



## Student and Parent Handbook

8817 Highway 54  
Sharpsburg, GA 30277

**Main Office**

Phone: 770-251-6770  
Fax: 770-251-6714  
Registrar Fax: 470-288-5440  
Admissions Fax: 770-796-5611

**High School Office**

Phone: 770-683-1307

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# **TRINITY CHRISTIAN SCHOOL DOCTRINE**

## **MISSION STATEMENT**

Trinity Christian School's (hereafter referred to as TCS) mission is to prepare today's student to impact tomorrow's world.

## **STATEMENT OF FAITH**

We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (II Timothy 3:15, II Peter 1:21)

We believe there is one God, eternally existent in three persons – Father, Son, and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30)

We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35); His sinless life (Hebrews 4:15, Hebrews 7:25); His miracles (John 2:11); His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9); His resurrection (John 11:25, I Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11, Revelation 19:11).

We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved. (John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5)

We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation. (John 5:28-29)

We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28)

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life. (Romans 8:13-14, I Corinthians 3:16, I Corinthians 6:19-20, Ephesians 4:30, Ephesians 5:18)

We believe that God has established marriage as a lifelong, exclusive relationship between one man and one woman and that all intimate sexual activity outside the marriage relationship, whether heterosexual, homosexual, or otherwise, is immoral and therefore sin (Gen. 2:24-25; Ex. 20:14, 17, 22:19; Lev. 18:22-23, 20:13, 15-16; Matt. 19:4-6, 9; Rom. 1:18-31; I Cor. 6:9-10, 15-20; I Tim. 1:8-11; Jude 7).

We believe that God created the human race male and female and that all conduct with the intent to adopt a gender other than one's birth gender is immoral and therefore sin (Gen. 1:27; Deut. 22:5).

## **STATEMENT OF COOPERATION**

When applying for admission, parents are required to agree to and sign the Statement of Cooperation. It is repeated here for your benefit.

*It is understood that my child's attendance at TCS is a privilege and not a right, and that if at any time his/her conduct, academic progress, or cooperation with school authorities is not in keeping with the school requirements, the school reserves the right to terminate at its discretion any child's enrollment.*

*I understand that while my opinion is valued and my involvement encouraged, TCS is not a parent-run school. I agree to cooperate fully with its policies and with the teachers and staff in the education of my child. When I disagree or have concerns about policies or events that have taken place, I will speak directly and discreetly with the persons involved and will avoid spreading gossip and will seek a friendly, cooperative resolution.*

*I understand that my student will have the opportunity to participate in school sponsored activities and trips. I understand that I must sign a provided waiver for each school sponsored activity or trip before my student is allowed to attend.*

*I agree with the school's efforts to train my child in the Bible and will encourage my child in this and all phases of instruction.*

*If my child is withdrawn or dismissed, it is understood and accepted that no refund of registration, books, fees, or any tuition paid will be made.*

*The school expects the student and the family to*

- *Faithfully attend their home church services*
- *Live a consistent Christian life*
- *Share their Christian testimony by word and life to their children*
- *Exhort one another in love and to build up and not tear down the reputation of the school or its staff*
- *If I decide that TCS is not for my family, I will leave quietly and leave others to make their own decision about the school.*

## **GENERAL POLICIES**

### **DISCLAIMER**

This Handbook is for informational purposes. It is not intended to constitute an enforceable contract or to be part of an enforceable contract by or between the School and parents, guardians or students.

Trinity Christian School (TCS) reserves the right to change policies at any time. Policy changes, corrections, or clarifications coming through official email, newsletter, or other correspondence from the school shall have the same weight as this handbook and in some cases, such as changes to policy or procedure, will be considered a replacement or update to the information in this handbook.

TCS does not discriminate on the basis of race, color, national or ethnic origin. TCS reserves the right of setting and maintaining its own standards for student conduct, dress code, and scholarship. Admission to TCS is a privilege and not a right. The school maintains the right to admit only those families who are in harmony with the standards and beliefs of the school.

TCS admits those students who, in the sole judgment of the school, are able to benefit from its academic program and to conform their conduct to its standards. The TCS academic program is not designed for students with learning, emotional, or physical disabilities that would require modifications to accommodate them. TCS will make reasonable accommodations necessary for students with documented disabilities who may benefit from its academic program on a case-by-case basis. Students who lack the ability for any reason to conform their conduct to the school disciplinary policies will not be admitted.

## HOURS OF OPERATION

The hours of operation are 7:00 am-3:30 pm.

## ATTENDANCE POLICY

### Definitions

- **Tardy** – failure to arrive **in class** by the official start time
- **Early Dismissal** – checking out of school before dismissal (less than an hour before the official end of the school day)
- **Half Day** – missing more than 1 hour of school but present at least 3.5 hours.
- **Absent** – not present at all or present for less than 3.5 hours. High School by class period
- **Present** – was in the classroom by the start time and remained all day until dismissal.
- **Period Absence** – (High School) not present at all for the class period or missing more than 15 minutes of the class.
- **Truant** – any child subject to compulsory attendance who during the school calendar year has more than **five days of unexcused absences**. *State Board of Education Rule 160-5-1-.10*

### Absenteeism

All absences will be evaluated on an excused/unexcused basis in accordance with state regulations. You must be in attendance one-half the instruction day (four classes) to be counted present for the day. Absences will be classified as excused or unexcused.

- **Excused** absences are those with written documentation from a parent/guardian or a health care provider that are due to emergencies such as illness, death in the family, or other extreme circumstances or for service as a page in the General Assembly, required court attendance, school-sponsored activities, and voter registration.
- **Unexcused absences** are a failure to attend school without proper documentation.
- The school administration may require an excuse from a doctor, dentist, health center, or court after five (5) consecutive absences, or ten (10) excused absences related to health, except for mitigating circumstances such as a death in the family.



- According to Coweta juvenile authorities, **truancy charges may be filed after five (5) unexcused absences** unless there is documentation from a physician.
- Georgia Legislation and Board policy indicate that truancy charges will be filed in court on the sixth (6<sup>th</sup>) unexcused absence and on each unexcused absence from that point forward. These charges can result in fines of \$25 to \$100 per unexcused absence and/or imprisonment of up to 30 days.

## **Tardiness and Early Checkouts**

Tardiness to school and early check-outs will be evaluated as excused or unexcused for both attendance and academic purposes. Disciplinary actions may be taken toward students who are continuously tardy to school or to a class.

## **Consequences**

Prior to any action to commence judicial proceedings to impose a penalty on a parent, guardian, or other person residing in this state who has control or charge of the child for failing to comply with compulsory attendance, the school shall send a notice to such parent or guardian by certified mail, return receipt requested; and

- **5 unexcused absences** will result in a certified, return receipt requested letter being sent to parents outlining the penalty and consequences of 5 unexcused absences and that each subsequent absence shall constitute a separate offense.
- **5 unexcused tardies/early checkouts** = 1 unexcused absence for purposes of truancy reporting and consequences.
- Other consequences for poor attendance may include being retained in the grade level, not being permitted to return for the following term/year, loss of financial aid, loss of privileges (sports, extracurricular, etc.), and/or being placed on probation.

*Note: See each school's section for specific attendance policies related to preschool, kindergarten, elementary, middle and high school.*

## **CHAPEL**

Chapel services are conducted regularly for the purpose of instruction and inspiration to assist students in their spiritual understanding and growth. The required uniform (if applicable) must be worn on this day. Please see the uniform policies for appropriate uniform information.

## **LUNCH PROGRAM**

A regular lunch period is held each day. Hot lunches, salads, and other items are available daily for those who choose to utilize TCS/SAGE Dining Services. All TCS/SAGE plan participants will also enjoy desserts on Wednesdays and ice cream on Fridays. More information can be obtained on our website at [www.tcsions.org/lunchprogram](http://www.tcsions.org/lunchprogram).

Students not signed up with TCS/SAGE are expected to bring lunches from home. There are no items for sale for those not signed up with TCS/SAGE. Outside lunches are not allowed to be dropped off or

delivered to campus to help reduce front office traffic, limit interruptions in the classrooms, and help keep our campus safe by eliminating traffic on campus. Parents and visitors may bring outside food if they are staying to have lunch with the students and will be delivering directly to the lunch room.

## **FINANCIAL POLICY**

\*The Financial Information document (found at [tclsions.org/tuition](http://tclsions.org/tuition)) is considered an extension of this handbook.

Please note the following Terms of Payment:

1. TCS has partnered with Blackbaud (Smart Tuition), a leading provider of school management software. Each family is required to create a Smart Tuition account during enrollment to manage the payment of their student(s)' tuition and fees.
2. Tuition and fee information are detailed at [tclsions.org/tuition](http://tclsions.org/tuition).
3. **Late Fees:** A late fee of \$40 will be assessed for payments made after the 10th of each month.
4. **Returned Checks:** Returned checks processed at TCS will be charged a \$35 returned payment fee. Failed automated payments or returned checks to Smart Tuition will be charged a \$30 returned payment fee assessed by Smart Tuition.
5. **Past Due Accounts:**
  - a. Students may be expelled for non-payment of tuition if payment has not been received within 45 days from the due date. To avoid having students expelled for a delinquent account, parents must provide a written payment plan to the business office explaining why the account is past due and outlining how the account will be brought up to date. The School Board will consider each case and make a decision about whether to accept the proposed payment plan.
  - b. Families who have past due accounts during the re-enrollment period, may have re-enrollment put on hold until the account is current. We cannot hold or guarantee placement for students whose accounts are past due.
  - c. Report cards and permanent records can only be released if payments are up to date.
6. **Withdrawal/Dismissal:** Tuition payments will continue through the month that includes the last day the student attended and the receipt of the official withdrawal form by the registrar, regardless of the number of days the student attended that month. All properties belonging to TCS should be returned in good repair the day of withdrawal. No records, books, or other items associated with the student will be released until all past due accounts have been paid in full (this includes but is not limited to tuition, books, fees, lunches, after school charges, library books or fines, and all TCS property returned).

## REFUND POLICY

- Registration fees are non-refundable.
- Annual fees are non-refundable. In the event you have enrolled for the next school year but then change your mind, an official withdrawal form must be filled out and submitted to the school office before May 20. There will be no refund of annual fees for those who do not officially withdraw before the May 20 deadline.
- Tuition paid is non-refundable. However, tuition paid in full may be refundable in the event of a job transfer or similar circumstance as determined by the School Board. Tuition that was paid in full will lose the 3% discount when calculating the refund due. There are no tuition refunds for those paying monthly payments.
- Tuition paid is non-refundable if your child is expelled.

## SB10 FINANCIAL POLICY

If a student qualifies for GSNS Funds (SB10), the parent will be responsible for emailing a copy of the current year's award amount to the Business Office (the calculator typically updates in July for the new school year). The current year's award letter can be accessed by the following:

1. Go to <https://www.gadoe.org/layouts/GADOEPublic.SPApp/sb10.aspx>
2. Complete the form.
  - a. The system is the county in which your student last attended public school.
  - b. The school is the last public school your student attended.
3. Click "Determine Student Eligibility".
4. The award letter will pop up in a new window.
5. Email the award letter to [tuition@tcslions.org](mailto:tuition@tcslions.org) OR print and send it to the attention of the Business Office.

The Business Office must have a new award letter each year as amounts and eligibility are subject to change. The scholarship funds are mailed to the school four times a year (October, December, February, and May). Once checks are received by the school, the Business Office will contact the parent/guardian to come in and sign the check over to the school. Checks must be signed within 30 days of notification in accordance with GaDOE policy.

Annual fees are due in accordance with Trinity policy – one installment on June 1st and one installment on July 1st. Since SB10 awards are not available until after that time, families are responsible for payment of fees. Students receiving SB10 funds will have an extra "payment" added to their tuition agreement (13 total payments for the monthly plan and 4 total payments for the annual plan). The extra payment will be equal to the amount of the student's SB10 award and will reduce the other

payments/amount due. As SB10 checks are received, they will be applied to the extra payment, reducing it's balance.

Each family is responsible for paying the portion of tuition and fees that are not covered by the SB10 funds. The funds may only be used for the qualifying student's fees and tuition. Those funds may not be applied to other students on a family's account. Since SB10 funds are paid quarterly, if eligibility changes or a student withdraws and funds are not received, the family is responsible for the balance due (unpaid portion of SB10 funds).

In accordance with the GaDOE guidelines, if SB10 funds exceed tuition and fees allowed by the GaDOE for the current year, a refund will be remitted back to the GaDOE for the excess funds. If a family has made an overpayment, the refund will be issued back to the family.

If it's your intent to pay your portion of the tuition balance in full before August, please contact the Business Office so the agreement can be adjusted accordingly.

Trinity is a paying agent and only collects funds on behalf of the student. If you have questions about your student's award or qualification, please contact the Georgia Department of Education at (404) 656 - 2800.

## **WEAPONS POLICY**

WEAPONS LAW NOTICE (O.C.G.A. 16-11-127.1)

It is unlawful for any person to carry, possess, or have under such person's control any weapon or explosive compound within a school safety zone, or in any school building, on school property, at any school-sponsored function or activity, on any school bus, vehicle, or other transportation furnished by the school, or in a private vehicle parked on school property.

**PUNISHMENT:** Violations may result in suspension, expulsion, and/or criminal prosecution.

## **SEXUAL HARASSMENT POLICY**

Ephesians 5:3-4 states:

"But among you, there must not be even a hint of sexual immorality, or of any kind of impurity, or of greed, because these are improper for God's holy people. Nor should there be obscenity, foolish talk or coarse joking, which are out of place, but rather thanksgiving."

Sexual harassment includes unwelcome jokes, comments, pictures of a sexual nature, sexual advances, requests for sexual favors, unwanted touching and other verbal or physical conduct of a sexual nature. Any student who feels that he or she has been subjected to sexual harassment should immediately report the matter to the principal or a teacher who they trust. Sexual harassment may be an expulsion offense at the discretion of the administration.

## **VISITORS**

### **Parents, Family, Alumni, and Other Adults**

Visitors are required to stop at the Main Office or High School Office to check in and receive a visitor's badge before entering the hallways, lunchroom, or classroom areas. Visitors will be asked to show their ID so that we can be sure your visit is valid. We want to be sure that visitors in our building do not compromise the safety of our students. When leaving, return the Visitor's Badge to the Welcome Desk and check out. Please notify the school office immediately if you see someone without a badge in the hallways.

Parents are not permitted to visit classrooms without prior approval from the principal or an invitation from the teacher. Siblings are not permitted in the classrooms.

Parents visiting the preschool or kindergarten must check in at the Main Office to receive a visitor's badge in order to gain entry to the preschool/kindergarten building.

## **Student Visitors**

Student visitors are not allowed on campus grounds during the official school day.

## **COMMUNICATION**

### **Parent/Teacher/Administration Communication**

In order to protect the privacy of the student and respect the authority of their parents or legal guardian(s), it is the policy of TCS to meet and correspond only with parents/legal guardians of students for interviews, parent/teacher conferences, or communication relating to the student's progress, grades, or behavior. It will be the responsibility of the parent/legal guardian to communicate with tutors, grandparents, or other interested parties.

TCS provides 24-hour online access to student progress and accounting information through Blackbaud. Teachers provide grades, lesson plans (except for Lower School), and homework through this medium and communicate with parents primarily through email, official notes, or *Inside the Pride*. The administration and business office also use email primarily and welcome parent communication in this form.

### **School Directory**

The school directory is provided on Blackbaud as a convenience. It should be used for school-related communication only (room moms, setting up carpools, checking on homework assignments, etc.). Use of the directory for non-TCS personal business solicitation is prohibited.

## **HEALTH POLICIES**

If your child has any health changes during the school year, it is important to notify the school nursing office.

Please keep your child at home if he/she shows any of the following symptoms:

- Nausea, vomiting, or diarrhea
- Skin rash

- Fever (if your child is running a fever please do not give fever reducing medicine and send him/her to school)
- Discharging eyes

**These symptoms should be gone for at least twenty-four hours before returning your child to school.**

If your child shows any of the above symptoms, you will be notified and expected to pick up your child immediately. In the meantime, your child will be isolated so as not to infect other children.

Please notify the school immediately if your child develops any communicable disease (chicken pox, MRSA, etc.).

If your child has a medical excuse for not participating in PE or other activities, a note is required which should include the physical reason for exemption and the duration of time. Notes exempting participation for more than one or two days should be written by the attending physician.

## Medications

It is the school policy that only the nurse or designee can administer any medication taken during school hours. Please do not send your child to school to take his/her own medications. All students must bring **all medications** (over the counter or prescription) to the Nursing Office upon arrival to school. The nurse will store the medication in the clinic cabinet or refrigerator for your child. In order to safely administer medications to your child, a **Medication Authorization Form must be completed**. This form can be obtained from the resources section of Blackbaud. All prescription medications must be in the original labeled prescription bottle. If the medication will be taken at home and at school, you may want to ask your pharmacist to provide you with a second labeled bottle.

## Asthma

If your student has asthma and has been prescribed an inhaler, we will need a copy of their **Asthma Action Plan** signed by your student's physician to keep on file. The **Asthma Action Plan** must be updated at the beginning of each school year. A copy of this form can be obtained on Blackbaud. Inhalers and nebulizer medication must be sent in to the Nursing office. If your student uses a nebulizer, we ask that you send in a mask and medication dispenser along with the medication. Students 6th grade or higher may carry their inhalers in their backpack with an **Authorization for Self Administration of Asthma Medication** placed on file in the appropriate campus Nursing Office. This form can be obtained from the resources section of Blackbaud.

## Life-Threatening Allergies

If your student has been diagnosed with a life-threatening allergy and is prescribed an EpiPen, please provide the Nursing Office with an EpiPen on the first full day of school. An **Allergy Action Plan**, available in the resources section of Blackbaud, must be completed by the parent and student's physician and must be on file in the Nursing Office. This **Allergy Action Plan** must be updated at the beginning of each school year. Students 6th grade or higher may carry their EpiPens in their backpacks with an **Authorization for Self Administration of EpiPen** and an **Allergy Action Plan** placed on file in the Nursing Office. These forms can be obtained under resources in Blackbaud.

## **Type I Diabetes**

If your student has been diagnosed with Type I Diabetes, a ***Diabetes Management Plan***, developed by the child's medical practitioner, must be on file in the school nursing office by the first full day of school. All insulin dosing and changes to insulin administration devices must be handled through the Nursing Office. Parents are to adhere to the responsibilities outlined in the ***TCS Nursing Office Parent Juvenile Type I Diabetes Policy***. These forms and care plans must be updated yearly or as changes in health arise.

## **SEVERE WEATHER/SCHOOL CLOSINGS**

When Coweta County schools are closed due to inclement weather, we usually follow what the county does. All weather closings will be announced through Blackbaud.

## **BEHAVIOR AND CONDUCT**

### **Convicted of Crime**

Any student arrested by a law enforcement agency and convicted of a crime (other than minor traffic violations) will be dismissed from TCS. An arrest for a major crime will result in immediate expulsion. Expulsion offenses may also require that the administration contact the civil authorities if a student has broken the law.

### **Social Media/Texting**

Social media posts are not a private platform but a public platform for everyone to see. While text messages are often sent in private, they too can be made public very quickly. Inappropriate social media posts or text messages brought to the attention of administration may result in demerits or potential expulsion based on the discipline policy above.

### **Social Media Responsible Use Guidelines and the Community of Respect**

At Trinity Christian School, teachers, students, staff, and other school community members use social networking/media (Twitter, Facebook, blogs, etc.) as a way to connect with others, share educational resources, log travel experiences, create educational content, enhance the classroom experience, and network within and outside of the school community. While social networking is fun and valuable, there are some risks we need to keep in mind when using these tools. In the social media world, the lines are often blurred between what is public or private, personal or professional.

Social media refers to online tools and services that allow any Internet user to create and publish content. Many of these sites use personal profiles where users post information about themselves. Social media allows those with common interests to share content easily, expanding the reach of their ideas and work. Popular social media tools include Facebook, Twitter, LinkedIn, blogs, YouTube and Snapchat to name a few.

Below are guidelines to follow when members of the school community (students, parents, faculty, administrators, and staff) are representing Trinity Christian School in social media spaces, regardless of whether these are considered professional or personal spaces.

## **Use good judgment**

- We expect good judgment in all situations. Behave in a way that will make you and others proud and reflect well on the school.
- Regardless of your privacy settings, assume that all of the information you have shared on your social network is public information.
- Refrain from posting highly charged political, religious or ethnic content.

## **Be respectful**

- Always treat others in a respectful, positive, and considerate manner.

## **Be responsible and ethical**

- Because you represent Trinity Christian School, please stick to discussing only those school-related matters that are within your area of responsibility.
- Adults should be open about their affiliation with the school and the role/position they hold.
- If you are someone's peer, interact with them online if you are so inclined. If you are an employee thinking about interacting with a student, consider the following questions before proceeding. What is the purpose of my interaction with a student? (If it is not related to your classroom activities, reconsider using a social network.) What is the social network in which I propose to interact with a student? (If the social network in question has limited professional applications – Facebook, for instance – reconsider using that social network.) If you are uncertain how to proceed, consult your division head.
- Share and interact in a way that will enhance your reputation, the reputation of others, and the reputation of the school, rather than damage them.

## **Be a good listener**

- Keep in mind that one of the positive benefits of social media is that it gives others another way to talk to you, ask questions directly, and share feedback.
- Be responsive to others when conversing online. Provide answers, thank people for their comments, and ask for further feedback, etc.

## **Be accurate and appropriate**

- Check all work for correct use of grammar and spelling before posting.



- A significant part of the interaction on blogs, Twitter, Facebook, and other social networks involves passing on interesting content or sharing links to helpful resources. However, never blindly repost a link without looking at the content first.

### ***And if you don't get it right ...***

- Be sure to correct any mistakes you make immediately, and make it clear what you've done to fix the mistake.
- Apologize for the mistake if the situation warrants it.
- If it's a major mistake (e.g., exposing private information or reporting confidential information), please let your division head or supervisor know immediately so that administration can take the proper steps to help minimize the impact it may have.

### **Be confidential**

- Do not publish, post, or release information that is considered confidential or private. Keep in mind that online "conversations" are never private.
- Use caution if asked to share your birth date, address, and cell phone number on any website.

### **Respect private and personal information**

- To ensure your safety, be careful about the type and amount of personal information you provide.
- Avoid talking about personal schedules or situations.
- Never share or transmit personal information of students, parents, faculty, staff, or colleagues online.

### **Bullying Policy**

Bullying is behavior by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally. It is the willful, conscious desire to hurt, threaten or frighten someone else. It is deliberately hurtful behavior, which may be face-to-face, indirect or using a range of electronic means, known as *cyberbullying*. TCS prohibits bullying, harassment, and intimidation in any form, including verbal and non-verbal abuse. Students who have been subjected to such treatment are provided with steps and guidance to file a report. Students who are found to be guilty of bullying type behavior will be subjected to the discipline policy.

### **Tobacco/Vaping Use**

TCS is a tobacco/vape/drug/alcohol-free campus. It shall be a violation of policy for any student of TCS to possess, consume, display, or sell any tobacco products, tobacco-related devices, electronic cigarettes,

drug products, drug-related devices, alcohol or alcohol-related products, or alcohol devices at any time on school property. TCS retains the right to define said tobacco/vape/drug/alcohol products and devices.

The term *school property* means all facilities and property, including land, whether owned, rented, or leased by TCS, and all vehicles owned, leased, rented, contracted for, or controlled by TCS for use in transporting students, staff, or visitors.

## Definitions

- The term *tobacco product* means any product containing, made, or derived from tobacco that are intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means. Examples include, but are not limited to, cigarettes; cigars; juuls; little cigars; dry snuff, moist snuff/chewing tobacco; snus; dissolvables; hookah; and blunt wraps.
- The term *electronic cigarette* means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other substance, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed or sold as e-cigarettes, e-cigars, e-pipes, juuls or under any other product name or descriptor.
- The term *tobacco-related devices* means ashtrays, cigarette papers or pipes for smoking or any components, parts, or accessories of electronic cigarettes, including cartridges.
- The term *school property* means all facilities and property, including land, whether owned, rented, or leased by TCS, and all vehicles owned, leased, rented, contracted for, or controlled by TCS for use in transporting students, staff, or visitors.

## Drug Testing Policy

TCS reserves the right to conduct random drug testing for 6th-12th-grade students or drug testing when there is a suspicion of drug use at the sole discretion of the administration. The intent of this policy is threefold:

1. To provide a **safe, respectful environment** for all students.
2. To be a **deterrent** for those who may be tempted to *follow the crowd* and try illegal substances. Research has shown that random drug testing does provide a disincentive to do drugs, and it also gives the student another legitimate reason not to participate when facing peer pressure.
3. To provide **redemptive accountability** for those who have succumbed. It is redemptive in that, once drug use is exposed, the student and his/her family can face the situation and get help to restore the student to his family and a healthy lifestyle that honors the Lord.

Students who have positive results will be subject to our discipline policies, but it is also our hope that by making the problem known, parents will be assisted in getting the student the help he/she needs. Students who refuse to submit to a drug test may be expelled.

## **PARENT TEACHER FELLOWSHIP (PTF)**

TCS has a parent organization. The PTF focuses on building community and relationships within our school. The PTF assists the school by providing parent volunteer opportunities, supporting room parents, and helping faculty in various ways. You are encouraged to become an active member. You can find out more about this organization by contacting the current PTF president at [ptf@tcslions.org](mailto:ptf@tcslions.org) or on our website at [www.tcslions.org](http://www.tcslions.org).

## **SPORTS AND EXTRACURRICULAR ACTIVITIES**

All school rules apply on campus or away from campus at TCS-sponsored events.

See sport and extracurricular handbook for more specific information.

## **GENERAL GUIDELINES FOR PARENTS AND STUDENTS**

### **Parent Responsibilities**

- Train your child(ren) in the way of the Lord, teaching them, by word and example, respect for God's Word.
- Support the school and the teacher. Provide a positive, united front with the school for your child. They need to see from you that we are on the same team!
- Refrain from gossip or talking negatively with parents or students about the school or its staff.
- Remember that your attitudes and opinions become those of your children.

Parents are required to sign a Statement of Cooperation at the beginning of the school year, promising to support the school and its policies. Parents, who have concerns or disagreements about any classroom or school policies, events, etc, are expected to discuss their concerns with the appropriate teacher or administrator and refrain from gossip or unnecessarily discussing negative feelings or concerns with parents or staff not directly involved. Parents who regularly stir up dissension or gossip may be asked to withdraw their children from the school.

### **Student Responsibilities**

Students are expected to behave in a way that brings glory to God and makes learning as easy as possible for everyone in the classroom. Each teacher may have his or her own requirements, but the following guidelines will be observed in all classes.

#### *Students Should*

- Demonstrate respect and honesty in their relationships with teachers and other students.
- Submit to the authority of the teachers and administrators, obeying all guidelines in the student handbook while on campus and at school activities. Be familiar with all school and classroom policies and procedures and follow them.

- Understand that everything that one does reflects his attitude toward his relationship with God, parents, and himself. So, do your best in everything. Be neat, punctual, responsible, and respectful.
- Demonstrate good sportsmanship at all times.

## **Grievances**

“A man’s wisdom gives him patience; it is to his glory to overlook an offense.” Proverbs 19:11

If parents have a grievance against a student (not their own child):

- The parent should address the grievance with the student’s teacher rather than the student. The teacher will address the issue with the student and relay communication back to the parent.
- If the response of the offending student was not appropriate, the teacher will take further action by notifying the child’s parents.
- If the grievance remains unresolved, the principal may be asked to become involved.

If a student or parent has a grievance against a staff member:

- The student or parent should talk with the person who offended him/her, being careful to be respectful and not argumentative.
- If the offended student or parent is not satisfied and the relationship to that staff member has not been restored, they may request the opportunity to discuss the problem with the principal.
- If the issue is demerit-related, the normal appeal process should be followed.

In every instance, the offended person should not discuss the incident or grievance with anyone not directly involved with the situation. This includes discussing the situation with other parents in the class. Relationships are more easily restored when they have not been further damaged by gossip or tarnishing of one’s reputation.

## **PRESCHOOL AND KINDERGARTEN POLICIES AND PROCEDURES**

### **ACADEMIC POLICIES**

#### **Grading Scale**

TCS uses the following grading scale, which is determined through formal and informal evaluations, for preschool and kindergarten:

Mastered

In Progress

Not Mastered

#### **Reporting/Report Cards**

- Purple folders are sent home to the parent each day for examination. This packet will enable parents to view the progress of their child.
- Report cards are available approximately 1-2 weeks after the end of each grading period, by logging in to [tcsliions.myschoolapp.com](https://tcsliions.myschoolapp.com). They can be viewed and/or printed from the student's progress tab. The report card provides final grades for each 9-week grading period. Parents should feel free at any time to discuss the grades and conduct with the teacher.

#### **Parent/Teacher Conferences**

Parent/Teacher conferences may be held throughout the school year to keep the parents better informed as to student progress. The teacher, the parents, or the administration may request a conference. If the parents have the desire to meet with the teacher, please contact the teacher to make arrangements or call the school office and leave a message for the teacher. Teachers may also be contacted through the school email.

Teachers are not available before or after school for a conference unless it has been scheduled in advance.

#### **Student Support**

##### ***Early Intervention Program***

Students who are struggling in phonics, reading, and/or math in kindergarten may be referred by the classroom teacher to the Early Learning Support Program (ELS) for additional support. The ELS teacher provides support by working with students in small groups multiple times a week.

##### **Retention/Promotion**

Promotion for preschool and kindergarten is based on academic achievement, maturity level, and attendance. Promotion will be determined by the classroom teacher and is based on her/his appraisal of

the child's academic and emotional readiness for the next grade level. Kindergarten students must pass reading, phonics, and math to be promoted.

## **CLASS PLACEMENT POLICY**

The administration makes decisions about class placement. The administration takes into consideration the recommendations of the teachers, mix of students, class size, academics, student needs, and personalities of both teacher and student in order to achieve appropriate balance for the benefit of all of the students. We prayerfully consider where to place each student and trust that the placement will be in the best interest of all students. While parent requests are not accepted, parents are given an opportunity to give input regarding the strengths, weaknesses, and needs of their child. If parents provide a request for a particular teacher, this information will be disregarded, but all other parent concerns and comments will be taken into consideration.

TCS administrators work very hard to place each student where we feel they will most likely succeed. However, sometimes there are unforeseen difficulties that arise. When this happens, the administration may or may not determine that it is in everyone's best interest for the student to be moved to another class. This decision belongs entirely to the administration.

## **ATTENDANCE**

### **Tardiness and Early Dismissals**

Regular attendance and punctuality are essential for maximum learning. All students must be at school on time. School begins promptly at 8:15 am. Students should arrive by 8:10 am.

- When a student is late, he/she must be escorted to the Welcome Desk and signed in by the parent or guardian. The student will receive a tardy slip to admit him/her to class. Please do not send students into the building on their own.
- Students are expected to remain in school for the full day.
- For safety reasons, students anticipating early dismissal for an appointment will not be released from their classroom until they have been signed out by a parent in the office.
- A habitual pattern of tardiness could lead to expulsion from school.

### **Absences**

- Absences are excused for the following reasons: sickness, death in the family, doctor or dentist appointment, or school sponsored activities. In order to be excused, we must receive a handwritten parent note and/or a doctor or dentist excuse.
- Written excuses must include the date of the absence, explanation or reason for absence, and a parent (or doctor/dentist) signature. Written excuses must be received by the school office within 5 days of the student's return to school. The school may not excuse an absence if the written excuse is not received in the 5 days allotted.
- Only students who are sent home sick by the school nurse will be excused when checked out early.

- If a student is absent 10 days or more in any one semester, the Administration may meet to decide if the student will receive credit for the semester's work.
- A Pre-Absence Form should be filled out in the school office at least 5 days prior to a planned absence. Upon approval by the administration, teachers will list/prepare assignments in advance of the absence so that the student will not be behind when he/she returns. Please note that approval of a Pre-Absence does not mean that the absence is excused.

## **KINDERGARTEN UNIFORM**

Trinity Christian School holds to a biblical worldview that shapes our conservative understanding of both gender and sexuality. We believe that God wonderfully and immutably creates each person as male or female. These two distinct genders work together to reflect the image of God. (Gen. 1:26-27) All TCS policies are intended to provide guardrails for students as they learn and grow in their faith and understanding of who they are as image bearers of God. Student clothing, hairstyles, and personal appearance should be a reflection of their commitment to pursue lives built on and shaped by a biblical worldview as well as their commitment to abide by TCS policies. Believing that gender is not a choice but instead biological by nature, students are expected to both dress and present themselves in a manner consistent with their God-created gender.

While the Scriptures do not give explicit instructions for one's apparel or hairstyle, we are instructed in the Scriptures that we should seek to honor Christ in our lives. Our appearance is a very integral part of our daily lives. The dress code is not created just for the purpose of having more rules for the student but is designed to exercise their ability to follow guidelines for acceptable dress in their future workplace. It should also be remembered that a part of our growth is submission to authority.

Elementary students wear uniforms to school each day. Uniforms may come from any vendor unless made available through a Trinity School Store.

### **Chapel Day Uniform**

- Purple knit polo shirt, with Trinity logo
- Black pants, shorts, or skort (for girls)

### **Uniform Options**

Tops:

ONLY the chapel uniform must have the TCS Logo.

- Knit polo shirt in white, black, purple, or gray, long or short sleeves
- Button-down Oxford shirt, white, long or short sleeves
- Blouse with peter pan collar for under jumpers only

Bottoms:

- Plain style shorts or long pants, black, khaki, or gray
- No cargo style pants or shorts

- Skorts – black, khaki, or plaid (previously purchased from the Trinity School Store and approved by TCS)
- Knee Length Skirts – black or khaki, bicycle shorts must be worn underneath
- *Belts are recommended for all students.*

### **Other Optional Clothing**

- Polo dress, black or purple
- Jumpers – black, khaki, or plaid (previously purchased from the Trinity School Store and approved by TCS)
- Cardigan sweater, button down, black, gray, or white
- Trinity branded spirit wear outerwear (jacket, sweatshirt, etc.) may be worn *over* a uniform shirt.

NOTE: Only approved TCS uniform jackets, sweatshirts or sweaters may be worn in the classroom. No outside jackets, coats, or other outerwear may be worn except when going outside.

### **Shoes and Socks**

- Shoes should be flat and appropriate for PE or recess. Athletic shoes are acceptable but should not have wheels. No open-toed or backless shoes. No flip-flops or Crocs. Boots are permitted as well.
- Socks, when visible, should coordinate with the overall outfit and not be distracting in nature.
- Solid white or black tights are also permitted.
- Solid black leggings are permitted but only if worn under skirts or dresses.

### **Hair Requirements**

- Hair should always be clean, neat, and well groomed. No extreme haircuts or colors. Any questionable style will be reviewed by administration.

### **Hair Accessories and Jewelry**

- Hair accessories should coordinate with the overall outfit and not be distracting in nature.
- Elementary girls who have pierced ears should not wear large, dangling earrings. Post earrings are preferred for safety reasons.
- No smart watches or similar “jewelry” will be permitted in elementary. (Smart watches including GPS tracking devices, are treated the same as cell phones.)

### **Dress Down Fridays**

Each Friday, students are permitted to wear jeans (no rips, holes or tears) or usual dress code pants/shorts/skirts with TCS branded spiritwear, including t-shirts.

Any form of dress, jewelry, make-up, hair style, hair coloring, or elements of personal appearance which are considered extreme, distracting, or disruptive are not allowed. All dress code policies are reviewed by a Review Board consisting of the principals, student development and director of diversity.



## **LUNCH AND CAFETERIA POLICY**

A regular lunch period is held each day. Hot lunches, salads, and other items are available daily for those who choose to utilize TCS/SAGE Dining Services. All TCS/SAGE plan participants will also enjoy desserts on Wednesdays and ice cream on Fridays. More information can be obtained on our website at [www.tcsliions.org/lunchprogram](http://www.tcsliions.org/lunchprogram).

Students not signed up with TCS/SAGE are expected to bring lunches from home. There are no items for sale for those not signed up with TCS/SAGE. Outside lunches are not allowed to be dropped off or delivered to campus to help reduce front office traffic, limit interruptions in the classrooms, and help keep our campus safe by eliminating traffic on campus. Parents and visitors may bring outside food if they are staying to have lunch with the students and will be delivering directly to the lunch room.

## **ELECTRONIC DEVICES**

Students should not bring electronic devices to school. If electronic items are brought to school, or if cell phones are on or in use, they will be confiscated and turned in to the school office. Only parents will be permitted to retrieve these items. Items that are not retrieved by parents at the end of the school year will be donated to charity.

## **DISCIPLINE POLICIES**

At TCS, the heart of our discipline policy is to correct and restore a child to a right relationship with God and others. It is our goal, as much as possible, to praise publicly and discipline privately. Each teacher uses several methods to encourage, recognize and reward good behavior in the classroom. Individual classroom policies are explained at orientation. When praise and recognition for good behavior and verbal correction for inappropriate behavior are not enough to encourage correct behavior, disciplinary action must be taken.

In the rare occurrence that a student bites others, he/she may be asked to withdraw from TCS for the health and safety of others.

## **FIELD TRIPS**

Field trips are intended to be educational and enriching. Parent participation is encouraged. PK3 students do not take field trips.

When a bus has been secured for a field trip, students are required to ride the bus to the field trip and parents will need to drive. When parents are permitted on a field trip, they are allowed the opportunity to take their child home from the field trip. When this is an option, your child's teacher will inform you and you will be required to sign them out at the field trip.

Students who do not attend the field trip are counted absent (unexcused) and should not be sent to school. The school does not provide alternate activities or supervision for students who do not attend field trips on field trip days.

## **PARTIES, HOLIDAYS, AND OTHER CELEBRATIONS**

We will celebrate Thanksgiving, Christmas, Valentine's Day, Easter, and the end of the school year with classroom parties. Siblings are not permitted at these parties because of limited classroom space. Occasionally, TCS will provide babysitting for these events. If this is the case, you will be notified in advance. Because TCS is a Christian school, we avoid the secularization of Christian holidays and therefore avoid Santa, the Easter bunny, etc. We also do not celebrate Halloween. If you are asked to send in items or to help with art, crafts, decorations, or refreshments, please keep this in mind. If you have any questions about what is appropriate, please consult your child's teacher.

### **Birthdays**

You may celebrate your child's birthday with a small in-class celebration. Your child's teacher will contact you regarding birthday treats and a date/time that works best for the class. The teacher will make you aware of any classroom food allergies. Students wishing to invite their class to a party by giving invitations at school must be inviting the whole class, or all of the girls or all of the boys. If the number of invitations is limited to a few friends, please invite your child's friends through the mail or on the telephone. This will help prevent those who are not invited from feeling left out.

### **LOST AND FOUND**

Lost and Found is located in an elementary hallway and in the middle school locker rooms. The receptionist can help direct you to the appropriate lost and found area to check for missing items. Please check regularly for missing items. At the end of each month, the school reserves the right to donate any unclaimed uniform items to the clothing exchange and other items to charity. Having your child's name in all of their belongings will help to ensure the return of them.

Small or expensive items such as keys, cameras, cell phones, jewelry, etc. are returned to the office when found rather than being placed in Lost and Found. Please check with the office for these items.

### **FORGOTTEN ITEMS**

If your child forgets any items at home or in the car – lunches, backpacks, reading books, or assignments, you may bring them to the school office.

### **AFTER SCHOOL PROGRAM**

The AGAPE After School Program (ASP) is a ministry of Trinity Fellowship Church. Care is available for students, 4 years and older, when dismissal ends and until 6:00 p.m. each day. There is no after school program available for 3-year-old preschool students. Students must be picked up promptly at 11:45 a.m.

The enrollment link for the ASP can be found on the [tcsliions.org](http://tcsliions.org) website or in resources on Blackbaud.

All students who have not been picked up by the end of the dismissal line are sent to ASP. Preschool and Kindergarten full day students are sent to ASP immediately following their dismissal. ASP charges will begin accruing at that time.

There is a one-time registration fee of \$25 dollars for the first child and \$10 for additional children. This gets charged the first time your child goes to ASP. The hourly charge (\$4.00/hour) and registration will be billed to you semi-monthly.

Students must be picked up from ASP by 6:00 to avoid a late fee. In the event you are not able to pick up before 6:00 pm, the following late fee charges apply:

6:01 - 6:30 pm \$2 per minute per child

6:31 - 7:00 pm \$5 per minute per child

For more information, you may contact ASP staff at 678-877-1178.

## **ELEMENTARY POLICIES AND PROCEDURES**

### **ACADEMIC POLICIES**

#### **Grading Scale**

Elementary uses the following grading scale:

A – 90-100

B – 80-89

C – 71-79

D – 70

F – 69 and below

#### **Reporting/Report Cards**

- At the beginning of each week, purple folders are sent home to the parent for examination. This packet will enable parents to view the progress of their child. It must be signed and returned the following school day.
- Parents have access daily to their student's progress through Blackbaud. Grades are usually posted within 48 hours. Some projects may take longer to post.
- Report cards are available approximately 1-2 weeks after the end of each grading period, by logging in to [tcsliions.myschoolapp.com](https://tcsliions.myschoolapp.com). They can be viewed and/or printed from the student's progress tab. The report card provides final grades for each 9-week grading period. Parents should feel free at any time to discuss the grades and conduct with the teacher.

#### **Parent/Teacher Conferences**

Parent/Teacher conferences may be held throughout the school year to keep parents better informed with their student's progress. The teacher, the parents, or the administration may request a conference. If the parents have the desire to meet with the teacher, they may contact the teacher to make arrangements or call the school office and leave a message for the teacher. Teachers may also be contacted through the school email.

Teachers are not available before or after school for a conference unless it has been scheduled in advance.

#### **Student Support**

The TCS academic program is not designed for students with learning, emotional, or physical disabilities that would require modifications to accommodate them. TCS will make reasonable accommodations necessary for students with documented disabilities who may benefit from its academic program on a case-by-case basis.

## ***Early Learning Support***

Students who are struggling in reading and/or math in 1st or 2nd grade may be referred by the classroom teacher to the Early Learning Support Program (ELS) for additional support. The ELS teacher provides support by working with students in small groups multiple times a week.

## ***Skills Development Program***

Students who are still in need of support by 1st grade may need the support of the Skills Development Program. The purpose of the Skills Development Program is to provide academic support to students with learning differences that adversely impact their academic performance. The program is specifically designed for students with documented learning challenges. Students who require services and accommodations are assessed an additional fee based on the level of service needed.

## **Retention/Promotion**

Promotion for the elementary school is based on academic achievement, maturity level, and attendance. Promotion will be determined by administration after appraising the child's academic and emotional readiness for the next grade level. **Any student failing two or more academic subjects will be retained.** First grade students must pass reading, phonics, and math to be promoted.

## **CLASS PLACEMENT POLICY**

The administration makes decisions about class placement. The administration takes into consideration the recommendations of the teachers, mix of students, class size, academics, student needs, and personalities of both teacher and student in order to achieve appropriate balance for the benefit of all of the students. We prayerfully consider where to place each student and trust that the placement will be in the best interest of all students. While parent requests are not accepted, parents are given an opportunity to give input regarding the strengths, weaknesses, and needs of their child. If parents provide a request for a particular teacher, this information will be disregarded, but all other parent concerns and comments will be taken into consideration.

TCS administrators work very hard to place each student where we feel they will most likely succeed. However, sometimes there are unforeseen difficulties that arise. When this happens, the administration may or may not determine that it is in everyone's best interest for the student to be moved to another class. This decision belongs entirely to the administration.

## **ATTENDANCE**

### **Tardiness and Early Dismissals**

Regular attendance and punctuality are essential for maximum learning. All students must be at school on time. School begins promptly at 8:00 am. Students should arrive by 7:50 am so that they will have time to put away book bags and prepare for the day.

When students are late, they must be signed in by the parent or guardian. They will receive a tardy slip to admit them to class. Please do not send students in on their own (except during the late drop off which ends at 8:10 am).

- Students are expected to remain in school the full day.
- For safety reasons, students anticipating early dismissal for an appointment will not be released from their classroom until they have been signed out by a parent in the office.
- A habitual pattern of tardiness could lead to expulsion from school.

## **Absences**

- Absences are excused for the following reasons: sickness, death in the family, doctor or dentist appointment, or school sponsored activities. In order to be excused, we must receive a handwritten parent note and/or a doctor or dentist excuse.
- Written excuses must include the date of the absence, explanation or reason for absence, and a parent (or doctor/dentist) signature. Written excuses must be received by the school office within 5 days of the student's return to school. The school will not excuse an absence if the written excuse is not received in the 5 days allotted.
- Only students who are sent home sick by the school nurse will be excused when checked out early.
- If a student is absent 10 days or more in any one semester, the Administration may meet to decide if the student will receive credit for the semester's work.
- A Pre-Absence Form should be filled out in the school office at least 5 days prior to a planned absence. Upon approval by the administration, teachers will list/prepare assignments in advance of the absence so that the student will not be behind when they return. Please note that approval of a Pre-Absence does not mean that the absence is excused.
- No student will be allowed to participate in any after-school extracurricular activity on a day that he/she has been absent from school. This includes sports and music programs. There will be no exceptions to this policy.

## **Missed Work Due to Absence**

- Work due on the first day of an absence must be handed in when the child returns to school. A student will be given time (equal to the number of days absent) to make up work assigned while absent if the absence is an excused absence. This does not apply for planned absences, even if they are excused.
- Parents wishing to pick up assignments may pick them up from the child's classroom after dismissal is over. Assignments will not be ready before then. Assignments that have not been picked up will be at the child's desk upon their return.

## **ELEMENTARY UNIFORM**

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appearance should be a reflection of their commitment to pursue lives built on and shaped by a biblical worldview as well as their commitment to abide by TCS policies. Believing that gender is not a choice but instead biological by nature, students are expected to both dress and present themselves in a manner consistent with their God-created gender.

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### **Uniform Options**

Tops:

ONLY the chapel uniform must have the TCS Logo.

- Knit polo shirt in white, black, purple, or gray, long or short sleeves
- Button-down Oxford shirt, white, long or short sleeves
- Blouse with peter pan collar for under jumpers only

Bottoms:

- Plain style shorts or long pants, black, khaki, or gray
- No cargo style pants or shorts
- Skorts – black, khaki, or plaid (previously purchased from the Trinity School Store and approved by TCS)
- Knee Length Skirts – black or khaki, bicycle shorts must be worn underneath
- *Belts are recommended for all students.*

### **Other Optional Clothing**

- Polo dress, black or purple
- Jumpers – black, khaki, or plaid (previously purchased from the Trinity School Store and approved by TCS)
- Cardigan sweater, button down, black, gray, or white
- Trinity branded spirit wear outerwear (jacket, sweatshirt, etc.) may be worn *over* a uniform shirt.

NOTE: Only approved TCS uniform jackets, sweatshirts or sweaters may be worn in the classroom. No outside jackets, coats, or other outerwear may be worn except when going outside.

### **Shoes and Socks**

- Shoes should be flat and appropriate for PE or recess. Athletic shoes are acceptable but should not have wheels. No open-toed or backless shoes. No flip-flops or Crocs. Boots are permitted as well.
- Socks, when visible, should coordinate with the overall outfit and not be distracting in nature.
- Solid white or black tights are also permitted.
- Solid black leggings are permitted but only if worn under skirts or dresses.

### **Hair Requirements**

- Hair should always be clean, neat, and well groomed. No extreme haircuts or colors. Any questionable style will be reviewed by administration.

### **Hair Accessories and Jewelry**

- Hair accessories should coordinate with the overall outfit and not be distracting in nature.
- Elementary girls who have pierced ears should not wear large, dangling earrings. Post earrings are preferred for safety reasons.
- No smart watches or similar “jewelry” will be permitted in elementary. (Smart watches including GPS tracking devices, are treated the same as cell phones.)

### **Dress Down Fridays**

Each Friday, students are permitted to wear jeans (no rips, holes or tears) or usual dress code pants/shorts/skirts with TCS branded spiritwear, including t-shirts.

Any form of dress, jewelry, make-up, hair style, hair coloring, or elements of personal appearance which are considered extreme, distracting, or disruptive are not allowed. All dress code policies are reviewed by a Review Board consisting of the principals, student development and director of diversity.

## **CAFETERIA POLICY**

### **Cafeteria Rules**

- Carbonated drinks are **not** allowed in student lunches.
- Students should not bring food that needs to be heated. Microwaves are not available to students.
- Students are required to sit at their assigned tables. Students may sit with whomever they like (within their assigned tables) as long as they act responsibly.
- Students may visit with friends at their table. Talking should be in a normal speaking voice. Shouting is not permitted in the lunchroom.
- Students are not permitted to get up and walk around the cafeteria or switch seats. Students may not leave their seats without permission. If students must leave their seats for any reason, they should raise their hand and wait for one of the teachers to give permission to get up.
- Upon finishing lunch, students should stay seated until they are dismissed to throw away garbage and return trays to the kitchen.



**Parent tables** are provided to allow parents to eat lunch with their children. We ask that visiting parents observe lunchroom protocol including the following:

- Not providing food items (including special treats) to students other than your child. There are students with severe allergies in our school. Out of concern for the safety and respect for students who may feel excluded, we ask that you respect this policy.
- For safety reasons, only students accompanied by their own parents or teachers are permitted to eat outside on nice days.

## **ELECTRONIC DEVICES**

Students should not bring electronic devices to school. If electronic items are brought to school or if cell phones are on or in use, they will be confiscated and turned in to the school office. Only parents will be permitted to retrieve these items. Items that are not retrieved by parents at the end of the school year will be donated to charity.

## **DISCIPLINE POLICIES**

At TCS, the heart of our discipline policy is to correct and restore a child to a right relationship with God and others. It is our goal, as much as possible, to praise publicly and discipline privately. Each teacher uses several methods to encourage, recognize and reward good behavior in the classroom. Individual classroom policies are explained during the first week of school. When praise and recognition for good behavior and verbal correction for inappropriate behavior are not enough to encourage correct behavior, disciplinary action must be taken.

### **Lower Elementary Corrective System**

Classroom teachers create disciplinary structures unique to their classroom for most behavioral issues at this age level. For repeated or excessive issues, the classroom teacher works with the Director of Student Life and/or Principal to create a plan for resolving the issues moving forward.

### **Upper Elementary Demerit System**

The demerit system is implemented beginning in 4th grade to help prepare our students for the transition to middle school.

Warnings (Level 0) – A warning is issued for Level 0 Offenses. For every three (3) warnings a student receives one (1) demerit. A behavior notice is emailed to the parent when a warning is issued.

### **Level 0 Offenses (3 warnings=1 demerit) - may include but not limited to the following**

- Talking or disruptive behavior in class
- Failure to follow directions
- Horseplay (classroom, hallway, bathroom, athletic fields) - 1st offense
- Misuse of Chromebook
- Unexcused tardy to class
- Unprepared for class

- Other actions determined to merit a Level 0 offense

Demerits (Level 1-4) – Demerits are issued based on the following structure to deal with violations of the guidelines of TCS. It is also a way of identifying recurring problems, as well as keeping parents, students, and teachers informed regarding a student’s disciplinary status. The goal of the demerit system is preventative and corrective. A behavior notice is emailed to the parent when a demerit is issued.

**Level 1 Offenses = (1-3 demerits) - may include but not limited to the following**

- Excessive talking or disruptive behavior in class
- Dismissed from class - 1st offense
- Dismissed from class - 2nd offense (3 demerits)
- Horseplay (classroom, hallway, bathroom, athletic fields) - 2nd offense
- Horseplay that leads to an altercation (3 demerits - student sent home for remainder of the day)
- Inappropriate communication (spoken, written, read or drawn) - 1st offense (3 demerits)
- Misuse of Chromebook - 2nd offense
- Verbal or physical disrespect toward faculty, staff, students, or other adults on campus (belittling, teasing, verbally abusing or mocking) - 1st offense (3 demerits)
- Other actions determined to merit a Level 1 offense

**Level 2 Offenses= (6 demerits) - may include but not limited to the following**

- Dismissed from class - 3rd offense
- Cursing or abusive language or gestures
- Inappropriate communication (spoken, written, read or drawn) - 2nd offense
- Cheating (student may receive a zero on the assignment/test)
- Lying
- Stealing
- Verbal or physical disrespect toward faculty, staff, students, or other adults on campus (belittling, teasing, verbally abusing or mocking) - 2nd offense
- Other actions determined to merit a Level 2 offense

**Level 3 Offenses= (12 demerits) - may include but not limited to the following**

- Threatening, bullying, etc. another student - 1st offense
- Hitting or causing physical harm to another student
- Other actions determined to merit a Level 3 offense

**Level 4 Offenses= (18 demerits) - may include but not limited to the following**

- Fighting
- Threatening, bullying, etc. another student - 2nd offense
- Deliberate defacing/destruction of school property (parent responsible for the cost to repair/replace property –tuition management system will be billed)
- Other actions determined to merit a Level 4 offense

## Consequences of Warnings/Demerits

3 Warnings	1 Demerit
3 Demerits	Loss of Recess Time or Silent Lunch
6 Demerits	After School Detention
12 Demerits	In-School Suspension (ISS) + Parent Conference
18 Demerits	1 Day (Accumulating) or 3 Day (Level 4 Offense) Out-Of-School Suspension (OSS) + Parent Conference + 4-week probation
18+ Demerits	Administrative Discretion

**After School Detention** – An after school detention is assigned when a student accrues (6) demerits. Notification of the detention will be sent home when a student receives their 6th demerit. There will be a \$15.00 fee added to the tuition management system for each detention.

### FIELD TRIPS

Field trips at TCS are intended to be educational and enriching. Parent participation is determined by need. Your child's teacher will inform you if parents are permitted on a field trip and if so, how many.

When a bus has been secured for a field trip, students are required to ride the bus to the field trip and parents will need to drive. When parents are permitted on a field trip, they are sometimes allowed the opportunity to take their child home from the field trip. When this is an option, your child's teacher will inform you and you will be required to sign them out at the field trip.

Students who do not attend the field trip are counted absent (unexcused) and should not be sent to school. The school does not provide alternate activities or supervision for students who do not attend field trips on field trip days.

### Birthdays

You may celebrate your child's birthday with a small in-class celebration. Your child's teacher will contact you regarding birthday treats and a date/time that works best for the class. The teacher will make you aware of any classroom food allergies. Students wishing to invite their class to a party by giving invitations at school must be inviting the whole class, or all of the girls or all of the boys. If the number

of invitations is limited to a few friends, please invite your child's friends through the mail or on the telephone. This will help prevent those who are not invited from feeling left out.

## **LOST AND FOUND**

Lost and Found is located in an elementary hallway and in the middle school locker rooms. The receptionist can help direct you to the appropriate lost and found area to check for missing items. Please check regularly for missing items. At the end of each month, the school reserves the right to donate any unclaimed uniform items to the clothing exchange and other items to charity. Having your child's name labeled on all his/her belongings will help to ensure the return of lost items. If you have clothing from the uniform exchange, be sure to cross out names of previous owners and be sure your child's name is clearly visible.

Small or expensive items such as keys, cameras, cell phones, jewelry, etc. are returned to the office when found rather than being placed in Lost and Found. Please check with the office for these items.

## **FORGOTTEN ITEMS**

If your child forgets any items at home or in the car – lunches, instruments, backpacks, reading books, or assignments, you may bring them to the school office for your child to pick up. These items will wait in the office for students to come and get them. Teachers know to send students to the office to check to see if an item they forgot has been dropped off.

## **AFTER SCHOOL PROGRAM**

The AGAPE After School Program (ASP) is a ministry of Trinity Fellowship Church. Care is available for students, when dismissal ends and until 6:00 pm each day. The enrollment link for the After School Program can be found on the [tclsions.org](http://tclsions.org) website.

All students who have not been picked up by the end of the dismissal line are sent to ASP. Preschool and Kindergarten full day students are sent to ASP immediately following their dismissal. ASP charges will begin accruing at that time.

There is a one-time registration fee of \$25 dollars for the first child and \$10 for additional children. This gets charged the first time your child goes to ASP. The hourly charge (\$4.00/hour) and registration will be billed to you semi-monthly.

Students must be picked up from ASP by 6:00 pm to avoid a late fee. In the event you are not able to pick up before 6:00 pm, the following late fee charges apply:

6:01 - 6:30 pm \$2 per minute per child

6:31 - 7:00 pm \$5 per minute per child

For more information, you may contact ASP staff at 678-877-1178.

## **MIDDLE SCHOOL POLICIES AND PROCEDURES**

### **ACADEMIC POLICIES**

Our middle school program is designed to provide the best possible foundation for the transition to high school. Students are encouraged to take ownership and responsibility for their academics and to strive for a pattern of excellence in all that they do.

#### **Grading Scale**

The TCS middle school uses the following grading scale:

A – 90-100

B – 80-89

C – 71-79

D – 70

F – 69 and below

#### **Honor Code**

Personal honor and integrity are basic human responsibilities. To maintain a community of trust and mutual respect between teacher and student, the TCS middle school student is expected to demonstrate RESPECT to the school, faculty and other students by adhering to the following honor code.

- The TCS middle schooler will not lie by seeking to always tell the truth.  
What is lying? Lying is the intentional falsification or denial of fact, the intentional creation of a false impression, or the breaking of a pledge.
- The TCS middle schooler will not cheat by always striving to do his or her own work.  
What is cheating? Cheating is giving, receiving, or attempting to give or receive unauthorized help that could result in an unfair advantage in completing school work, tests, and exams. Plagiarism, or the representation of another's work as one's own, is a form of cheating and is not tolerated.
- The TCS middle schooler will not steal by always seeking to respect the property of others.  
What is stealing? Stealing is the taking of anything without the consent of the owner. This includes "borrowing" books from other students' lockers without their permission.

#### **Honors Classes**

Middle school honors classes follow a rigorous course of study designed to challenge students to a higher level of thinking and performance. The purpose of the honors courses is to give those who have proven their commitment to excellence additional challenges and opportunities. Students who excel in at-level classes may be recommended for the honors program by their teacher. Criteria for the following year's honors classes is made available by the middle school administration in advance so parents can help guide their child regarding performance expectations.

## **Skills Development Program**

The TCS academic program is not designed for students with learning, emotional, or physical disabilities that would require modifications to accommodate them. TCS will make reasonable accommodations necessary for students with documented disabilities who may benefit from its academic program on a case-by-case basis.

The purpose of the Skills Development Program is to provide academic support to students with learning differences that adversely impact their academic performance. The program is specifically designed for students with documented learning challenges. Students who require services and accommodations are assessed an additional fee based on the level of service needed. The Middle School Principal can be contacted regarding the Skills Development Program.

## **Reporting/Report Cards**

Parents have access daily to their student's progress through Blackbaud. Middle school report cards are made available at the end of each nine-week grading period. Parents are encouraged to discuss their child's grades or conduct with any teacher throughout the school year.

## **Parent/Teacher Conferences**

Parent/Teacher conferences may be held throughout the school year to keep the parents better informed as to student progress. The teacher, the parents or the administration may request a conference. Teachers will schedule conferences with parents to discuss academic or behavioral performance throughout the year as needed. In addition, teachers will recommend a parent conference for any student with an overall grade less than a 70% average at the 4 1/2 week mark and at the conclusion of the 9-week grading period. These conferences may be scheduled in collaboration with other teachers if the student has less than a 70% average in other classes as well.

Teachers are not available before or after school for a conference unless it has been scheduled in advance. If a parent has a desire to meet with the teacher, please contact the teacher to make arrangements or call the school office and leave a message for the teacher. Teachers may also be contacted through the school email. If you have an appointment to meet with a teacher before or after school or during the school day, please wait at the reception office for the teacher to come and get you. Parents are not permitted in the hallways during arrival or dismissal for security reasons. If a conference is desired with multiple teachers, the parent should contact the Middle School Principal.

## **Retention/Promotion**

Promotion is based on academic achievement and attendance. Promotion will be determined by administration and is based on an appraisal of the student's academic and emotional readiness for the next grade level. Any student failing two or more academic subjects will be retained or will be required to complete summer school.

## **Summer School**

If a student fails two or more academic subjects for the school year, the student may be required to make up those classes during summer school. Students can participate in the summer school for their

county or participate in the GA Virtual School Summer Program. Any summer school plans should be communicated to and approved by the administration. Credit will not be given until TCS receives official transcripts for the course.

## **Review of Academic Performance**

At the semester break, if a student has failed two or more classes, a mandatory parent conference will be held with the Middle School Principal and any appropriate faculty members. At that meeting, a plan will be discussed for academic improvement with clear expectations being communicated to the parent and student.

## **Community Service**

Middle school students are required to participate in ten (10) hours of community service each school year as part of their Bible class. Service opportunities are approved by the student's Bible teacher. Appropriate forms may be obtained from the Bible teacher and should be submitted in May. Students may complete community service hours the summer prior to the school year starting.

## **CLASS SCHEDULING**

Middle school student schedules are developed over the summer based on a combination of student performance and parent preference expressed through a scheduling form. Students have the option to select from a variety of electives while also being enrolled in Bible, English, History, Math, Physical Education (PE), and Science.

## **LOCKERS**

Lockers are provided to middle school students on a first come, first serve basis during orientation opportunities.

- Students are responsible for any damage done to the locker.
- No student should enter another student's locker without permission.
- Lockers should remain locked when not in use.
- Food and drink items are not to be left in lockers overnight.
- The administration may inspect lockers periodically. Anything contrary to TCS standards will be removed by the administration.

## **SCHOOL SUPPLIES**

Students are responsible for their own supplies. Supply lists are made available on Blackbaud at the beginning of the summer. Students are not to bring toys, games, or valuables to class without special permission from the teacher. It is a good idea to purchase a book bag or backpack so your child can carry books and school supplies easily. Rolling book bags are not permitted.

## **CHROMEBOOKS**

TCS believes that internet access can be a powerful communication, learning and research tool. Consequently, the school provides internet access to its students throughout the campus by way of wireless access for school issued Chromebook devices. During the course of use, TCS retains sole right of possession of the Chromebook. Chromebooks are provided to the students for educational purposes for the current school term. Moreover, TCS administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access, and to alter, add or delete installed software or hardware.

Middle school students are issued Chromebooks at the beginning of the year, and parents are required to sign an agreement form regarding proper use of the device. Students who fail to use the Chromebook for educational purposes may be subject to the discipline policy for the misuse.

## **ATTENDANCE**

Regular attendance and punctuality are essential for maximum learning. All students must be at school on time. The middle school day begins promptly at 8:00 am. Students should arrive at a time that allows them to be in the classroom and ready to begin the day.

- When students are late, they must be signed in by the parent or guardian. They will receive a tardy slip to admit them to class. Please do not send students in on their own (except during the late drop off which ends at 8:10 am).
- Students are expected to remain in school for the full day.
- For safety reasons, students anticipating early dismissal for an appointment will not be released from their classroom until they have been signed out by a parent in the office.
- A habitual pattern of tardiness could lead to expulsion from school.

## **Absences**

- Absences are excused for the following reasons: sickness, death in the family, doctor or dentist appointment, or school sponsored activities. To be excused, we must receive a handwritten parent note and/or a doctor or dentist excuse.
- Written excuses must include the date of the absence, explanation or reason for absence, and a parent (or doctor/dentist) signature. Middle school students are responsible to turn this in to their homeroom teacher. Written excuses must be received by the school office within 5 days of the student's return to school. The school will not excuse an absence if the written excuse is not received in the 5 days allotted.
- Only students who are sent home sick by the school nurse will be excused when checked out early.
- If a student is absent 10 days or more in any one semester, the Administration may meet to decide if the student will receive credit for the semester's work.
- A Pre-Absence Form should be filled out in the school office at least 5 days prior to a planned absence. Upon approval by the administration, parents will be encouraged to reach out to the



appropriate teachers regarding make-up work. Please note that approval of a Pre-Absence does not mean that the absence is excused.

- No student will be allowed to participate in any after-school extracurricular activity on a day that he/she has been absent from school. This includes sports and music programs.

## **Missed Work Due to Absence**

A student will be given time (equal to the number of days absent) to make up work assigned while absent if the absence is an excused absence. This does not apply for planned absences, even if they are excused. Parents wishing to pick up assignments may do so from the front office. Students should check with each teacher upon their return regarding any assignments that were not picked up.

## **MIDDLE SCHOOL DRESS CODE POLICY**

Trinity Christian School holds to a biblical worldview that shapes our conservative understanding of both gender and sexuality. We believe that God wonderfully and immutably creates each person as male or female. These two distinct genders work together to reflect the image of God. (Gen. 1:26-27) All TCS policies are intended to provide guardrails for students as they learn and grow in their faith and understanding of who they are as image bearers of God. Student clothing, hairstyles, and personal appearance should be a reflection of their commitment to pursue lives built on and shaped by a biblical worldview as well as their commitment to abide by TCS policies. Believing that gender is not a choice but instead biological by nature, students are expected to both dress and present themselves in a manner consistent with their God-created gender.

While the Scriptures do not give explicit instructions for one's apparel or hairstyle, we are instructed in the Scriptures that we should seek to honor Christ in our lives. Our appearance is a very integral part of our daily lives. The dress code is not created just for the purpose of having more rules for the student but is designed to exercise their ability to follow guidelines for acceptable dress in their future workplace. It should also be remembered that a part of our growth is submission to authority.

### **Dress Code Specifications**

While on campus, students are expected to be in compliance with the dress code at all times during the school day regardless of whether or not they are in class.

#### **Shirts**

- Any collared, buttoned-down dress shirt or polo shirt (solid, striped, plaid, checkered, or patterned but not camouflage or sheer). Shirts must be appropriately sized and neat in appearance. Oversized shirts are not permitted. NO graphics.
- White, neutral or matching undershirts, or turtleneck shirts may be worn under a polo shirt or button-down shirt.
- Button-down shirts must be buttoned up when worn.

#### **Pants, Shorts, Capris, Skirts**

- Khaki, black, gray, pants, shorts, and capris (girls only). They must be tailored (not too large or too small) with proper hem. No sagging pants (a belt should be used to prevent sagging). No

fraying or torn look; no cargo style. Shorts must be no more than 5 inches above the knee (about the length of an index card). No athletic shorts are allowed.

- Khaki, black, gray, or purple plaid (previously purchased from the Trinity School Store and approved by TCS) pleated, straight, or A-line skirts – non-stretch cotton or cotton-twill only. Skirts must be knee length.

### **Approved Outerwear**

- All outerwear (sweatshirts, hoodies, fleece jackets, and pullovers) must be TCS branded spirit wear through the school store or approved by TCS.
- Long-sleeved TCS t-shirts are not allowed to be worn as outerwear.
- Collared shirts should be worn under all outerwear to ensure a student remains in dress code if the outerwear is removed during the day.
- Outerwear not approved may be confiscated and returned at the end of the school day.

### **Footwear**

- Shoes must be closed toe and closed back. No flip-flops or Crocs.
- Socks should coordinate with the overall outfit and not be a distraction.

### **Dress Down Fridays**

Each Friday, students are permitted to wear jeans (no rips, holes or tears) or usual dress code pants/shorts/skirts with TCS branded spiritwear, including t-shirts.

### **Personal Appearance**

- BOYS – no piercings are allowed on campus or at school-related functions.
- GIRLS – pierced jewelry is limited to earrings (no facial piercings).
- Tattoos of any nature cannot be exposed on campus or at school-related functions.
- Hats are not permitted to be worn on campus.
- Hair should always be clean, neat, and well groomed. No extreme haircuts or colors.
- Boys must be cleanly shaven at all times.

Any form of dress, jewelry, make-up, hair style, hair coloring, or elements of personal appearance which are considered extreme, distracting, or disruptive are not allowed. All dress code policies are reviewed by a Review Board consisting of the principals, student development and director of diversity.

### **Penalty for Non-Compliance of Dress Code Policy**

If the student's dress does not follow the dress code policy, the parent may be called to bring appropriate clothing. If the student is permitted to remain at school, an email may be sent to the parents with details concerning why the clothing was deemed inappropriate. The infraction will also be recorded in Blackbaud as part of the discipline policy.

As a general rule, when in doubt if something follows the dress code, do not wear it. Find something that clearly fits within the guidelines. Final approval of dress code compliance is up to the school administration's discretion.

## **CAFETERIA POLICIES**

### **Cafeteria Rules**

- Carbonated drinks are **not** allowed in student lunches.
- Students should not bring food that needs to be heated. Microwaves are not available to students.
- Students are required to sit at their assigned tables. Students may sit with whomever they like (within their assigned tables) as long as they act responsibly.
- Students may visit with friends at their table. Talking should be in a normal speaking voice. Shouting is not permitted in the lunchroom.
- Students are not permitted to get up and walk around the cafeteria or switch seats.
- Upon finishing lunch, students should stay seated until they are dismissed to throw away garbage and return trays to the kitchen.

**Parent tables** are provided to allow parents to eat lunch with their children. We ask that visiting parents observe lunchroom protocol including:

- Not providing food items (including special treats) to students other than your child. There are students with severe allergies in our school. Out of concern for their safety and respect for students who may feel excluded, we ask that you respect this policy.
- For safety reasons, only students accompanied by their own parents or teachers are permitted to eat outside on nice days.

## **CELL PHONE, SMARTWATCH, AND OTHER ELECTRONIC DEVICES POLICY**

### **Cell Phone Policy**

Middle school students are not permitted to use cell phones during school hours (7:30 am - 3:30 pm). If a cell phone is brought for after school purposes, it must be stored quietly in the off position throughout the course of the day. Any cell phone or electronic device being used inappropriately will be confiscated and may be picked up from administration at the end of the day. Appropriate discipline according to the demerit system may be administered as well.

### **Smartwatch Policy**

Middle school students are permitted to wear smartwatches but are required to remove them during assessments. Teachers may also ask students to remove smartwatches during the school day if the smartwatch is being used in an inappropriate manner.

## **Other Electronic Devices**

Students should not bring radios, CD/MP3 players, DVD players, electronic games, or other electronic devices to school. TCS is not responsible for any damage or loss to such items if they are brought to school.

## **DISCIPLINE POLICIES**

At TCS, the heart of our discipline policy is to correct and restore a child to a right relationship with God and others. It is our goal, as much as possible, to praise publicly and discipline privately. Each teacher uses several methods to encourage, recognize, and reward good behavior in the classroom. Individual classroom policies are explained during the first week of school. When praise and recognition for good behavior and verbal correction for inappropriate behavior are not enough to encourage correct behavior, disciplinary action must be taken.

### **Demerit System**

Warnings (Level 0) – A warning is issued for Level 0 Offenses. For every (3) warnings a student receives (1) demerit. After a student receives their (9th) warning or their 18th demerit, every warning thereafter will be equal to (1) demerit. A behavior notice is emailed to the parent when a warning is issued.

### **Level 0 Offenses (3 warnings=1 demerit) - may include but not limited to the following**

- Failure to follow the uniform policy - 1st Offense
- Unexcused tardy to class
- Unprepared for class
- Misuse of Chromebook (playing games, chatting, etc.) – 1st offense
- Accidental destruction/defacing of school property (parent responsible for cost to repair/replace property – the tuition management system will be billed)
- Actions determined to merit a Level 0 offense

Demerits (Level 1-4) – Demerits are issued based on the following structure to deal with violations of the guidelines of TCS. It is also a way of identifying recurring problems, as well as keeping parents, students, and teachers informed regarding a student's disciplinary status. The goal of the demerit system is preventative and corrective. A behavior notice is emailed to the parent when a demerit is issued. When the student accumulates (6) demerits, a detention slip is sent home in addition to the parent receiving an email.

### **Level 1 Offenses = (1-3 demerits) - may include but not limited to the following**

- Failure to follow the uniform policy - 2nd Offense
- Failure to follow directions
- Horseplay
- Disrupting class
- Passing Notes
- Dismissed from class – 1st offense

- Dismissed from class – 2nd offense (3 demerits)
- Cell phone use without permission - 1st offense
- Cell phone use without permission - 2nd offense (3 demerits)
- Misuse of Chromebook (playing games, chatting, etc.) – 2nd offense
- Other actions determined to merit a Level 1 offense

**Level 2 Offenses= (6 demerits) - may include but not limited to the following**

- Dismissed from class – 3rd offense
- Inappropriate communication (spoken, written, read or drawing - non-sexual nature)
- Skipping class
- Physical contact between male/female students (hugging front to front, kissing, etc.)
- Verbal or physical disrespect toward faculty, staff, students, or other adults on campus (belittling, teasing, verbally abusing or mocking)
- Use of school equipment without staff permission - 1st offense
- Horseplay that leads to an altercation (student sent home for the remainder of the day)
- Other actions determined to merit a Level 2 offense

**Level 3 Offenses= (12 demerits) - may include but not limited to the following**

- Inappropriate communication (spoken, written, read or drawing - sexual nature)
- Cursing or abusive language or gestures
- Threatening, bullying, etc. another student (1st offense)
- Hitting or causing physical harm to another student
- Cheating (student will receive a zero on the assignment/test)
- Stealing
- Lying
- Forgery
- Dismissed from class – 4th offense
- Use of school equipment without staff permission - 2nd offense
- Other actions determined to merit a Level 3 offense

**Level 4 Offenses= (18 demerits) - may include but not limited to the following**

- Fighting
- Threatening, bullying, etc. another student (2nd offense)
- Tobacco use/vaping (see policy below)
- Deliberate defacing/destruction of school property (parent responsible for the cost to repair/replace property – tuition management system will be billed)
- Leaving school grounds without parental and administrative permission
- Other actions determined to merit a Level 4 offense

**Possible Expulsion Offenses - may include but not limited to the following**

- Sexual immorality
- Possession or use of tobacco, drugs, alcohol

- Physical harm to another person
- Having a weapon on school property
- Having or viewing lewd or pornographic material
- Improper sexual conduct/sexual harassment of another student
- Communication in any public forum in support of sexual impurity or harassment, non-heterosexual orientation, drug or alcohol use, violence or pornography, considered as hate speech.
- Other actions determined to merit expulsion

Any student arrested by a law enforcement agency and convicted of a crime (other than minor traffic violations) will be dismissed from TCS. An arrest for a major crime will result in immediate expulsion. Expulsion offenses may also require that the administration contact the civil authorities if a student has broken the law.

### Consequences of Warnings/Demerits

3 Warnings	1 Demerit
3 Demerits	Loss of PE/Electives or Lunch Detention
6 Demerits	After School Detention
12 Demerits	In-School Suspension (ISS) + Parent Conference
18 Demerits	1 Day (Accumulating) or 3 Day (Level 4 Offense) Out-Of-School Suspension (OSS) + Parent Conference + 4-week probation
24 Demerits	Administrative Discretion
30 Demerits	Administrative Discretion
36 Demerits	Expulsion

**After School Detention** – An after school detention is assigned when a student accrues (6) demerits. Notification of the detention will be sent home when a student receives their 6th demerit. There will be a \$15.00 fee added to the tuition management system for each detention.

After school detention will begin once school is dismissed and will last for 30 minutes. The student will report on time in proper uniform to the designated location and sit silently. Failure to comply with these

parameters will result in another detention being assigned. Detention will not be rescheduled because of participation in after-school activities (including sports).

Parents will provide student transportation after the detention is served. If the student is not picked up within 5 minutes of the end of detention, the detention monitor will check the student into the Extended Day program (usual fees will apply).

**Parent Conference** – A parent conference will be required when a student receives a number of demerits that warrants a suspension. A proactive plan will be established by the administration, parents, and students regarding behavior moving forward.

**In-School Suspension (ISS)** – During an ISS, the student comes to school at the regular time but remains apart from his/her regular classes for the day. It is the student's responsibility to bring the necessary items to complete the classroom assignments provided by their teachers. The cost of the ISS monitor (current substitute teacher pay) is added to the tuition management system. The student is also placed on a four (4) week behavioral probation.

**Out of School Suspension (OSS)** – Students may or may not be allowed to make up assignments, and zeroes may be given for any work missed. The student is not allowed to attend class or participate in any TCS activities for the time period of the suspension.

**Behavioral Probation** – Students on probation will be closely monitored by their teachers and administration for four (4) weeks and specific changes in behavior are expected. If any Level 3 or Level 4 offense is committed during probation it will be a cause for recommendation for expulsion. At any time during the probation, if the administration determines that necessary behavior changes have not occurred, a recommendation for expulsion may be given. Behavioral probation may be assigned for any new students with previous disciplinary problems. NOTE: Behavioral probation is considered as a condition for enrollment or re-enrollment. Any students with Level 3 or Level 4 offenses will be re-evaluated prior to re-admittance the following year.

**Expulsion** – Students may be expelled from TCS or refused permission to return the following year for continual disobedience or for offenses which threaten the safety, order, or moral and spiritual well-being of TCS. Students expelled from TCS will not be permitted admission into any TCS activities (all sporting events, concerts, prom, etc.) for the remainder of the school year in which they were dismissed. Expulsions may be issued for the remainder of a school year or may be permanent.

## **FIELD TRIPS**

Field trips at TCS are intended to be educational and enriching. Any fees related to field trips are billed through our tuition management system. Parent participation is determined by need. Your child's teacher will inform you if parents are permitted on a field trip and if so, how many.

When a bus has been secured for a field trip, students are required to ride the bus to the field trip and parents will need to drive. When parents are permitted on a field trip, they are sometimes allowed the opportunity to take their students home from the field trip. When this is an option, parents will be notified in advance and required to sign students out at the field trip.

Students who do not attend the field trip are counted absent (unexcused without a Pre-Absence Form approval) and should not be sent to school. The school does not provide alternate activities or

supervision for students who do not attend field trips on field trip days. The only exception would be for field trips that do not include the entire grade level attending.

## **CLASS PARTIES**

Middle school students have the opportunity to participate in grade level parties at the end of each semester. Any fees associated with the parties (food, activities) will be billed through our tuition management system if your student chooses to participate.

## **LOST AND FOUND**

Lost and Found is located in the middle school locker rooms. The receptionist can help direct you to the appropriate lost and found area to check for missing items. Please check regularly for missing items. At the end of each month, the school reserves the right to donate any unclaimed uniform items to the clothing exchange or to charity. Please write your student's name in his/her belongings to help ensure the return of missing items. If you have clothing from the uniform exchange, be sure to cross out the names of previous owners so your student's name is clearly visible.

Small or expensive items such as keys, cameras, cell phones, jewelry, etc. are returned to the office when found rather than being placed in Lost and Found. Please check with the office for these items.

Lost and Found items may be donated at the end of each week so be sure to check the Lost and Found items regularly.

## **FORGOTTEN ITEMS**

If your student forgets any items at home or in the car (lunches, instruments, backpacks, reading books, or assignments), you may bring them to the school office for your student to pick up. These items will wait in the office for students to come and get them. Teachers will be informed to send students to the office to pick up any items that are dropped off.

## **EXTENDED DAY**

The Middle School Extended Day Program aims to provide a safe, Christ-centered care beyond the regular school day where students can further develop their educational and social skills while meeting the scheduling needs of working parents. The Extended Day Program is available to all TCS middle school students (6th-8th grade) who are not picked up by the end of regular dismissal time. The Extended Day Program runs from 3:30 pm - 6:00 pm Monday through Friday in collaboration with the TCS school calendar. The Extended Day Program will not be offered during the school holidays.

- Immediately following afternoon dismissal, all middle school students who have not been picked up should report to Science Room 1 (Room 427) to be checked in to the Extended Day Program.

*Note: Students wishing to attend a TCS sporting or extra-curricular event as a spectator must first report to the Extended Day Program and present a written permission form from the parent. Students will be released based on the start time of the event.*

## **Check-In and Check-Out Procedures**



In the afternoons, students are expected to report to the designated location (Science Room 1 - Room 427) at the conclusion of dismissal. For the safety of each student, only authorized persons may check a student out from the Extended Day Program. Registration documents indicate those individuals who are permitted to pick up each student. Any students needing to report to an after school activity such as sports or fine arts must have a coach or teacher check them out. Students who will be going home with another student must present a handwritten note from a parent indicating permission for that student to be checked out by another parent. *No exceptions will be made without permission from the parent.*

## **HIGH SCHOOL POLICIES AND PROCEDURES**

### **ACADEMIC PHILOSOPHY**

The academic program at TCS High School is more than just a list of courses to take. Each course at TCS meets or exceeds all Georgia state standards. Additionally, we strive to provide an enriching, comprehensive and well rounded education that is tailored to meet the individual needs of each student. Most importantly, our courses are distinctively Christian, as we use this worldview as the lens through which all subjects are presented.

### **ACADEMIC POLICIES**

Our academic program is intentionally designed to equip students for the college or university of their choice and more importantly, to lead them towards a life of Godly service no matter what career path they take. Our counseling department works to help students build a four-year program that will meet these objectives.

- Students are expected to carry a full academic load for eight semesters.
- Students are required to register for and pass at least one course in biblical studies each year.
- Students are required to take all courses at TCS unless that course is not offered at Trinity.

### **Grading Scale**

The high school use the following grading scale:

A – 90-100

B – 80-89

C – 71-79

D – 70

F – 69 and below

### **Honor Code**

Academic integrity is an important value that all TCS students and families are expected to demonstrate on a daily basis.\* This behavior includes the following:

- Doing your own work and giving credit to others who have helped you or whose work you have incorporated in your own.
- Collaborating with other students only as specifically directed and/or authorized.
- Representing your own work accurately and honestly.
- Taking responsibility for your own learning by always providing your own work on all assignments and assessments.

## Honor Code Noncompliance

Students who choose not to follow the rules of academic integrity will incur an honor code infraction to be recorded in their Blackbaud conduct record (see the detailed information below on cheating and plagiarism to get more information on what constitutes an honor code infraction). The consequences for this vary according to the course, specific incident and/or the frequency of the issue; however, the following is the standard protocol for an honor code violation:

- meet with the teacher to discuss the incident
- receive a 0 for the assignment or test
- attend a plagiarism workshop after school at the expense of the family
- at the discretion of the administration the student may be permitted to redo the assignment for partial credit

Please note: A student who is a repeat offender and continues to demonstrate an unwillingness to abide by the rules of academic integrity will, at the discretion of the administration, incur other consequences that address the seriousness of this academic issue.

## What is cheating?

Although cheating is not a new problem, the attitudes and actions of students have changed due to the ubiquitous nature of technology and societal trends that treat cheating as a normal behavior. Because of these shifts, there is a need to redefine the true nature of cheating. The actual definition is obtaining credit for work that was obtained in an unauthorized or deceptive way.

*Some examples of what cheating looks like:*

- Presenting information collected, organized, or by someone else as your own (with or without the author's permission) or allowing someone else to present your work as his or her own.
- Taking shortcuts (such as unauthorized use of study aids) that allow you to skip steps of an assignment.
- Using unauthorized material to "help" during an exam, such as cheat sheets, graphing calculators, or cell phones.
- Asking about or sharing questions and/or answers to quizzes and exams.
- Submitting the same work for more than one assignment without direct permission from your teacher(s).
- Altering corrections or scores with the intent of changing your grade.
- Misrepresenting yourself in any way to your teachers in regard to the work you have done, such as saying you've turned in an assignment when you did not or that you've worked hours longer than you actually did to complete an assignment.

- Fabricating information to try to earn more time, more credit, or grading leniency on an assignment, project, or exam.
- Missing class in order to avoid turning in an assignment or taking a test.
- Doing more or less than your share of a group project without permission from your teacher.

## What is Plagiarism?

Plagiarism is taking someone else's ideas, words or statements, or other works as one's own without proper acknowledgment.\*

*Some examples of what plagiarism looks like:*

- Word-for-word plagiarism—copying exactly from someone else's text (from Cornell University).
- Section-by-section plagiarism—lifting phrases from someone else's text (from Cornell).
- Select-term plagiarism—lifting a special term from a text not one's own (from Cornell).
- Paraphrasing—using someone else's ideas as if they were one's own thoughts (from Cornell).
- Borrowing facts, statistics, and other illustrative material unless the information is common knowledge (from Indiana University).

Many cases of plagiarism are unintentional and can be avoided by:

- Citing sources. Simply acknowledging that certain material has been borrowed and providing your audience with the information necessary to find that source is usually enough to prevent plagiarism.
- Using quotation marks (and citing the source). Sometimes you may like a word, phrase or entire sentence that another writer used and would like to use in your paper because you think it communicates what you want to say the best. This is fine as long as you put the copied word(s) in quotation marks and you cite the source.
- Putting information into your own words. Copying information from another person or a website and changing a few words is still considered plagiarism. The entire piece of information should be written in your own personal style. This means that the sentence structure, phrasing and word choice used reflect your abilities and not someone else's.

Information compiled from: "Plagiarism.org." Plagiarism.org : Learning Center : Plagiarism Definitions, Tips on Avoiding Plagiarism, Guidelines for Proper Citation, & Help Identifying Plagiarism. N.p., n.d. Web. 02 Aug. 2012.

\*Trinity's new Blackbaud management system utilizes turnitin.com (a plagiarism detection service) for all written assignments. Because of the robust nature of this service, any work that is **not the student's original work** will be flagged and subject to review as plagiarism. Students should always talk to their teachers before submitting work if they have any questions about the originality of their work to avoid unintentional plagiarism.

Other academic integrity issues:

- Taking responsibility for proper care of books, desks, and other school property. School property that is damaged and defaced as well as lost textbooks must be replaced at the student's expense.

## **Skills Development Program**

The purpose of the Skills Development Program is to provide academic support to students with learning differences that adversely impact their academic performance. The program is specifically designed for students with documented learning challenges. Students who require services and accommodations are assessed an additional fee based on the level of service needed. The high school principal can be contacted regarding the Skills Development Program.

## **Grade Reporting**

Parents have access daily to their student's academic progress through Blackbaud. The high school does not issue report cards, but parents will have access to unofficial transcripts once term grades are finalized.

## **Parent/Teacher Conferences**

Parent/Teacher conferences may be held throughout the school year to keep parents better informed as to student progress. The teacher, the parents, or the administration may request a conference. Teachers are not available before or after school for a conference unless it has been scheduled in advance. If the parents have a desire to meet with the teacher, they should contact the teacher to make arrangements or call the school office and leave a message for the teacher. Teachers may also be contacted through their school email. If you have an appointment to meet with a teacher before or after school or during the school day, please wait at the main office for the teacher to come and meet you. Parents are not permitted in the hallways during arrival or dismissal for security reasons. If a conference is desired with multiple teachers, the parent should contact the student's designated counselor for scheduling purposes.

## **Retention/Promotion**

Student promotion is based on academic achievement and attendance. Promotion is determined by teachers and administration and based on an appraisal of the student's academic and emotional readiness for the next grade level. Any student failing two or more academic subjects will be required to complete summer school for credit recovery. If the credit recovery is not satisfactorily completed, then enrollment will be evaluated.

## **Summer School**

If a student fails to receive credit for one or both semesters of a class, he/she may be required to make up that credit during summer school. Students can participate in the summer school for their county or participate in any accredited institution/program since TCS does not provide summer school at this time. Any summer school plans should be communicated to and approved by the administration. Credit will not be given until TCS receives official transcripts for the course(s).

## Academic Probation

TCS believes that academic success is a student's first priority. All students must exhibit behaviors that demonstrate a commitment to pursuing academic success. TCS has created the following policy to maximize the possibility of students achieving their academic goals.

### What is probation?

A student may be placed on academic probation when his/her grade falls below a 70% in **two or more** academic subjects. This includes ALL subjects--to include electives. A student on probation is able to continue attending practice, but is ineligible for participation in extracurricular competitions, fine arts performances, and athletic events. Once a student has been placed on probation, the student's grades will be reviewed to monitor progress and determine future eligibility. *In order to end academic probation, students must raise their failing grade(s) to at least a 70% or greater based on the policy.* The principal has the authority to rescind probation sooner (before the next Monday) but only after a conference with the teacher(s) and the student and the required assignments have been graded, resulting in an average of 70% or greater.

### Probation Guidelines

- A grade report will be run by the high school student development team every Sunday night at 9 pm beginning 3 weeks into the grading period in order to determine eligibility for the following week – Monday through Sunday. Eligibility will be determined based on the student's grades at the time the report is run.
- Names of athletes who are deemed ineligible will be given to the principal, athletic director, and the director of student development who will notify the students and the coaches.
- Any athlete who fails two or more classes at the end of a semester will remain ineligible until the reporting resumes 3 weeks into the new academic semester.
- Any issues concerning individual grades should be brought to the attention of the **director of student development.**

Once students have improved their grades to meet the aforementioned academic standard, and receive approval from the administration, they will be eligible to resume participation in sports games and/or extracurricular competition.

It is the responsibility of all students to keep up to date with all assignments, classwork and grades. All students, but especially athletes, should be checking Blackbaud on a regular basis. Please note the following:

- All students are expected to complete coursework on time. ALL LATE ASSIGNMENTS WILL BE GRADED AND POSTED AT THE TEACHER'S CONVENIENCE ACCORDING TO THEIR SPECIFIC CLASS POLICY.
- Teachers are allotted a reasonable amount of time to post grades. Please allow 48 hours for homework/class work and up to a week for tests. Major projects such as research papers may

require more time. It should not be expected that the teacher grades and posts late assignments immediately to allow for eligibility.

- If necessary, the timeline of the grading process can be reviewed by administration to determine whether or not this is a factor that affects academic probation.

## **Review of Academic Performance**

At the semester break, if a student has failed two or more classes, a mandatory parent conference will be held with the high school principal and any appropriate faculty members. At that meeting, a plan will be discussed for academic improvement with clear expectations being communicated to the parent and student.

## **Guidelines for Academic Detention**

Academic detention is a supervised and mandatory detention period in which students use the time to repair their faltering grade, defined as a grade lower than 70%. The purpose of academic detention is to promote the completion of student work, prepare for upcoming tests, and finish or repair other assignments at the teacher's discretion.

After assigning an academic detention, the teacher must contact the student's guardian(s) by phone or email, inform them of the academic detention, the reason for the detention, the date of the detention, and explain the expectations of the students while in academic detention. NOTE: A teacher who assigns academic detention must notify the parents so as not to disrupt transportation issues.

- Teachers will determine when students will serve academic detention.
- Academic detention is not a punishment for behavioral offenses.
- The session is student driven and not a tutoring session
- Students will serve academic detention until grade repair has reached a 70% or higher.
- If a student fails to report to academic detention then the matter becomes a behavioral issue. [See Behavioral Detention Guidelines.]

**What academic detention is not?** It is not a punishment for behavioral offenses. It is not a tutoring session held by the teacher. It is not one on one time between supervisor and student. It is simply a mandatory period of time set aside for concentrated effort. It is 100% student-effort driven and only supervised by the attending adult. NOTE: If tutoring is necessary then there are other channels and proceedings for that.

**What places a student on academic detention?** Any missing or incomplete assignment, any specific work 70% or below, and any subject grade in which the student's class average is 70% or below. NOTE: The practice of academic detention is assigned by the teacher and always at the teacher's discretion.

**Who determines academic detention?** After assigning an academic detention, the teacher must contact the student's guardian(s) by phone or email, inform them of the academic detention, the reason for the detention, the date of the detention, and explain the expectations of the students while in academic

detention. NOTE: A teacher who assigns academic detention must notify the parents so as not to disrupt transportation issues.

**When will academic detention be served?** Teachers will determine when students will serve academic detention.

**How long will a student be in academic detention?** The student will serve academic detention until grade repair has reached a 70% or above.

**What if a student fails to report to academic detention?** If a student fails to report to academic detention then the matter becomes a behavioral issue. [See Behavioral Detention Guidelines.]

## **CREDITS EARNED OUTSIDE OF TCS**

Because of the emphasis at TCS on a Christian perspective in learning, students are expected to meet their graduation requirements through TCS courses. While enrolled at TCS, they may earn credit for courses taken at other schools only with prior approval of the high school principal.

Juniors or seniors, whose outstanding grades and behavior warrant special accommodation, may petition the administration to take a course through a virtual school agency if the course they wish to take is not offered at TCS. If permission is granted, the student is responsible to meet the financial obligation of the class and provide for the technical needs including hardware, software and technical support. TCS will provide a location for the student to work and will include time on the student's schedule for the class.

Virtual school courses may be approved during the academic school year as remediation for classes that the student has failed. Remediation or credit recovery will be limited to TCS classes during our regularly scheduled academic year or summer school. If TCS decides not to offer the class during summer school, a county or virtual school option will be made available to them.

## **Policy on the Transfer of Credits**

**High School Credits** – TCS will accept all credits that are transferred to us on a transcript accredited by either Cognia/Southern Association of Colleges and Schools (SACS) or by Georgia Accrediting Commission (GAC). AP credits that are transferred on an accredited transcript will receive the additional weight that the transferring school has appropriated to the credit. If a transcript is received that is not accredited by SACS or GAC, the credits will be evaluated to determine transferability. Those students may find that some courses on their transcripts do not meet TCS requirements.

When a student transfers credit from another high school or home school in the form of a letter grade, the letter grade will be translated to a number grade according to this policy. The letter grade will be given a value according to the grading scale that is used by the transferring school, if one is provided. If the school does not provide numerical averages, then the following scale will be used: A=95, B=85, C=75, D=70, and F=65. Unless the transferring school indicates that they use a plus or minus modifier and indicates the number grade associated with it, no modifier will be applied.

**Midterm and Final Percentages** - Midterm and final percentages range from 15-20% depending on the course.



**Dual Enrollment Credits** – When a student transfers credit from a post-secondary institution, the letter grades will be translated to number grades as follows: A=95, B=85, C=75, D=70, F=69. Students earn full dual enrollment credits each semester. For example, if a student takes dual enrollment history for a year, then they receive 1 full credit in the fall, and 1 full credit in the spring.

## **Semesters**

Course credit is earned by semester. A student enrolled in TCS college preparatory courses must pass both semesters in any given subject to receive the full credit. Failed semesters could impact GHSA eligibility and will have to be made up to meet the credit requirements.

## **Mission/Enrichment Graduation Requirement**

High school students are required to complete 40 hours of mission focused, skill building enrichment or educational activities each year they are enrolled at TCS high school. These activities can be done during the scheduled Go Week time period. \*

\*Anything done outside of the school coordinated Go Week, should be approved prior to participation by the academic counselor

## **Go Week**

Students will be involved in a week-long opportunity to serve with other students internationally, domestically, or locally. The heart of TCS High School is to see our students fulfill the Great Commission and share the love of Christ to others. GO WEEK will also offer opportunities for students to engage in educational excursions that will allow students to experience different cultures and worldviews. Educational trips do not fulfill the mission requirement for graduation.

## **Honors/AP Classes**

Honors classes at TCS give those who have proven their commitment to excellence additional challenges and opportunities. Because our desire is to provide learning that is appropriate for a student to succeed and flourish, students must meet certain requirements in order to enroll in an honors course. The following criteria is in place for students to take an honors/AP course:

- The student must have an overall grade point average of 3.0 or above. By meeting this requirement, a student demonstrates that their overall work ethic is sufficient to meet the demands of an honors course.
- The student must have received at least a 90% average for the previous course in the subject matter or any related course. Where reading or writing is an extensive part of the course, an average of at least 90% will be required for the student's previous literature course as well, demonstrating that they can meet the writing requirements of the course.
- The student must receive a teacher recommendation for the course.
  - If a student wants to appeal the recommendation, the following process is in place :

AAA Appeal Process Checklist:

1. Sign and submit the AAA Form (a form indicating that the parent understands that the student was not recommended for the course which could affect their overall grade/success in the course.)
2. Submit a letter of appeal written by the student to their assigned counselor for review. The letter should include the reasons for the appeal, why the student desires the more rigorous course and how this course fits into future goals for the student.
3. Based on the completion of 1 and 2, the counseling team, at their discretion may also schedule an assessment for the student to complete. If the student passes the assessment with the appropriate score, then the student will be approved for the requested appeal and placed in the honors class.

Our Advanced Placement (AP) classes follow a rigorous course of study designed to challenge students to a higher level of thinking and performance. AP courses are designed to give students a level of learning comparable to first year college courses. Students who take an AP course take the AP Exam in the spring and are eligible to earn college credit based on the score.\* All of the honors requirements should be met in order for students to take AP classes. To find out more about AP exams, which are governed by the College Board, please visit their website at [www.collegeboard.com](http://www.collegeboard.com).

\* A fee is associated with AP exams

### **Dual Enrollment (Move On When Ready (MOWR) Program)**

TCS juniors and seniors have the opportunity to gain credit toward high school graduation while simultaneously earning college credit, by participating in dual enrollment at a local college. The state-funded Accel Program provides funding for the dual enrollment courses. Students are eligible to participate in this program if they are a junior or a senior who is on track to graduate with a college prep high school diploma and who meet all the admission requirements for enrollment at the post-secondary institution and the Accel Program. If you are interested in Dual Enrollment, please see the guidance counselor.

## HIGH SCHOOL GRADUATION REQUIREMENTS (For Graduating classes of 2020+)

<b>Courses</b>	<b>College Prep Diploma</b>
<b>Bible</b>	<b>Required</b> – 1 class per academic year. Must pass class.
<b>English</b>	<b>4</b> Specific Courses Required: Lit I, Lit II, Lit III, Lit IV or an equivalent of each.
<b>Math</b>	<b>4</b> Specific Courses Required. Four CP math credits must be earned in grades 9-12.
<b>Science</b>	<b>4</b> Specific Courses Required: Biology, Chemistry, Physics, and one CP science elective. Four CP science credits must be earned in grades 9-12.
<b>Social Studies</b>	<b>3</b> Specific Courses Required: World History, US History, Civics, and Economics. Civics and Economics are ½ credit classes.
<b>Health and PE</b>	½ Unit of each
<b>CTAE/Fine Arts</b>	<b>2</b> A third foreign language can also fulfill this requirement.
<b>Foreign Language</b>	<b>3</b> Two credits of the same language must be earned in grades 9-12.
<b>Missions</b>	<b>Required (40 hours)</b> Fulfilled through Go WEEK (local, domestic, or international trips) or other approved program.
<b>Overall Credits</b>	<b>25</b>

**College Preparatory with Distinction Seal** is earned by the student who reaches beyond the requirements maintaining a 3.5 GPA and by taking three additional college preparatory credits or combination of AP classes and/or DE courses.\*

\*Transcripts are reviewed at the end of the first semester of the student's senior year to determine eligibility for this distinction. Second semester classes and grades do not count toward this graduation seal.

<sup>1</sup> The description "CP" or "college-preparatory" in each subject area is defined as:

**Math** - Algebra I and any subsequent course using Algebra I as a prerequisite including AP or dual enrolled math

**English** - Literature I, II, III, IV, any AP or dual enrolled equivalent

**Science** - Physical Science, Biology, Chemistry, Physics, Anatomy, any AP science and any dual enrolled science

**Social Studies** - Civics, World History, US History, Economics, World Geography, World Affairs, any AP or dual enrolled equivalent

**Foreign Language** - First, second, third, and fourth year of language study, any AP foreign language, and any dual enrolled foreign language

Partial credit for classes not completed will not be used to determine eligibility for College Prep with Distinction.

<sup>2</sup>Shaded categories are considered core subjects.

<sup>3</sup>Credit for Mission Trip can be fulfilled through Go WEEK (local, domestic, or international trips). Mission trips/enrichment service hours that are completed outside of TCS must have prior approval by administration.

<sup>4</sup>Students must earn 6 credits in a year to advance to the next grade level.

## Selection of Valedictorian and Salutatorian

The valedictorian and salutatorian will be selected according to the following procedure:

- The valedictorian will be the student with the highest \*CORE grade point average (averaged to the sixth decimal place) as computed at the end of seven semesters of high school work.
- The salutatorian will be the student with the second highest \*CORE grade point average (averaged to the second decimal place) as computed at the end of seven semesters of high school work.
- In case of a tie for valedictorian, the students tied will have their numerical averages compared in order to select a top student. The student with the highest numerical average will be named valedictorian (see example below).
- In case of a tie for salutatorian, students tied will have their numerical averages compared in order to select a top student. The student with the highest numerical average will be named salutatorian.
- To be eligible for valedictorian or salutatorian honors, a student must be enrolled at TCS for their entire junior and senior years.

- Selection of valedictorian and salutatorian will be made following final grade postings for the first semester of the student's senior year.
- Class rank will be based on each student's Overall Cumulative GPA at TCS, and can be released to students in January of the senior year.

\*CORE: includes English, math, science, history and foreign language.

Examples:

Student 1, Student 2 and Student 3 all have 4.32 CORE GPAs

- Student 1's numerical average is 96.4582
- Student 2's numerical average is 98.884
- Student 3's numerical average is 93.456

Student 2 is named valedictorian.

## **Selection of Honors Graduates**

Honors graduates will be selected by the following criteria:\*

- An honors graduate will be a student whose cumulative grade point average is 3.5 or higher.\*
- Transcripts are reviewed at the end of the first semester of the student's senior year to determine eligibility to receive honor graduate status. Second semester classes and grades do not count toward honors graduate recognition.

\*Any student who would have been chosen as valedictorian or salutatorian, but was excluded due to early graduation or due to not attending TCS as a junior and senior, will be designated a special honors graduate.

## **Selection of STAR Student**

STAR Student will be selected by the following criteria:

- Any student chosen for STAR Student must have the highest score on one test date on the three-part SAT taken through the November test date of their senior year.
- The student with the highest SAT score must also be in the top 10 percent or top 10 students of their class based on grade point average.

## **ATTENDANCE**

Regular attendance and punctuality are essential for maximum learning. Habitual absenteeism and or tardiness is not acceptable and will not be tolerated. It is considered an act of disrespect to the school, teacher, and other students. TCS reserves the right to expel students from our school who exhibit a pattern of unexcused absences.

Students who arrive late for school must be signed in at the school office. Likewise, if they leave school early, they must be signed out by a parent in the front office. If a student is driving and a parent is not picking them up at the school, a direct call to the front office or an email from the parent is required. Students checking out without a parent present or parental consent by 1st period will be counted with an unexcused absence. Students will not be permitted to leave the school campus without parental permission. An accurate representation of who is on campus is important. Students must check in and out in the front office anytime they are arriving or leaving campus at times other than their 1st scheduled class of the day and the end of the last scheduled class.

## Absences

Excused absences may include, but are not limited to the following:

- Illness (A doctor's note is required after 5 days of illness related absences)
- Professional services connected with the student's health and welfare i.e. medical, dental, optical (Please provide the office with a parental written note by 1st period signing a student out for their appointment during the day)
- Pre-Approval absences with at least a two day advance notice in writing to the school office with administrative approval (Pre-approval forms are available in the office). Failure to complete a pre-approval slip two days prior to the school days missed, may result in an unexcused absence. Unexcused absence means the student will not receive credit nor be able to make up any work missed.
- College Visits with pre-approval forms
- School Activities
- Family emergencies

Absences are excused with a note or pre-approval request form. In order to be excused, we must receive a handwritten parent note and/or doctor/dentist excuse within 5 school days from the absence. Once a student has 5 absences in one semester, a parent's note may no longer be accepted and an excuse from a doctor, dentist, or judge will be required for an absence to be excused.

Written excuses must include the student's name, date of absence, explanation or reason for the absence, and a parent/doctor's signature. They should be turned into the office and must be received upon the student's return to school to be counted as an excused absence.

Make-up work for excused absences will be allowed and should be discussed with the individual teachers in classes missed. On the day of a student's return, he or she should be prepared to take all pre-announced tests and quizzes as well as submit assignments that were given previous to the absence. Teachers and Administrators can provide extra time for make-up work as warranted by the absence.

**Unexcused Absences:** All absences not declared as excused absences will be recorded as unexcused. Such absences include, but are not limited to, the following:lunch

- Not submitting a parent note within 5 days of the absence

- Not submitting a doctor's note after 5 days of absences
- Missing class without a pre-approval
- Skipping
- Checking out without a parental note
- 3 tardies
- Oversleeping

Please remember--declaring a student to be unexcused or excused is an administrative right of appropriate school personnel, not a student/parent prerogative. Therefore, even though a parent calls or sends a note to school, the absence may not be excused.

All work completed in class (including tests and quizzes) during an unexcused absence will result in a grade of 0. Students are not allowed to make up work for unexcused absences for credit. Unexcused absences in non-academic classes (homeroom, chapel, etc..) may result in demerits or other consequences by school administration (such as loss of open lunch privileges, detentions, etc...).

**Tardies:** A student will be considered tardy if they arrive after the start of class but within 15 minutes. After 15 minutes, they will be considered absent for the entire class. Three tardies (excused/unexcused) will count as 1 absence.

No student will be allowed to participate in any extracurricular activity on a day that he/she has been absent from school. This includes sports and music programs as well as events such as prom. Students must be present for a minimum of half the class periods scheduled for the day.

### **Excessive Absence Policy – Loss of Academic Credit**

Students who are absent more than ten (10) days in a class per semester may not receive credit for that course. ALL absences (excused, unexcused, suspensions) count in the total absences. The only exceptions to this are medical emergencies, field trips and absences where students officially represent TCS (i.e. Choir Tour, performing at elementary school chapels, early release for athletic competition). These absences do not count toward the total absences. Students who exceed 10 absences in a semester will be required to make up missing graduation credit requirements due to a loss of credit in the course from which they were absent.

### **Attendance Recovery**

Students with special medical conditions (concussion, illness, and etc.) or family emergencies (death, illness, life changing events) are eligible for attendance recovery. Administration will work with students and parents to ensure students will meet the correct amount of seat time.

- After a student surpasses 10 absences then an attendance recovery program will be necessary. The goal will be to amend the record to get the student to 8 absences in order to provide margin for the potential of future excused absences.

- The student will be required to attend 45-minute study halls per class at the beginning or end of each day until recovery is achieved.
- The amount of seat-recovery time and the schedule is determined at the sole discretion of the administration team.
- The study hall will be subject specific for academic recovery and non-subject specific for elective recovery. For example, if a student has missed 12 math classes then the study hall will consist of 45 minutes of math work until time recovery has been achieved. On the other hand, an elective recovery does not require that the student work on elective specific material. For an elective recovery, a student could study for a history test or work on math homework etc.
- The student will be required to pay \$15 per session for supervision and oversight until the criteria for credit recovery is amended.

### **Missed Work Due to Absence**

- Work due on the first day of an absence must be handed in when the child returns to school. A student will be given time (equal to the number of days absent) to make up work assigned while absent if the absence is an excused absence.
- When a student is absent on the day they have a test, a parent's note is required to enable the student to make-up the test. If a parent's note is not received, the make-up test cannot be given, and the student will receive a zero on the test. Therefore, it is extremely important that a student bring a note from their parent the day they return to class, even if the day's absence will not be excused. A pre-absence form that has been filled out prior to a vacation will fulfill this requirement, and the returning student will be allowed to test.
- No student will be allowed to participate in any extracurricular activity on a day that he/she has been absent from school. This includes sports and music programs. Students must be present by 11:00 am with a note or excused absence.

After an unexcused absence, make-up work is due on the day of the student's return to school. If a student has been out because of an excused absence, they will be given the number of days equal to their excused absence to make up work and tests. Teachers will make appointments with students within the number of days given to make up quizzes and tests missed while they were out. It is the student's responsibility to make up work by gathering assignments from Blackbaud, fellow students, and by communicating with their teacher.

- A Pre-Absence Form should be received by the school office in advance of the planned absence. Upon approval by the administration, teachers will be emailed so that they will know in advance of the absence and can help the student prepare for their absence and prevent being behind when they return. Students should access Blackbaud to gather classwork and homework to work on while they are gone and make plans with teachers to make up quizzes and tests missed.
- In compliance with state truancy laws, if a student has unexcused absences amounting to more than 10 days per year, they will be prevented from getting a driver's license or may incur the loss of their driver's license.



## **Tardy Policy**

**Classes start promptly at 8:10 or based on student schedule.** Immaturity and irresponsibility both undercut a disciplined Christian walk. Tardiness robs the student of valuable instruction time as well as disrupting the classroom. Therefore, three tardies in any class is not only equivalent to an absence but will also result in a morning detention. Any additional tardy beyond that will undergo a series of escalating consequences at the discretion of the school administrator: i.e. morning detention plus fine, all day school requirements, temporary off campus lunch suspension, temporary suspension of driving privileges, etc.

### **9th-10th Grade**

1. Students who accumulate 3 tardies to any class (entering the room after the stated start time) will serve a detention (morning, lunch, or after school).
2. Students who accumulate 6 tardies to any class will serve a detention and a \$10 detention fee will be added to the tuition management system. Failure to attend will result in an additional detention.
3. Students who accumulate 9 tardies will serve a detention and a \$20 fee will be added to the tuition management system. Failure to attend will result in an additional detention.
4. Three (3) no shows will be allowed before an out of school suspension is assigned.

### **11th-12th Grade**

1. Students who accumulate 3 tardies to any class will serve a “lunch detention.”
2. Students who accumulate 6 tardies to any class will be put on “driving probation” and will not be able to drive their vehicle to school for two days.
3. Students who show up late during probation another day will be assigned.
4. Students who accumulate 9 tardies to any class will not be able to drive their vehicle on campus for the remainder of the semester.

## **HIGH SCHOOL DRESS CODE POLICY**

Trinity Christian School holds to a biblical worldview that shapes our conservative understanding of both gender and sexuality. We believe that God wonderfully and immutably creates each person as male or female. These two distinct genders work together to reflect the image of God. (Gen. 1:26-27) All TCS policies are intended to provide guardrails for students as they learn and grow in their faith and understanding of who they are as image bearers of God. Student clothing, hairstyles, and personal appearance should be a reflection of their commitment to pursue lives built on and shaped by a biblical worldview as well as their commitment to abide by TCS policies. Believing that gender is not a choice but instead biological by nature, students are expected to both dress and present themselves in a manner consistent with their God-created gender.

While the Scriptures do not give explicit instructions for one’s apparel or hairstyle, we are instructed in the Scriptures that we should seek to honor Christ in our lives. Our appearance is a very integral part of

our daily lives. The dress code is not created just for the purpose of having more rules for the student but is designed to exercise their ability to follow guidelines for acceptable dress in their future workplace. It should also be remembered that a part of our growth is submission to authority.

## **Dress Code Specifications**

While on campus, students are expected to be in compliance with the dress code at all times during the school day regardless of whether or not they are in class.

### **Shirts**

- Any collared, buttoned-down dress or polo shirt (solid, striped, plaid, checkered but not camouflage, or sheer). \* Shirts must be appropriately sized and neat in appearance. Oversized shirts are not permitted. NO large graphics.
- White, neutral or matching undershirts, or turtleneck shirts may be worn under a polo shirt or button-down shirt.
- Button-down shirts must be buttoned up when worn.

### **Pants, Shorts, Capris, Skirts**

- Jeans having no rips, holes or tears, khaki, black, gray pants, shorts, and capris (girls only). They must be tailored (not too large or too small) with proper hem. No sagging pants (a belt should be used to prevent sagging). No fraying or torn look; no cargo style. Shorts must be no more than 5 inches above the knee (about the length of an index card). No athletic shorts are allowed.
- Khaki, black, gray, or purple plaid (previously purchased from the Trinity School Store and approved by TCS) pleated, straight, or A-line skirts – non-stretch cotton or cotton-twill only. Skirts must be knee length and bicycle shorts must be worn underneath.

### **Approved Outerwear**

- All outerwear (sweatshirts, hoodies, fleece jackets, and pullovers) must be TCS branded spirit wear purchased through the school store or approved by TCS.
- Long-sleeved TCS t-shirts are not allowed to be worn as outerwear.
- Collared shirts should be worn under all outerwear to ensure a student remains in dress code if the outerwear is removed during the day.
- Outerwear not approved may be confiscated and returned at the end of the school day.

### **Footwear**

- Shoes must be closed toe and closed back. No flip-flops or Crocs.
- Socks should coordinate with the overall outfit and not be a distraction.

### **Dress Down Fridays**

Each Friday, students are permitted to wear jeans(no rips, holes, or tears) or usual dress code pants/shorts/skirts with TCS branded spiritwear, including t-shirts.

### **Personal Appearance**

- BOYS – no piercings are allowed on campus or at school-related functions.
- GIRLS – pierced jewelry is limited to earrings (no facial piercings)
- Tattoos of any nature cannot be exposed on campus or at school-related functions.
- Hats are not permitted to be worn on campus.
- Hair (including facial hair) should always be clean, neat and well groomed.

Any form of dress, jewelry, make-up, hair style, hair coloring, or elements of personal appearance which are considered extreme, distracting, or disruptive are not allowed. All dress code policies are reviewed by a Review Board consisting of the principals, student development and director of diversity.

### **Penalty for Non-compliance of Dress Code Policy**

Students who are not in compliance with the dress code policy will be referred to the school office. Students must be in proper dress code to be permitted in the classroom. If a dress code item has been forgotten or doesn't follow the dress code policy, the student will receive a warning on his/her discipline record, and a parent will be called to bring in a replacement item. The student will wait at the office until the parent arrives to provide the needed item. Any class time missed as a result of getting into proper dress code will be unexcused, and make-up work will not be provided.

As a general rule of thumb, when in doubt if something follows dress code, don't wear it. Find something that clearly fits within the guidelines. Final approval of dress code compliance is up to school administration's discretion.

### **CELL PHONE OR OTHER ELECTRONICS DEVICES POLICY**

Students are not allowed to use such devices in the classroom. Any cell phone or electronic device being used inappropriately will be confiscated and may be picked up from administration at the end of the day. Phone or device usage will result in the appropriate consequences based on our discipline policy.

### **ELECTRONIC DEVICES**

Students should not bring-electronic games or other electronic devices to school. If electronic items are brought to school or if cell phones are on or in use, they will be confiscated and turned in to the school office. Only parents will be permitted to retrieve these items. Items that are not retrieved by parents at the end of the school year will be donated to charity.

### **Smartwatch Policy**

High school students are permitted to wear smartwatches but are required to remove them during assessments. Teachers may also ask students to remove smartwatches during the school day if the smartwatch is being used in an inappropriate manner.

## **LUNCH PROGRAM**

A regular lunch period is held each day. Hot lunches, salads, and other a la carte items are available daily for those who choose to utilize TCS/SAGE Dining Services. More information can be obtained on our website at [www.tcsliions.org/lunchprogram](http://www.tcsliions.org/lunchprogram).

Students that do not wish to purchase a lunch option provided by TCS/SAGE Dining Services are expected to bring lunches from home. Outside lunches are not allowed to be dropped off or delivered to campus to help reduce front office traffic, limit interruptions in the classrooms, and help keep our campus safe by eliminating traffic on campus. Parents and approved visitors may bring outside food if they are staying to have lunch with the students and will be delivering directly to the lunch room.

## **DISCIPLINE POLICIES**

At TCS, the heart of our discipline policy is to correct and restore a child to a right relationship with God and others. It is our goal, as much as possible, to praise publicly and discipline privately. Each teacher uses several methods to encourage, recognize, and reward good behavior in the classroom. Individual classroom policies are explained at orientation. When praise and recognition for good behavior and verbal correction for inappropriate behavior are not enough to encourage correct behavior, disciplinary action must be taken.

### **Demerit System**

Warnings (Level 0) – A warning is issued for Level 0 Offenses. For every (3) warnings a student receives (1) demerit. After a student receives their (18th) warning, every warning thereafter will be equal to (1) demerit. A behavior notice is emailed to the parent when a warning is issued.

Level 0 Offenses (3 warnings=1 demerit)

#### **1 Demerit - may include but not limited to the following**

- Unexcused tardy to class
- Unprepared for class
- Other actions determined to merit a Level 1 offense

#### **3 Demerits - may include but not limited to the following**

- Misuse of Chromebook (playing games, chatting, etc.) – 1st offense
- Failure to be in dress code – 1st offense
- Failure to follow directions
- Horseplay
- Disrupting class
- Cell phone use without permission

#### **6 Demerits - may include but not limited to the following**

- Misuse of Chromebook (playing games, chatting, etc.) – 2nd offense
- Dismissed from class – 1st offense

- Accidental destruction/defacing of school property (parent responsible for cost to repair/replace property – tuition management system account will be billed)
- Failure to be in dress code – 2nd offense
- Dismissed from class – 3rd offense
- Inappropriate communication (spoken, written, read or drawing, gestures)
- Physical contact between male/female students (hugging front to front, kissing, etc.)
- Verbal or physical disrespect toward faculty, staff, students, or other adults on campus (belittling, teasing, verbally abusing or mocking)
- Use of school equipment without staff permission - 1st offense
- Reckless driving (may result in suspension or loss of driving privileges)
- Horseplay that leads to an altercation
- Other actions determined to merit a Level 2 offense

### **12 Demerits - may include but not limited to the following**

- Skipping class
- Dismissed from class – 2nd offense (3 demerits)
- Stealing (Plagiarism, cheating, student will receive a zero on the assignment/test)
- Use of school equipment without staff permission (2nd offense)
- Leaving school grounds without parental and administrative permission
- Other actions determined to merit a Level 3 offense

### **18 Demerits - may include but not limited to the following**

- Fighting
- Hitting or causing physical harm to another student
- Threatening, bullying, etc. another student (1st offense)
- Deliberate defacing/destruction of school property (parent responsible for cost to repair/replace property – the tuition management system account will be billed)
- Vaping (on school grounds, social media, and etc.): automatic referral for drug screening will be required
- Other actions determined to merit a Level 4 offense

### **Expulsion Offenses - may include but not limited to the following**

- Sexual immorality
- Possession or use of tobacco, drugs, alcohol
- Physical harm to another person
- Having a weapon on school property
- Having or viewing lewd or pornographic material
- Improper sexual conduct/sexual harassment of another student

- Social media/Communication in any public forum in support of sexual impurity or harassment, non-heterosexual orientation, drug or alcohol use, violence or pornography, considered as hate speech.
- Other actions determined to merit expulsion

Any student arrested by a law enforcement agency and convicted of a crime (other than minor traffic violations) will be dismissed from TCS. An arrest for a major crime will result in immediate expulsion. Expulsion offenses may also require that the administration contact the civil authorities if a student has broken the law.

## Consequences of Warnings/Demerits

<b>6 Demerits</b>	Detention
<b>12 Demerits</b>	In-school Suspension
<b>18 Demerits</b>	1st Suspension/Probation
<b>24 Demerits</b>	Administrative Discretion
<b>30 Demerits</b>	Administrative Discretion
<b>36 Demerits</b>	Expulsion

**Detention:** Issued in the morning, lunch, or after school.

**In School Suspension (ISS)** – Students will be assigned a room in the administrative suite to work on assignments for the entire school day. (Typical ISS consequences are from 1-3 days)

**Out of School Suspension (OSS)** – Students are not allowed to make up assignments, and zeroes will be given for any work missed. A parent conference is also required. The student is not allowed to attend class or participate in any TCS activities for a period of time established by the high school principal.

**Behavioral Probation** – A student on probation will be closely monitored by teachers and administration for (4) weeks, and specific changes in behavior are expected. If any Level 3 or Level 4 offense is committed during probation, it will be a cause for recommendation for expulsion. If the administration determines that necessary behavior changes have not occurred at any time during the probation, a recommendation for expulsion may be given. Behavioral probation may be assigned for any students with previous disciplinary problems. NOTE: Behavioral probation is taken into consideration for enrollment or re-enrollment. Any students with Level 3 or Level 4 offenses will be re-evaluated prior to re-admittance the following year.

**Expulsion** – Students may be expelled from TCS or refused permission to return the following year for continual disobedience or for offenses which threaten the safety, order, or moral and spiritual well-being of TCS. Students expelled from TCS will not be permitted admission into any TCS activities (all sporting events, concerts, prom, etc.) for the remainder of the school year in which they were dismissed. Expulsions may be issued for the remainder of a school year or may be permanent.

### Guidelines for Behavioral Detention

1. Detention can be issued in the morning, lunch, or after school. Details of time will be sent to students and parents.

2. If you fail to show for an assigned detention and did not attain permission to be absent in advance, then your detention time doubles. For every unauthorized absence, another hour of detention will be added. Additional detentions will require a fine for staff monitoring (see below).
3. If you are late for detention (even 1 minute), then you still must report to detention, but you cannot serve that day. You will be assigned the next available detention morning. However, if you report after the scheduled time or you fail to report at all, then you will receive an additional hour-long detention. Additional detentions will require a fine for staff monitoring (see below).
4. The concept of detention already implies that things such as iPods, electronic devices, eating, dress-code violations, note passing, texting, etc., are not permitted. Therefore, conduct in detention is very simple: no sleeping, no talking, no eating, and heads up the whole time. If these expectations are violated, then an additional detention will be assigned for the next available detention morning. Additional detentions will require a fine for staff monitoring (see below).
6. It is suggested:
  - Each student brings something productive.
  - Each student corrects the behavior that led to detention in the first place.
6. NOTE: If a student receives more than one detention, then all subsequent detentions will be assessed a \$20 fine to pay for staff monitoring.

[NOTE: This could also be added - If 4 hours of detentions are assigned or accrue then in lieu of detention, Saturday school will be assigned from 8:00 am – 12:00 Noon. This will be school-day protocol, so the student should be in dress code. Further, the student will have to pay a \$100 fine.]

## **FIELD TRIPS**

Field trips at TCS are intended to be educational and enriching. Parent participation is determined by need. Your student's teacher will inform you if parents are permitted on a field trip and if so, how many.

When a bus has been secured for a field trip, students are required to ride the bus to the field trip, and parents will need to drive. In the event that the class is taking cars, every student must have a seatbelt. When parents are permitted on a field trip, they are sometimes allowed the opportunity to take their students home from the field trip. When this is an option, your student's teacher will inform you and you will be required to sign him/her out at the field trip.

Students who do not attend the field trip are counted absent (unexcused) and should not be sent to school. The school does not provide alternate activities or supervision for students who do not attend field trips on field trip days.



## **LOST AND FOUND**

Lost and Found is located at the high school office. The receptionist can help direct you to the appropriate lost and found area to check for missing items. Please check regularly for missing items. At

the end of each month, the school reserves the right to donate any unclaimed clothing items to charity. Small or expensive items such as keys, cameras, cell phones, jewelry, etc. are returned to the office when found rather than being placed in Lost and Found. Please check with the office for these items.