No visible underwear or bras.

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## **7. DISCIPLINE**

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God created man in his own image; therefore, each individual is of great worth. However, man has fallen from the original estate wherein he was created, resulting in a corrupt nature, inclined toward evil. Consequently, man must learn what God's law requires and obey it.

It is the parents' responsibility to rear their children in the nurture and admonition of the Lord. The teaching of their children may be delegated, but the ultimate responsibility remains with the parents. It is therefore very important that a mutual understanding between parents and teachers be gained in regard to the discipline required to fulfill this God-given requirement.

The word "discipline" has many negative connotations today, but its real meaning is quite positive. The Latin word from which it is derived denotes a process of both learning and teaching. There are several words used in the Scriptures denoting the process and ends of discipline. These words convey the idea of training

the mind and soul of a man for the purpose of living a godly life to the glory of God.

Hebrews 5:14 speaks of mature believers "who, because of practice, have their senses DISCIPLINED to discern good and evil." In Hebrews 12:11 the Scripture states that the discipline process is designed by God to produce in our lives "the peaceable fruit of righteousness." In I Timothy 4:7, we are exhorted to discipline ourselves for the purpose of godliness.

It can be clearly seen that discipline must be an integral part of any Christian school. The real issue is how to maintain and administer it.

We require a certain code of behavior from our students. They are to be obedient to those placed in a position of authority. Open disrespect, dishonesty, abusive actions or speech cannot be allowed or corrective discipline will result.

The attitude of Trinity Christian School, in keeping with Scripture, is that acts of rebellion and disobedience expressed in the home, classroom, or anywhere else toward a valid, God-ordained authority figure is, in truth, an act against God Himself.

### **7.1 CONDUCT AND DISCIPLINE**

Trinity Christian School recognizes that good conduct of students in school promotes their education on campus and good behavior off campus. Accordingly, all teachers disseminate and explain classroom and school rules, as well as consequences for not following the rules. Each teacher's rules address class attendance, preparedness, quality of work, respectful behavior, and good citizenship. The consequences of student misbehavior will vary according to the infraction and the student's history of prior behavior. Ample opportunities are given to the student to respond with improved behavior and/or attitude. Once it has been determined that a student is not making a sufficient effort, the consequences of discipline will increase



markedly. Parents are asked to support the school and to be a partner in any correction needed to insure the proper behavior and attitude of their students. Behavior issues and consequences are recorded and are used to determine a student's eligibility to return in the fall of the next school year.

Student conduct off campus that seriously harms the name of Christ and/or the reputation of Trinity Christian School in the community may also result in disciplinary action, up to and including expulsion.

### **DISCIPLINARY ACTION**

Once a student is referred to the administration for an issue, one of several consequences may result. The administrator will review the infraction and assign an appropriate consequence based upon the student's previous behavior and teacher recommendation. Repeated referrals will result in more severe consequences or in removal from TCS.

In the middle and high school, disciplinary action usually proceeds as follows:

1. Reprimand
2. Silent Lunch
3. Detention (after school)
4. Suspension
5. Expulsion

### **AFTER SCHOOL DETENTION**

Detentions will be assigned from 3:30--4:30 at the discretion of the teacher/administrator. A detention slip will be sent home. Failure to serve the detention on the day assigned will result in a second assigned detention. Detentions are usually given for infractions such as:

1. Being disrespectful to an adult or child.
2. Teasing, roughhousing.

3. Lying or creating a false impression.
4. Displaying conduct deemed by the teacher, upper school principal, or headmaster to be unbecoming of a student of TCS or a pattern of misbehavior.
5. Unexcused tardiness to class/school (more than four)
6. Noncompliance with the dress code.

### **CORPORAL PUNISHMENT**

When other techniques to promote the child's growth and self-control have been exhausted, and when the administration deems it necessary, corporal punishment may be administered by the school administrator. Parents will be consulted before corporal punishment is administered.

### **SUSPENSION**

Any student who is subject to a fourth detention during one semester, instead of the fourth detention, a one-day suspension from school, and an additional one-day suspension for each subsequent detention. Absences due to suspension will be considered unexcused, and suspended students will receive a zero on all missed school work. The upper school principal or headmaster may suspend any student when, in their judgment, circumstances necessitate it.

### **FIGHTING**

Physical violence is never acceptable. Students who engage in physical aggression (fighting) may be subject to disciplinary actions such as extended suspension or expulsion.

### **EXPULSION**

Any student who demonstrates a general unwillingness or inability to abide by classroom or TCS rules is subject to expulsion. Students will be expelled by action of the school board.

### **BULLYING**

No student shall engage in bullying. Under O.C.G.A. § 20-2-751.4, “bullying” means an act that occurs on school property, on school vehicles, at school-related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology, that is:

- Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
- Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
- Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
  - Causes another person substantial physical harm within the meaning of O.C.G.A. § 16-5-23.1 or visible bodily harm as such term is defined in O.C.G.A. § 16-5-23.1;
  - Has the effect of substantially interfering with a student’s education;
  - Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
  - Has the effect of substantially disrupting the orderly operation of the school.

Bullying also applies to acts of cyberbullying that occur through the use of electronic communication, whether or not the electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those

specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students’ or school personnel’s person or property or has a high likelihood of succeeding in that purpose. Electronic communication includes, but is not limited to, any transfer of signs, signals, writings, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectronic, or photo optical system.

Acts of bullying shall be punished by a range of consequences through the discipline process. Disciplinary action and consequences will be assigned at the discretion of the school administration.

Upon a finding by a school administrator that a student has committed an act of bullying, or is a victim of bullying, the administrator or designee shall notify the parent, guardian, or other person having control or charge of the student by telephone call or through written notice, which may be done electronically. Any report of retaliation for reporting bullying will also be investigated and addressed by the school administration. Repeated or egregious acts of bullying may be grounds for expulsion.

### **THREATS AND INTIMIDATION**

No student shall threaten, intimidate, or attempt to threaten or intimidate others with statements, gestures, and/or drawings, or communicate or attempt to communicate these threats with language that is spoken, written, body, electronic, or any means that could reasonably create fear or intimidation for any student, employee, official of the school or any other person while on school grounds or in connection with school related functions

and activities. This includes spreading rumors, regardless of their origin, that are threatening or create fear and intimidation.

### **TERRORISTIC THREATS**

No student shall engage in terroristic threats. A student commits a terroristic threat when he or she threatens to commit any crime of violence, to release any hazardous substance, as such term is defined in O.C.G.A. § 12-8-92, or to burn or damage property with the purpose of terrorizing another or of causing the evacuation of a building, place of assembly, or facility of public transportation or otherwise causing serious public inconvenience or in reckless disregard of the risk of causing such terror or inconvenience. Violation of this rule may also result in reimbursing appropriate agencies for any costs related to such action or suspension/expulsion from the school.

### **CRIMINAL LAW VIOLATORS/OFF-CAMPUS MISCONDUCT**

In addition to the prohibition against cyberbullying, as defined in this code of conduct and local policy, a student may be subject to disciplinary action for any off-campus behavior which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process.

### **CUMULATIVE OFFENSES**

Willful and persistent violations of the Student Code of Conduct that affect the function of the school and teachers in their day-to-day operations or the health and wellbeing of students/staff may result in a referral to the Head of School and possible expulsion.

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## **8. MISCELLANEOUS**

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### **8.1 CLASSROOM RESPONSIBILITIES**

Students are expected to participate fully in classroom activities.

Students are expected to take care of their own personal property and keep themselves in an orderly way.

Trinity Christian School requires respect and courtesy from its students. To promote this atmosphere, students will address their teachers and all faculty members with "Yes, Sir; No, Sir," and "Yes, Ma'am; No, Ma'am."

Students will treat their peers, adults, and themselves with respect. An attitude of disrespect not only hurts others but also hurts the individual student himself.

### **8.2 CHAPEL**

Chapel is held every Friday morning from 8:30 - 9:05 A.M. In upper school, students participate in small and large group chapel services. Students are to enter chapel quietly and respectfully, and are to participate fully. Misconduct will not be tolerated. Parents are welcome to attend these or any chapel services.

### **8.3 TEXTBOOKS**

Textbooks are provided for the students but remain the property of Trinity Christian School and are to be treated with care. If a book is abused or lost, the student will be responsible for the replacement cost. Replacement charges will be assessed at the end of the school year and will be added to the parents' FACTS account.

#### **8.4 VANDALISM & THEFT**

No student shall take or steal any property of another person or the school with the intention of depriving that person of the property, regardless of the manner in which the property is taken or stolen.

This facility is private property and applicable laws apply to instances of vandalism. No student shall mark, deface, or destroy school property or the property of another student or staff member, including vehicles. No student shall cause willful or malicious damage, during the school day or during off-school hours, to real or personal property of the school or to personal property belonging to a teacher, other school official, employee, student, or any person legitimately at school. No student shall cause or attempt to cause damage to property to include library books or reference materials. This includes vandalism of school furnishings, fixtures, and structures. Students are responsible for books and other materials or items assigned to them or checked-out by them. Any student or group of students found vandalizing school property will be required to replace the property at his/their own expense, and may be subject to suspension or expulsion.

#### **8.5 FOOD/GUM**

Students provide their own lunches or purchase the school hot lunch. Gum is prohibited at all times.

#### **8.6 WEAPONS/TOBACCO/ALCOHOL/DRUGS**

Any introduction of a weapon, an illegal drug, tobacco, or alcohol may be treated as grounds for immediate expulsion. Any use of the same either at school or outside school will similarly be treated with utmost gravity and may be grounds for immediate expulsion.

A student may not use or possess any device used to imbibe or introduce into the body any prohibited substance.

A student shall not possess, use, handle or transmit any object that reasonably can be considered a weapon on property or in a building owned or leased by a school district, at a school function, or on a bus or other transportation provided by the school district. Weapons may include, but are not limited to:

1. Any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. § 16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade.
2. Any hazardous object, including any dirk, bowie knife, switchblade knife, ballistic knife, any other knife, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nunchuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any non lethal air gun, and any stun gun or Taser. Such term shall not include any of these instruments used for classroom work authorized by the teacher.

Any instrument which is designed for other purposes, but can easily be used to inflict injury (for example: a pencil, hair pick, compass, etc.) shall be considered a weapon/dangerous instrument if said instrument is used or intended to be used, in an aggressive, belligerent, threatening manner, or to defend against such behavior.

Trinity Christian School is considered a "school safety zone" as defined in The Official Code of Georgia. According to O.C.G.A.

16-11-127.1, a “school safety zone” means in or on any real property or building owned by or leased to: (A) Any public or private elementary school, secondary school, or local board of education and used for elementary or secondary education; and (B) Any public or private technical school, vocational school, college, university, or other institution of postsecondary education.

## **8.7 MEDICATION**

All prescription medications that are required during the school day must be turned in to the school office to be administered there along with instructions for their administration. Prescription medication for ADD/ADHD may be turned in to the classroom teacher to be administered at the proper time during the school day. For safety reasons, students may not keep prescription or over-the-counter medications in their lockers, bags, or on their persons. An exception will be made for asthma inhalers. Other exceptions will be considered by the administration on a case by case basis.

As a courtesy, the school office keeps acetaminophen (Tylenol) and Ibuprofen (Advil) for the treatment of minor discomfort. The office must have a signed permission form on file before these medications will be given. If a student requires any other over-the-counter medication, the parent must bring the medication to the school office with instructions for its administration.

## **8.8 EMERGENCY PROCEDURES/INCLEMENT WEATHER**

Fire drills and tornado drills are required periodically. For fire drills, students are to evacuate the building in a quiet and orderly fashion, obeying all instructions given by the teachers. For tornado drills, students are to report to the designated area for their class and follow all instructions given.

In the event of inclement weather such as snow or ice, a hurricane warning, or a flood warning, the following will occur:

If it is decided after the school day has begun that students will be dismissed early, the office will notify each family by text and email message when school will be dismissed and that parents will need to arrange to have their children picked up.

If school will be canceled for the following day or if school will start at a time other than the normal time, the administration will notify the local radio stations as well as the Savannah television stations of the school closing, as well as send text and email messages to parents and teachers. The administration will also change the voicemail about the status of school, they should attempt to call the school office. If they do not get an answer, they should call their child's teacher.

## **8.9 CLEAN UP**

Each class is responsible to keep its own classroom in order. In addition, each grade has been given an area of the campus they are responsible to keep clean. The assignments are as follows:

- 1st Grade: Pick up trash on the playground.
- 2nd Grade: Pick up trash on the playground.
- 3rd Grade: Pick up trash on the playground.
- 4th Grade: Sweep elementary stairwell.
- 5th Grade: Pick up branches and pine cones on the playground.
- 6th Grade: Sweep upper school stairwell.
- 7th Grade: Straighten and sweep upstairs locker room.
- 8th Grade: Vacuum upstairs upper school hallway.
- 9th Grade: Sweep bleachers and gym stage.
- 10th Grade: Vacuum downstairs gym hallway and lobby.
- 11th Grade: Straighten and sweep downstairs locker rooms.
- 12th Grade: Sweep the gym floor.

## 8.10 TELEPHONE

Students are only permitted to use the school's phone in cases of emergency. It is up to the discretion of the administration what constitutes an emergency.

## 8.11 STUDENT DRIVERS

Students in grades nine through twelve with a valid driver's license are permitted to drive to school. Once the students have arrived on the school campus, they are not permitted to leave until school is finished for the day. They must leave their car immediately upon arriving on school grounds in the morning. Students may not return to their cars during the school day without the permission of the administration. They may carpool with other students upon the school's receipt of express written permission from those students' parents. If this privilege is abused in any way, such as on-campus traffic accidents, reckless or dangerous behavior, or observed traffic violations, it may be revoked at the discretion of the headmaster.

## 8.12 CELL PHONES/TOYS/ELECTRONIC DEVICES/ ARTICLES OF VALUE

Toys are permitted to be brought to school only for the purpose of show-and-tell and only in Kindergarten through third grade.

Cell phone and SMARTwatch use is not permitted during school hours. Cell phones/SMART watches will be taken away from students if they use them during the school day, and the following consequences will apply for students who violate this rule.

Parents should communicate with their students through the main office during the school day. If students need to communicate with their parents, they should do so through the main office.

- First offense:
  - The teacher will give the student a verbal warning and document the offense.
- Second offense:
  - The teacher will turn in the student's phone to the administration for the remainder of the day, and document the offense.
  - The student may pick up the phone at the end of the day.
- Third offense and beyond:
  - The teacher will turn in the student's phone to the administration for the remainder of the day and document the offense.
  - The student may retrieve the phone at the end of the day.
  - Additional consequences as determined by the administrator beyond the third offense (detention, suspension).

The use of electronics is prohibited during school hours except with permission of the teachers or administration. Their use on field trips or athletic trips is up to the discretion of the teacher or coach. Student laptops and tablets may be used for educational purposes during the school day.

The school cannot assume responsibility for misplaced or stolen articles. Articles of significant value should not be brought to school.

## 8.13 ARTICLES UNRELATED TO SCHOOL INSTRUCTION

No student shall bring electronics, large sums of money, or any distracting items not related to instruction. The use of cell phones or personal digital devices during instructional time is authorized only under the direction of the classroom teacher to support student instruction. Digital devices that have listening feature should be disabled during the school day (from arrival to

departure from the school property). The school assumes no responsibility or liability for lost or damaged cell phones or personal digital devices if brought to school.

Taking pictures or the recording of audio/video with cell phones or other digital devices at school is prohibited unless under the express direction of a teacher as a component of instruction or a project. Students utilizing a cell phone or digital device for the capture of photographs or audio/video may be subject to additional punishment under this progressive discipline code.

#### **8.14 CLASSROOM PARTIES**

Classroom parties are allowed for celebration of holidays, end of year, etc. Please inform the headmaster when the party will be occurring.

It is recommended that classroom parents be enlisted to help. Whatever room is used for the party, please make sure it is properly cleaned afterwards.

#### **8.15 VISITORS TO CAMPUS**

All visitors, including parents and classroom volunteers, are required to enter the building by the school office and sign in there. Once the purpose of the visit is over, visitors are permitted to leave without signing out.

Parents wishing to visit with their child's teacher must notify the teacher, in writing, at least one day in advance. No visits will be scheduled before 3:15 P.M. when the dismissal traffic has abated.

Students and/or Parents are prohibited from utilizing Food and Beverage Delivery Services (such as UberEats and Doordash) to the TCS Campus during school hours. If a student does not have

lunch, they will be provided with two options and charged accordingly to their FACTS account.

#### **8.16 KEY FOBS**

The school doors remain locked during the day. Upper school students (grades 6-12) are assigned a key fob at the beginning of the school year, and they are expected to bring this with them to school each day so they can obtain access to the buildings on campus. Each student's key fob will grant access to the buildings between the hours of 7:45--3:30.

Students are assigned a specific key fob number and should return it to their homeroom teacher on the last day of school. A \$10 fine will be added to the FACTS account for lost key fobs.

#### **8.17 ACCEPTABLE COMPUTER/ELECTRONICS USE POLICY**

1. Conduct on the computers and social media is to reflect and be consistent with Christian ethical and moral principles and precepts and is to be consistent with the high standards of character and conduct expected of all students and faculty and is to be in compliance with all school policies and standards.
2. Do not access or transmit material that is profane, abusive, or otherwise questionable. These policies apply whether on or off campus. "Sexting" between students (defined as "the act of sending sexually suggestive or explicit messages, photos, or images via digital devices") is prohibited.
3. Students should not use email or other electronic means to harass, threaten, ridicule, or in any other way demean another student or staff member.
4. Do not download material and incorporate it into your own work without properly identifying or citing the source. (Do not plagiarize.)

5. Do not send material in violation of local, state, or federal laws. This includes, but is not limited to, anything that is copyrighted or threatening or obscene or covered by trade secrets.
6. Do not use our resources for any commercial activities or any political lobbying.
7. Any material to be posted to the Internet should be designed with consideration that Trinity Christian School will be represented. Therefore, care should be taken that all postings should reflect and adhere to the standards and principles of Trinity Christian School.
8. Personal laptops, tablets, and school computers are to be used for educational purposes only. They are not to be used for social networking, non-educational game-playing, instant messaging, or other non-educational purposes.
9. School Chromebooks are available for student use at school. They must be returned to their teacher at the end of class.
10. When violations of these policies occur, the administration reserves the right to take disciplinary action. For major offenses, the school may consider consequences such as suspension, expulsion, and/or contacting civil authorities.

### **8.18 PROM POLICY**

Prom at Trinity Christian School is a celebration of our seniors completing their high school education. Prom is planned and hosted by the junior class. The following policy has been adopted to ensure that the planning committee, Prom, and the after-party are adequately supervised.

The Prom Planning Committee shall consist of at least 2 parents of current 11<sup>th</sup> grade students, and at least 2 students from the 11<sup>th</sup> grade class. Any 11<sup>th</sup> graders who want to participate in the Prom Planning Committee must be allowed to participate.

Attendance at Prom is limited to 11<sup>th</sup> and 12<sup>th</sup> graders currently enrolled at TCS and their invited guests.

Prom must be chaperoned by at least 2 TCS faculty members in addition to other adults approved by the TCS administration.

There are no school sanctioned after parties for TCS prom.

### **8.19 SEXUAL AND PHYSICAL ABUSE AND HARASSMENT POLICY**

Trinity Christian School seeks to provide its teachers and students an environment that is free from offensive kinds of behavior. Conduct – whether intentional or unintentional – that subjects another person to unwanted attention, comments, or actions because of race, national origin, sex, physical characteristics, or disability is not permitted. Instead, we expect all persons to treat one another with respect because all of us are made in God's image.

1. We do not condone or allow harassment of others by teachers, administrators, support staff, students or other persons in our facilities.
2. Any person who believes he or she has been subjected to harassment should report it immediately to an appropriate superior. Students may report to a teacher or administrator. Faculty and staff should report an offense to the administrator. Each report will be given serious consideration and investigated thoroughly.
3. Reports of harassment and subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report or a person who may be unjustly accused.
4. Any person who is determined to have violated this policy will be subject to corrective action and discipline, including the possibility of termination (for faculty and staff) or expulsion (for students).
5. Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an



intimidating, hostile, or offensive learning environment. Sexual harassment also includes activity done electronically, whether on school grounds or outside of school.

6. Any other form of ridicule of others based on race, physical characteristics, ability, family background, or similar feature is harassment. Persons engaging in such behavior will be disciplined.
7. All students and employees are expected to conduct themselves with respect for the dignity of others.
8. According to state law, educators are mandated reporters in cases of suspected physical or sexual abuse. If a teacher suspects that a student is being or has been physically or sexually abused, the teacher must report the reasons for suspicion to the upper school principal or headmaster, as well as to the appropriate state agency.

## **8.20 CONFLICT RESOLUTION POLICY**

### **MATTHEW 18 AT TRINITY CHRISTIAN SCHOOL**

In Matthew 18 Jesus directly addresses situations in which a sin is suspected or has been committed. However, as with many portions of Scripture, certain principles may be inferred. Gossip or slander is addressed frequently in the Bible, from Proverbs to James. (James devotes all of Chapter 3 to the damage the tongue can do.) If the purpose of Jesus' words in Matthew 18 was not to avoid groundless rumors and slander, what is the point of going to a person privately? By going first to the person under consideration, gossip (a sin) is avoided. Besides, by going first to the appropriate person, both sides of an issue can be heard and, most often, it will be discovered that at least part of the concern was based on inaccurate information and the problem resolved.

Far more damage than good is done when people discuss a concern with everyone except the one person who can do anything about it. Christian school staff members, as well as parents, like most folks, are susceptible to the hurt that comes

from discovering others have been talking behind their backs. Almost always an immediate feeling of betrayal results.

On the other hand, many parents feel apologetic when they bring a concern directly to a teacher. They fear being regarded as complaining or being a nuisance. Some even fear the possibility of reprisal from the teacher to the student. Nothing could be further from the truth. By going directly to the source, they have acted biblically and avoided complaining to others, which is the real nuisance.

When a shared spirit of trust and application of the Matthew 18 principle exists in a school setting (or any setting for that matter), rumors and gossip rarely get hold. When the opposite happens (i.e., parents and teachers slander one another in the name of concern), even Christian schools can be (and many have been) destroyed. The enemy of our souls frequently works to poison a Christian institution from the inside out, not from the outside in. Jesus' wisdom still applies today. He is the Sovereign Lord over our schools and our private lives.

### **HANDLING COMPLAINTS**

Questions and complaints invariably arise even in a well-run school. It is important that these be handled biblically and promptly. The following steps are an application of the biblical injunction recorded in Matthew 18 for the resolution of a problem between believers. It is desired at TCS that all problems, from the smallest to the greatest, be handled as outlined below:

1. The parent and teacher (or two persons concerned, whether they be parent and parent, or parent and headmaster, etc.) meet privately to seek resolution with a spirit of reconciliation. Both desire the good of the child and the school and are not in an adversarial position.
2. If unresolved, the parent and teacher meet with a third party, typically the upper school administrator or Head of School. (Any subsequent meetings will involve the Head of School.)

3. If still unresolved, the matter is presented to a member of the school board. The board member, along with the headmaster, call upon the parties involved, all in the spirit of reconciliation.
4. If still unresolved, the matter is presented to the entire school board. The board calls upon the parties as appropriate, still in the spirit of reconciliation. If reconciliation does not occur, the board makes a judgment and takes appropriate action.
5. Except under extraordinary circumstances in which the school board deems the intervention of the Session of TPC as being required, the matter will be considered closed after step four above.

The principle underlying this procedure is clear: Solve each complaint with the person(s) directly involved at the lowest possible level. Move the matter up the chain of authority, only as necessary, to the level where it can be resolved.