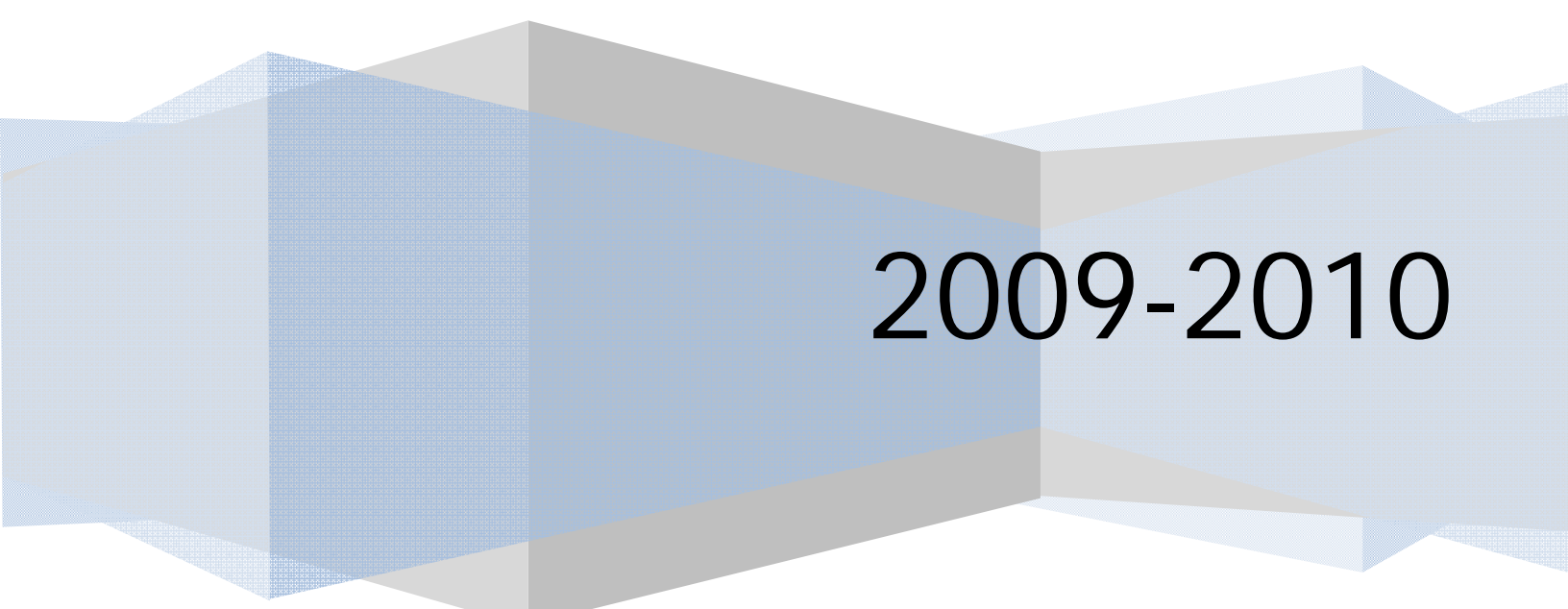


TCS

# Parent Student Handbook

Trinity Christian School



2009-2010

## A LETTER FROM YOUR PRINCIPAL

Dear Parents and Student,

Each day I drive up the hill to the school I am reminded of what Jesus spoke to the crowds around Him, "You are the light of the world. A city on a hill cannot be hidden." The community of Trinity must be a light on the hill to our community, in fact, to our nation and world as well. The community of Trinity will always have the wonderful opportunity to practice what Jesus spoke about on The Sermon on the Mount. Jesus expects his servants to exercise his authority and influence. In short, he expects them to be priests and kings on his behalf. In 1 Peter 2:9 we read: "But you are a chosen people, a royal priesthood, a holy nation, a people belonging to God, that you may declare the praises of him who called you out of darkness into his wonderful light." John Newton penned the verses to perhaps the most widely sung hymn today, Amazing Graze. John Newton's life did not always reflect the light of Christ. In fact after deserting the British Navy, being captured and flogged he had thoughts of murder and suicide. While sailing into the night on a particular voyage, John was jolted awake by a brutal storm that descended too suddenly for the crew to react. The next day, in general peril, he cried to the Lord. He later wrote, "That tenth of March is a day much remembered by me; and I have never suffered it to pass unnoticed since the year 1748-the Lord came from on high and delivered me out of deep waters."

It took a perilous situation for John Newton to "see the light". Unfortunately, for many of us it takes a perilous moment in our lives to see God's glory radiating from Christ. John Newton declared the praises of Jesus by crying out to him and then writing hymns for others to sing. It is my prayer that we can help one another grow closer to the Lord by continuing to declare to our community "I once was lost, but now I am found, was blind but now I see!"

I am looking forward to an exciting year as we surrender our plans to Him and wait with great anticipation to see lives that are transformed!

In His Service,



Mike Staud

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## A BRIEF HISTORY OF TRINITY CHRISTIAN SCHOOL

The goal of Trinity Christian School is to provide an outstanding academic and athletic education in the context of building strong moral character and equipping students in their faith in Jesus Christ to make a difference in the world where they live, work, and play. We have two motto's we use frequently: 1) "To equip, not to shelter"; and 2) "Educating for life".

Trinity Christian School (TCS) is the product of a merger between Trinity High School and Alliance Christian School.

Trinity Christian School has grown from the merger of an elementary school (Alliance Christian School which started in 1981) and a high school (Trinity High School, which started in 1997, to a Pre-Kindergarten through 12<sup>th</sup> grade school with over 350 students.

It has grown from a church basement and a trailer park to a state-of-the-art campus with full technologic capabilities, labs, libraries and sports facilities.

TCS is located in Sabraton off Exit 4 of I-68, with easy access to Monongalia, Preston, Marion, and Harrison counties in West Virginia, and Greene and Fayette counties in Pennsylvania.

Students are required to complete all the academic requirements of the state of West Virginia, including a Bible curriculum and forty hours per year of community service. Trinity Christian School proudly graduated its ninth senior class May 2009. Some of our graduates have attended the following colleges and universities: Alderson Broaddus, Belmont, Bethany, Bryn Mawr, Campbell, Davidson, Duke, Fairmont State, Geneva, Grove City, Liberty, Maine Maritime, Marshall, Mount Vernon Nazarene, Northwestern Medical School, Rensselaer, Taylor, Valley Forge Christian College, West Virginia University, West Point, and Wheaton. (For a more inclusive list of colleges and universities that our graduates have attended, please visit our web site at [www.tcswv.org](http://www.tcswv.org) and click on "About Us".)

## 2009-2010 TRINITY CHRISTIAN SCHOOL CALENDAR

<b>August</b>	21-25	Prep for Opening Day - No Students
	24	Pre-K3 and Pre-K4 and Kindergarten to Fifth Grade Back to School Night 7:00 pm
	26	First Day for all Students Grades 1 through 12
<b>September</b>	1	First Day for Kindergarten
	1	Sixth Grade to Twelfth Grade Back to School Night 7:00 p.m.
	2	First Day for All Pre-School Classes
	7	Labor Day – School and Office Closed
	10	CSI Membership Meeting 7:00 p.m.
	28	Midterm of 1 <sup>st</sup> quarter
<b>October</b>	15-16	ACSI Conference – No School
	19-23	Spiritual Emphasis Week with Phil Telfer
	30	End of 1 <sup>st</sup> Quarter
<b>November</b>	2	2 Hour Early Dismissal (1:00) Parent/Teacher Conferences to begin at 1:30 – 7:30
	11	Veteran’s Day – TCS In Session***
	23-24	TCS In Session ***
	25-27	Thanksgiving Holiday School and Office Closed
<b>December</b>	8	Midterm of 2 <sup>nd</sup> Quarter
	15	Secondary Christmas Concert 7:00 PM
	18	Elementary Christmas Concert 7:00 PM
	23 - January 3	Christmas Break***
<b>January</b>	4	School Resumes
	12-15	High School Finals
	15	End of 1 <sup>st</sup> Semester
	18	Martin Luther King Day School and Office Closed
<b>February</b>	15	CPD – No Students*
	18	Midterm of 3 <sup>rd</sup> Quarter
<b>March</b>	22	End of 3 <sup>rd</sup> Quarter
	29-April 5	Spring Break
<b>April</b>	6	Classes Resume
	12-16	SAT10 Testing
	22	2 Hour Early Dismissal for Students ***
	23	Academic Day – No Students
	29	Midterm of 4 <sup>th</sup> Quarter
<b>May</b>	11	Election Day – TCS in Session ***
	21	Senior White Day
	27	Baccalaureate Dinner
	28	Commencement
	31	Memorial Day School and Office closed
<b>June</b>	1	Last Day for Students
	2	CPD – No Students – End of 2 <sup>nd</sup> Semester
	3,4,7 & 8	Make-up Snow Days – <b>No excused absences will be given if we need to make up snow days. Please plan accordingly.</b> **
	9	Closing Prep Day - No Students

\* Continuing Professional Development

\*\* Days that may be rescheduled as instructional days if necessary.

\*\*\* Different than Mon County schedule

# PERSONNEL

## BOARD OF DIRECTORS

Bill Post, Chairman .....	Chestnut Ridge Church
Libby Neely, Vice Chairman.....	Christian & Missionary Alliance Church
Anita Graham, Secretary.....	Christian & Missionary Alliance Church
Rick Mullens, Treasurer .....	Pierpont Church of the Nazarene
Mark Dehlin.....	Chestnut Ridge Church
George Mayo.....	St. Paul AME Church
Rodney Richmond .....	Chestnut Ridge Church

## ADMINISTRATION AND SUPPORT

Mike Staud, Principal.....	Trinity Assembly of God
Susan Hilderbrand, Assistant Principal .....	Cornerstone C&MA Church
Kalyn Pierson, Assistant Principal.....	Chestnut Ridge Church
Shirley Rohrsen, Administrative Assistant .....	Christian & Missionary Alliance Church
Kathy DeBoni, RN, Guidance Counselor, School Nurse.....	Calvary Christian Fellowship
Beth Barill, Director of Admissions and Public Relations .....	St. Mary's Catholic Church
Sarah Rice, Receptionist.....	Chestnut Ridge Church
Stacey Flynn, Bookkeeper .....	Chestnut Ridge Church
Nabil Jabbour, CSI President .....	First Baptist Church
Butch Varner, Athletic Director .....	Pierpont Church of the Nazarene
John Barnett, Technology Technician.....	Calvary Apostolic Church
Jodi Shoemaker, After Care Coordinator.....	Mt. Morris Gospel Tabernacle
Brad Bowles, Maintenance Supervisor .....	(Recently moved out of town)
Cathy DeWitt, Custodian.....	Glory Bound Apostolic Church
David DeWitt, Custodian.....	Glory Bound Apostolic Church

## TEACHERS

Kristen Adams, BA -Social Studies .....	Terra Alta United Methodist
Jenn Bischof, BS - Kindergarten.....	Chestnut Ridge Church
Conni Bolen, BA – Second Grade.....	Chestnut Ridge Church
Debbie Dennis, BS - Chemistry, Physics .....	Pierpont Church of the Nazarene
Lori DeVault, BS - French, Literature .....	Chestnut Ridge Church
Denise Evans, BS - Fifth Grade .....	Mt. Morris Gospel Tabernacle
Doug Feasline, MA – Math, Technology.....	(Undecided - Recently moved to WV)
Nancy Feasline, BS – Math & Science, Bible.....	(Undecided – Recently moved to WV)
Randy Fraas, BA – History, PE .....	Waynesburg Bible Chapel
Kathryn Greenly, BS – Math.....	Chestnut Ridge Church
Rose Ann Hagee, BA - Pre-School, Music .....	Christian & Missionary Alliance Church

Susan Hilderbrand, MA - Librarian/Curriculum Director ..... Cornerstone C&MA Church  
 Inez Hill, MA - French, Bible.....Calvary Christian Fellowship  
 Patricia Keller, MA - Science..... Chestnut Ridge Church  
 Linda McCoy, BA - English.....Uniontown Free Methodist  
 Detra Michael - Aide .....Mt. Morris Gospel Tabernacle  
 Linda Morris, MA - First Grade .....Christian & Missionary Alliance Church  
 Debora Palmer, MFA - Art, Photography..... First Presbyterian Church of Morgantown  
 Kalyn Pierson, BA – Social Studies, Math, Drama ..... Chestnut Ridge Church  
 Joyce Poag, M.Ed. - Third Grade..... North Ten Mile Baptist Church  
 Nettie Pollock - Art, Aide.....Christian & Missionary Alliance Church  
 Lindsey Porter, BA – Choir, Elementary Band.....Trinity Assembly of God Church  
 Kim ReVeal – Aide .....Christian & Missionary Alliance Church  
 Georgia Santrock, BS - Bible, Psychology .....Bethesda Baptist  
 Dawn Shields, BS – Pre-School..... Baptist Temple  
 Kevin Squires, BS – Chapel Director, Bible..... Chestnut Ridge Church  
 Mike Staud, BA - Band ..... Trinity Assembly of God  
 Susan Stinespring, MRE - English, Bible..... Clarksburg Baptist Church  
 Linda Street, MA - Fourth Grade..... Chestnut Ridge Church  
 Mindy Swisher, BA – Spanish .....South Ridge Church  
 Butch Varner, BA - Math..... Pierpont Church of the Nazarene  
 Teresa White, BS – Kindergarten.....Pierpont Church of the Nazarene  
 Kerry Woods, MA - PE, Health.....Chestnut Ridge Church  
 Chris Zeigler, BS – Second Grade.....St. Peter’s Church

# SCRIPTURAL PRINCIPLES AND STATEMENTS

## PURPOSE STATEMENT

Our purpose is to help everyone involved experience the abundant life by trying to fully develop his or her God-given potential. This goes beyond the traditional walls of education and transcends the academic and extracurricular to encompass the spiritual, physical and social aspects of life.

## CSI CONSTITUTIONAL DOCUMENT

### TRINITY CHRISTIAN SCHOOL POSITION ON DENOMINATIONAL ISSUES INCLUDING DOCTRINE AND TRADITIONS

#### *A. HISTORY*

After the efforts to grow Alliance Christian School (ACS) “out of the basement and into a high school” failed, it was judged that a main cause for that failure was the misperception by the community that ACS was not a true interdenominational school although we believe it truly was. The bylaws which governed ACS stipulated that the majority of the board had to be Christian and Missionary Alliance (CMA) members, the CMA pastor was an ex-officio member of the board, and the statement of faith was theologically aligned with CMA. The ACS board then commissioned two departing members to work on getting enough momentum to start an independent middle and high school. The charge was to include all segments of the Christ-believing community in a true interdenominational effort to fill the vacuum left by closing the St. Francis High School and the inability of any other Christian elementary school in the area to have a traditional high school.

From the beginning it was recognized that the middle and high school (hereby referred to as “high school”) had to be a community effort that was fully inclusive. So, from the beginning, the stage was set to concentrate on what united the believers and to leave the divisive issues to the churches and families to sort out and teach on. For this reason, the initial steering committee included people from all kinds of denominations: Baptist, Alliance, Nazarene, Catholic, Presbyterian, Church of God, Church of Christ, etc. Even the development director of St. Francis (Mark Guiliani) was with the group until he and his family moved out of the area. The founding members had similar representation with a member who had served on the St. Francis Board (Rick Vaglianti).

Recognizing the need for a spiritual advisory board that is inclusive too, and recognizing the reluctance of the Roman Catholic Church to work with a school they perceived as “Protestant” (coming out of ACS), the structure of the Spiritual Advisory Board originally mandated the presence of a Catholic priest as one of the 7 pastors. The Roman Catholic church, as of February 2008 has declined to fill that position. Therefore at the writing of this document, the Spiritual Advisory Board has not included a Catholic priest, although such participation would be welcome in accordance with the statement of faith, mission, purpose and vision of TCS and the Spiritual Board which are included in this document.

As Trinity High School started growing into a true interdenominational but unapologetically Christian school, many people started to experience firsthand the blessing God has ordained through such a vision.

Unfortunately, there were people on both sides of the spectrum still unhappy with Trinity's interdenominational position. To some Catholics, Trinity was too Protestant, and to some Protestants, Trinity was too Catholic. To some liberals, Trinity was too conservative, and to some conservatives, Trinity was too liberal. Had Trinity been a church, they would all have been right. One cannot be a part of a church that does not reflect one's theological convictions and tradition. Trinity though is not a church. It is a school dedicated to enabling Christ-like living for all who trust Him. Then Jesus' spiritual position was questioned, He replied, the blind receive sight, the lame walk, those who have leprosy are cured, the deaf hear, the dead are raised, and the good news is preached to the poor. Blessed is the man who does not fall away on account of me. (Matt 11: 5-6).

Trinity, while striving to be Christ-like, can say to all the doubters: the students are excelling academically, in extracurricular activities, and above all spiritually. People's lives are being changed (parents, students, staff, volunteers and leaders). And together we are growing into an interdenominational Christian school community which we believe is where God has called us to be. Together we strive to share that blessing with the community at large (our churches, greater Morgantown, the US and the world). To the best of our knowledge, there has not been one person change from one denomination to the other due to Trinity's influence but there have been a lot of lives blessed. So, what made Trinity so available to God's work resulting in such blessings?

## *B. VISION*

Trinity Christian School is an interdenominational institution committed to providing a life changing education resulting in a Christ-centered world view... "so they may have life and have it more abundantly." (*John 10:10*)

## *C. MISSION*

Trinity Christian School's mission is to help accomplish God's purpose in the lives of students, teachers, staff, and parents as disciples of Jesus Christ, resulting in a positive influence on our community, our nation, and the world.

*EDUCATING FOR LIFE  
MORE THAN JUST AN EDUCATION  
TO EQUIP, NOT TO MERELY SHELTER*

## *D. STATEMENT OF FAITH*

*(Based on the Nicene Creed – which predates any major Church splits)*

- 1) We believe in one God, the Father, the Almighty, maker of heaven and earth, of all that is seen and unseen.
- 2) We believe in one Lord, Jesus Christ, the only Son of God, eternally begotten of the Father, God from God, Light from Light, true God from true God, begotten, not made, of one being with the Father. Through Him all things were made. For us and for our salvation He came down from heaven; by the power of the Holy Spirit He became incarnate from the Virgin Mary, and was made man. For our sake He was crucified under Pontius Pilate; He suffered death and was buried. On the third day He rose again in accordance with the Scriptures; He ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead, and His kingdom will have no end.
- 3) We believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son. With the Father and the Son, He is worshipped and glorified. He has spoken through the Prophets.

- 4) We believe all Scripture is able to instruct us for salvation through faith in Jesus Christ. Scripture is inspired by God and is useful for teaching, for reproof, for correction, and for training in righteousness so that everyone who belongs to God may be proficient, equipped for every good work. (II Timothy 3:15,16) Therefore we believe in the Bible as the sole rule and guide for Christian faith and practice and for spiritual matters within the school.
- 5) We believe in one holy and universal church comprised of those who have placed their faith in Christ.
- 6) We believe in the Gospel of salvation by faith in Jesus Christ alone.

#### *E. INTERDENOMINATIONAL POSITION:*

##### Romans Chapter 14

1. Trinity recognizes the difficulty of either using any Bible version or picking one version for all Biblical references within the school. Due to the presence of a number of books in the Bible of some denominations (known to some as the “Apocrypha” and to others as the “Deuterocanonicals”), Trinity has chosen to use a version that has only the books common to all the Christ believing churches (Protestants, Catholic, Orthodox, etc.). The NIV was chosen more for scholarly reasons than religious ones. Students who come from a denomination that uses a different version are encouraged to continue to use “their Bible” at home and in church, but for school purposes use the NIV for unity and uniformity of the curriculum.
2. Trinity recognizes that some churches and denominations use tradition in addition to the Bible as final authority. Trinity will not teach that such practices are right or wrong, but rather refer its constituents back to their church, clergy, family, and to the Bible. However, within the school walls, Trinity will recognize the Bible as the only common denominational authority (as stated in the Statement of Faith).
3. For questions from students, all other denominational issues will be dealt with in a similar fashion, i.e.:
  - a. No teacher or staff at Trinity will be allowed to endorse or condemn one of these positions.
  - b. Objective discussions are always allowed at Trinity (about any topic, this one being no exception).
  - c. If a debate arises, Trinity personnel are expected to:
    - i. Redirect any potentially divisive discussion to the common denomination of our faith which is to surrender our life to Christ; live for Him with all our heart, all our mind, all our soul and all our strength; and to love and serve humanity as He commands.
    - ii. Sometimes give relevant Biblical references (without personal commentary) as long as the references are comprehensive, objective and complete. Staff should encourage the student to research the question themselves using the Bible as the infallible word of God.
    - iii. Refer the issue back to the person’s church pastor/priest and family.

This policy does not forbid appropriate (not potentially divisive) discussion in the classroom of issues that are reasonable for consideration in a Christian school setting but should be clearly understood to mean that TCS does not endorse a particular position with regard to matters of doctrine or church tradition that differ between Christian church groups.

- d. As an illustration of these denominational issues we give the following examples: (this is not an exhaustive list)
- Allowance of women to speak, teach or preach or hold positions of authority in church
  - Allowance of musical instruments in worship in church
  - Styles of worship in church
  - Best translation of the Bible
  - Modes and age of Baptism
  - End time signs or date predictions
  - Are there operating today active gifts of the Spirit (e.g. speaking in tongues, interpretation of tongues, gift of prophecy, healing, miracles)?
  - The sacraments
  - Heavenly position of Mary
  - Trans-substantiation, con-substantiation, etc.
  - Allowance of statues or the cross in church or worn as jewelry.
  - Difference in styles of observing communion
  - All things predestined versus free will
  - Permission of remarrying after divorce
  - Assurance of salvation
  - What is meant by baptism of the Holy Spirit?
  - What is an apostle, are there any today (as opposed to “Apostle”)?
  - Is cremation acceptable for Christians?
  - Is it acceptable for Christians to join the military?
  - Is it acceptable for Christians to drink alcoholic beverages?

## CLARIFICATION PROCEDURE

Trinity recognizes the challenges involved in being a true unapologetically Christian, interdenominational school. Because of that, the above explanation may prove inadequate to some, especially when listing examples that cannot be exhaustive. So, we ask everyone to exercise grace rather than legalism in reviewing our above stated position on denominational issues. Feel free to ask for clarification when necessary. The procedure for clarification is straightforward:

- a. Anyone can ask for clarification. One doesn't have to be affiliated with the school or even be a CSI member.
- b. There is only one procedure to follow in to honor God's command to keep the harmony in His body while showing each other love and grace.
- c. The procedure involves calling the administrative assistant and asking for the proper form to fill out and submit to the appropriate board committee (MAPP).
- d. The MAPP committee (in consultation with other committees and boards, as needed) will review the question and present it to the Board of Directors for a response within 60 days of the date of submission.

- e. This procedure is not intended to change any aspect of this document.

*In closing, Trinity (CSI) stands firm on the interdenominational position to which we have been called by the Lord. This is not an educational model acceptable to all believers and in love we must say Trinity may not be the best fit for every family. Newcomers to Trinity should not accept this truly non-denominational position with the intention to change it in the future into a position more acceptable to them. Such approach will prove counterproductive as there is no mechanism available to do that.*

## CHARACTER WALK

As Christians, students should strive to reflect the attitudes and characteristics of Christ as portrayed in the Word of God. Jesus instructs in *Matthew 22:37-39* that the greatest commandment is, “*Love the Lord your God with all your heart and with all your soul and with all your mind,*” and the second greatest is, “*Love your neighbor as yourself.*” The following characteristics are indicative of true Christians who are growing in their knowledge of, and love for, Jesus Christ. These characteristics are drawn from the source of truth itself, the Holy Word of God. Students are encouraged to read these passages and other related ones to discover for themselves the way of life which Christ expects us to follow.

- Be holy as God’s people. *I Peter 2:9*
- Be self-controlled and resist evil desires. *I Peter 1:13-16*
- Do not conform to the pattern of this world but be transformed by the renewing of your mind. *Rom. 12:1-2*
- Encourage and build each other up. *I Thes. 5:11*
- Exhibit the fruit of the Spirit — love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. *Gal. 5:22-23*
- Fix your thoughts on Jesus. *Heb. 3:1; Col. 3:2*
- Live in Christ and show obedience to His commands. *I John 3:24*
- Show love toward one another. *I John 4:7-8*
- Show respect for and submit to the governing authorities. *Rom. 13:1-2*
- Think on things that are pure, excellent, or praiseworthy. *Phil. 4:8-9*
- Use wholesome speech, that it may benefit those who listen. *Eph. 4:29*
- Whatever you do, whether in word or deed, do it for God’s glory. *Col. 3:17*

*“For this reason, make every effort to add to your faith, goodness; and to goodness, knowledge; and to knowledge, self-control; and to self-control, perseverance; and to perseverance, godliness; and to godliness, brotherly kindness; and to brotherly kindness, love.” II Peter 1:5-7*

<i>Ministry Goals</i>	<i>Definition and Scriptural Foundation</i>
<i>Balancing the Resources</i>	<b>1. To balance gifts, tuition, financial aid, salaries, expenses, and planning for the future. (I Col. 4:2)</b>
<i>Communicating</i>	<b>2. To communicate the purpose and objectives of Christian education by</b>

<i>the Message</i>	sharing the mission, goals, and resources of Trinity Christian School. (Ps. 9:11)
<i>Equipping the Student</i>	3. To equip students to evangelize and disciple others and to encourage involvement in practical ministry opportunities. (Matt. 28:19-20)
<i>Following the Bible</i>	4. To follow Biblical principles in all practices, policies, and guidelines. (II Chron. 1:10)
<i>Modeling the Savior</i>	5. To employ and develop mature Christian faculty and staff members who minister through the power of the Holy Spirit to their family, students, and community by word and action. (Luke 6:40)
<i>Providing the Truth</i>	6. To provide a Christ-centered educational program which is based on the authoritative Word of God. (II Tim. 2:15)
<i>Serving the Family</i>	7. To serve the home and local church as they train young people to have a personal and intimate relationship with Jesus Christ. (Deut. 6:5-7)
<i>Unifying the Body</i>	8. To offer a Christian education which unifies the body of Christ in accord with Biblical principles. (Eph. 4:1-6)

## BIBLE TRANSLATION STATEMENT

For reasons of uniformity, Trinity Christian School has chosen to use the New International Version (NIV) of the Bible as the official translation used at school. Students receive an NIV Study Bible at the beginning of their school years at Trinity which will be a required text for their Bible class throughout their time at Trinity. Replacement cost of the Bible is \$25.00.

## SPIRITUAL EMPHASIS ACTIVITIES

We set aside time each year for special activities and speakers to encourage spiritual growth in our students and staff. Because of the importance of our spiritual lives, Spiritual Emphasis Activities is mandatory for all students.

## MEMBERSHIP AND ASSOCIATIONS

Trinity Christian School is chartered by the State of West Virginia Department of Education, a member of the Association of Christian Schools International (ASCI), West Virginia Secondary Schools Athletic Commission (WVSSAC), Ohio Valley Athletic Conference (OVAC).

## ADMISSIONS POLICIES

1. It is a general requirement that children admitted to Trinity Christian School and at least one Christian parent or a Christian guardian must have made a personal profession of faith in Christ and be regular attendees of a local church. Under highly unusual circumstances the Board may render an exception to the policy.

2. Admission to Trinity Christian School requires the student to have maintained at least a "C" average (2.0 grade point average on a 4.0 system) during the most recent academic year and grading period. Only under exceptional circumstances will a student whose grade average is below a "C" be considered for admission. This student will be admitted on a probationary basis.
3. **All applicants** must show documented proof of required immunization before acceptance can be granted.
4. It is not the intent of Trinity Christian School to admit students who have recently experienced behavioral or emotional problems in school.
5. A **\$150.00 Application Fee per family** is payable with the Application for Admission and is *non-refundable* unless the student is not accepted. There is also a fee for re-enrollment applications. All application documents, testing and interviews must be completed by August 1<sup>st</sup>. Any documents received, interviews, and/or testing that take place after August 1<sup>st</sup> will be considered "Late Enrollment Status" with a \$200.00 additional fee being assessed. Trinity cannot guarantee placement for the beginning of the school year after August 1<sup>st</sup>.
6. Each new applicant will be interviewed as well as both parents, except in an unusual circumstance when only one parent or guardian can be present.
7. To ensure proper entry, the applicant (student in grades 2 through 12) will be required to take a placement test in math and writing to determine his/her academic ability and appropriate grade level.
8. An applicant will be formally considered for admission **only** after the above items are satisfactorily accounted for.
9. Students who were enrolled as regular attendees at Trinity for the previous academic year will be considered first for enrollment. Therefore, there will be a period for re-enrollment prior to the open enrollment time. Siblings will be given a priority enrollment period during which time they may enroll. Applications will be considered on the basis of the date the **complete** application packet is received at Trinity. Since our facilities are limited, it is essential that applications be returned in a timely manner.
10. Enrolled students are expected to maintain an attitude and commitment that is consistent with the goals and objectives of Trinity Christian School and will be dismissed should it become apparent that the student does not share this ideal.
11. Tuition is expected to be paid through the end of the semester for which any student is leaves for any reason. No partial payment for any monthly tuition will be accepted or refunded.
12. Trinity Christian School admits students of any race, sex, ethnic, or national origin.

## ACADEMIC PROGRAM

Trinity Christian School strives to provide a quality program of Christ-centered curriculum, designed to meet the needs of students whose calling will be to a variety of directions.

### GRADUATION POLICIES

### CREDIT REQUIREMENTS

In order to graduate from TCS, a student must have accumulated a minimum of twenty-eight (28) credit units in grades 9 through 12 (8<sup>th</sup> grade Algebra I and 8<sup>th</sup> grade Foreign Language) and also have completed the Community Service requirement. The twenty-eight (28) credits must include:

Arts (Music/Art).....	1 credit
Electives.....	3 credits
Foreign Language (same language).....	2 credits
Bible (1 credit per year at Trinity) .....	4 credits
English.....	4 credits
Health.....	1 credit
Math.....	4 credits
Must include Algebra I, Geometry, Algebra II and one level above Algebra II	
Physical Education .....	1 credit
Science.....	4 credits
Physical Science, Biology & Chemistry, plus one more Science	
Social Studies .....	<u>4 credits</u>
World Studies to 1900 - 9th grade;	
United States to 1900 - 10th grade;	
Twentieth & Twenty-First Century - 11th grade	
Civics – 12 <sup>th</sup> grade	

*Total - 28 credits*

It is possible to earn a total of 32 credits.

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

In addition, Trinity requires all high school students to have:

    Community Service.....(40 hours per year) no credit  
 (No more than 10 hours from your church)

Seniors who are within one credit of meeting all graduation requirements may take part in commencement exercises. However, they will not receive their diploma until all requirements are completed. Students who are more than one credit short of graduating will not be permitted to take part in commencement exercises.

## COMMUNITY SERVICE

### I. PURPOSE:

A corporate conviction of Trinity Christian School is that young people need to receive stimulation and training in service in order to: (*Matthew 28:19-20; Acts 1:8, Matthew 5*)

- A. Gain a world-view of missions.
- B. Seriously consider missions and other Christian vocations as a career.
- C. Become involved in the local agencies and the Christian family.
- D. Develop a “here am I, send me” attitude.
- E. Respond to opportunities the Lord puts in the believer’s path.
- F. Gain experience in incorporating service into daily life.

The purpose of the Community Service requirement is in harmony with this conviction. It is TCS’ desire to help students gain a Christian world-view, encourage a close walk with God and to bring glory to Him through serving others. The Community Service Requirement provides students a unique

opportunity to serve God by helping others, meeting new people, learning responsibility, and discovering gifts that can be used later in life.

## II. REQUIREMENTS:

Each high school (9<sup>th</sup>-12<sup>th</sup> grade) student must meet a yearly minimum of 40 hours of Community Service. The Community Service requirement must be met in order for the student to graduate or to return to TCS the following school year. Students can work with a variety of local agencies which have outreaches to the community. All organizations chosen to fulfill the Community Service requirement must be approved by the school administrator. All students are encouraged to do more than the 40 hours per year, and outstanding community service, being 300+ total hours over a high school career, is recognized with the Community Service Award at the time of Graduation.

Reporting will be done by the student turning in the "Community Service Requirement" form, signed by the adult supervisor. These forms will be turned into the Guidance Counselor as completed. Totals are calculated June to June.

## DEFINITION OF SOPHOMORE, JUNIOR AND SENIOR

A student will be designated a sophomore in good standing on the completion of 6 credits, a junior in good standing on the completion of 12 credits, and a senior in good standing on the completion of 18 credits.

## GRADES

1. Trinity Christian School students will have their grade point averages (GPA's) computed on a weighted scale as follows:

<u>Grades 1 - 12</u>			
100%	A+	=	4 grade points
95 – 99%	A	=	4 grade points
93 – 94%	A-	=	4 grade points
91 – 92%	B+	=	3 grade points
87 – 90%	B	=	3 grade points
85 – 86%	B-	=	3 grade points
83 – 84%	C+	=	2 grade points
79 – 82%	C	=	2 grade points
77 – 78%	C-	=	2 grade points
75 – 76%	D+	=	1 grade point
72 – 74%	D	=	1 grade point
70 – 71%	D-	=	1 grade point
0 – 69%	F	=	0 grade points

- Advanced Placement classes are weighted on a 5.0 scale.
- GPA's are computed on a semester basis, with progress reports being sent on a quarterly basis.
- Trinity Christian School will compute and report a transfer student's GPA based solely upon their work completed at Trinity Christian School. Transcripts from previous schools will be released with a transcript from Trinity Christian School.
- Valedictorian and Salutatorian criteria are based on GPA, Numeric Average, Quality Points, and two years enrollment at Trinity Christian School. The GPA is calculated as follows: (1) multiply the grade point values by the credit value; (2) add all of the scores obtained in part one; and (3) divide the total grade points obtained in part two by the total number of credits taken.

<b>English</b>	<b>C</b>	<b>1 credit x 2</b>	<b>=</b>	<b>2</b>
<b>Geometry</b>	<b>A</b>	<b>1 credit x 4</b>	<b>=</b>	<b>4</b>
<b>Social Studies</b>	<b>B</b>	<b><u>1 credit x 3</u></b>	<b>=</b>	<b><u>3</u></b>
<b>TOTAL</b>		<b>3 credits</b>		<b>9 grade points</b>
<b>9 grade points / 3 credits = 3.00 GPA</b>				

## FINAL EXAMINATIONS

If a student is desirous of taking a final examination which would constitute 20% of their final grade then the student and his parents must sign a statement of intent to do so.

All students taking high school core courses are required to take final examinations which will count as 10% of their final grade.

See absence policy for details regarding effects of excessive absences on weight of final examination.

## PROBATION

It gives the student an opportunity to correct the problem. If improvement is not satisfactory, the student will be suspended, dismissed, or asked to withdraw from the school.

- A. A student is placed on Academic probation for the next grading period if:
- (1) failing 3 subjects;
  - (2) failing 2 subjects, one of which is Bible;
  - (3) failing Bible for the semester.
  - (4) falling below a 2.0 for the quarter

B. Duration of Probation:

Probation may last from several weeks to a semester and student activities will be limited during the period of probation. Positions of trust and responsibility will be relinquished for the remainder of the school year. At the end of a probation period, the student will be evaluated as to fulfilling the conditions set for the probation and will be (a) removed from probation status; (b) continue on probation status; (c) be required to receive mandated counseling; (d) be recommended to the Board of Trustees for dismissal or withdrawal from TCS.

## REPORT CARDS

TCS uses a semester grading system. Each semester is made up of two nine week quarters. Grades may be viewed throughout the year using Parents Web. Parent-Teacher conferences are scheduled throughout the year.

Parents are encouraged to call or email teachers if they have any questions about courses their child is taking or about the progress of their child in the class. In order to train each student to assume responsibility for themselves, parents should refrain from calling teachers about matters which the student can and should handle in school.

Semester and final grades are recorded on the student's permanent report card. High School semester grades are recorded on the transcripts that are sent to colleges.

## ACADEMIC RECORDS AND TRANSCRIPTS

### I. CONSENT AND FEES:

Any student, parent, or third party desiring student transcripts must have the parent's signed, written consent, or the individual student's consent if they are of legal age. Trinity Christian School will provide one transcripts free of charge. All others require a fee of \$5.00 payable before the transcript is sent. All requests must be accompanied with a stamped, self-addressed envelope.

### II. RELEASE OF TRANSCRIPTS DEPENDENT UPON STATUS OF STUDENT ACCOUNT:

- A. Trinity Christian School will release a transcript only after the student's account is clear.
- B. If the account is clear, a transcript of a present or former student will be sent, along with a copy of the student's last quarter grades.
- C. If the account is not cleared, no transcript or other written details regarding the student's academic record will be released. Trinity Christian School will send a letter to the party desiring the transcripts explaining that there is an open account and records cannot be released.
- D. If an account is open, Trinity Christian School will release by telephone to another school counselor the courses the student has completed for scheduling purposes only. Trinity Christian School will not release the credit each class is worth.

## ACADEMIC CONSEQUENCES OF ABSENCES:

All high school students are required to take final exams at the end of each semester. This final is counted as ten percent of their total semester grade. For students who miss five to fourteen days the final is counted as twenty percent. Students missing fifteen days or more must pass the final exam to earn credit for the semester.

Students who miss more than eighteen days of a class will automatically fail that class being taken that year. (Exceptions will be made on an individual basis for extended illness or hospitalization).

## COURSE FAILURE

Grades 9 - 12: Students who have a final course grade below 70 for Senior High classes, grades 9-12, fail that course. Students who fail the following courses **MUST** make them up before proceeding to the next higher course: English, Mathematics, Foreign Languages, Science, and Social Studies.

Grades 1 – 8: Students in Middle School classes, grades 1 – 8, may be retained if they have F averages in two or more of their major subjects: Bible, math, reading, language, science, or social studies, or if the teacher and administrator agree that he/she is over-placed. Students who fail Bible must make up the course or make arrangements with the administration to make up the work. A student's grades should be an accurate reflection of his/her academic progress.

## TRINITY PHILOSOPHY OF ASSIGNED WORK

All student assigned work is expected to be completed on time, and to the best ability of the student. "Whatever you do, work at it with all your heart, as working for the Lord, not for men." Col. 4:23. The attitude and effort to produce the finest quality work should reflect in the completed work of each student. Incomplete or late work will be expected to be completed.

## HOMWORK

Trinity Christian School recognizes the educational value and importance of homework for students, believing that home study is a necessary part of each pupil's educational program. Homework should be a purposeful extension of the school day which provides the student with additional opportunities for the development and reinforcement of the school's instructional objectives.

The assignment of homework should be regular and reasonable, and is encouraged when it contributes to the child's education through individual work, responsibility, completion of projects, and the establishment of good study habits. The completion of homework assignments should be recorded by the instructor and considered in the evaluation of the student's progress. The Christ-like character qualities of responsibility, initiative, orderliness and thoroughness are developed as a result of homework.

### I. DEFINITION:

Homework is defined as out-of-class preparation in a given subject area which is assigned by a student's teacher. This assignment is of such a nature that the student must complete all or part of the assignment during non-class time. Each assignment may be further defined as one or more of the following four types:

- Practice: Most common; given to help students master specific skills; limited to material presented in class.
- Preparation: Given to prepare students to gain maximum benefit from subsequent lessons.
- Extension: Given to determine if students can transfer a skill or concept to another situation.
- Creative: Requires a student to integrate skills and concepts in the process of producing a response or product.

### II. TEACHER'S RESPONSIBILITIES:

Teachers should plan meaningful homework assignments in conjunction with their daily lesson plans. The homework assignments should clearly lead to the accomplishment of the course's instructional objectives. Students should know exactly what is expected of them and receive all necessary clarification pertinent to the assignment.

The timely and complete response to the student's homework assignment by the teacher is essential. Homework will be reviewed, recorded, and/or included as part of the student's progress evaluation.

High school teachers are required to offer a course syllabus to each student.

### III. STUDENT'S RESPONSIBILITIES:

It is the responsibility of the student to complete assigned homework. In order to accomplish this, the student must learn to plan and budget the necessary study time. It is the student's responsibility to seek additional clarification and assistance from the teacher as soon as the need for such assistance is realized.

### IV. ADMINISTRATOR'S RESPONSIBILITIES:

The Administrator will make sure that homework assignments are coordinated to increase communication and cooperation among teachers, so that students are not overburdened with heavy workloads.

## V. PARENT/HOME RESPONSIBILITIES:

It is important that parents become aware of the assignments and expectations of the school and individual teachers.

- K5 – 1<sup>st</sup> grades will have folders for their school assignments that will be sent home weekly, and will be provided by the school.
- 2<sup>nd</sup> – 8<sup>th</sup> grades Planners are required and will be provided by the school.
- 9<sup>th</sup> – 12<sup>th</sup> Planners are strongly encouraged.

Should the planner be lost, the student will be required to purchase a new one from the school. A suitable place and environment in the home for the completion of homework should be provided. Parents should help their child plan and budget the appropriate amount of study time for the completion of homework. Please feel free to consult with teachers with any questions that arise.

## VI. GUIDELINES:

- A. The homework assigned by the teacher should be within reasonable limits and with the understanding that the student may be assigned homework from as many as seven other teachers. Total time spent on homework will vary, some students working faster than others, however, teachers will consider all variables and assign reasonable amounts of homework. If done in a timely manner, homework should not be an unreasonable burden. Special circumstances may dictate that more or less homework than is normal may be assigned.
- B. Pupils who are having difficulty and require more individual help than the teacher can give will be referred to the Administrator. In consultation with the teacher, alternative placement may be considered.
- C. Athletic practice or events will not be considered when assigning homework.

Home study is a necessary part of each student's education. All students are expected to have their assignments completed on the date due. Late assignments may be penalized grade-wise, or rejected. Lost textbooks, outside conflicts, failure to get the assignments, etc. are not valid excuses for turning in late assignments and conflict between homework and other activities does not lessen the student's responsibility for completing assignments on time.

## INCOMPLETE AND LATE WORK\*

1. Students must turn in all completed assignments on time. Students failing to turn in complete work will be sent to Supervised Work Study (SWS) by the teacher immediately.
2. Students will remain in SWS until incomplete work or missing assignment is completed to the satisfaction of the Supervisor.
3. Upon approval of Supervisor, the student will be excused to return to their regularly scheduled class immediately.

4. Students are additionally responsible for:
  - a. Bringing all materials to SWS to complete assignments.
  - b. Completing work on assignments missed while in SWS.
  - c. Working diligently to complete work while in SWS.

#### *SWS CREDIT FOR LATE/INCOMPLETE WORK*

1. First offense: Maximum grade earned will be ninety percent (90%).
2. Subsequent Offenses: Maximum grade earned will be eighty (80%).
3. At the teacher's discretion, full credit will be given for assignments missed while in SWS.
4. If the student misses any additional classes to complete an assignment in SWS, the student will receive an unexcused tardy or absence for those classes, and therefore, will only be eligible to receive up to 80% credit for any work missed.

\*Failure to comply with the SWS standards or procedures may result in an Out of School Suspension.

#### *TEACHER EXPECTATION*

1. For work completed during the initial period of the SWS assignment, the student will return work to teacher.
2. Any assignments completed after the initial SWS period, the SWS Supervisor will give the work directly to the teacher, or place it in their mailbox, if they are not available.

#### *GRADES 1 – 5*

Students in grades 1 – 5 needing to complete unfinished homework assignments are to bring their lunch and assignment to designated room at 11:30. The students will use the first 10 – 15 minutes to eat lunch; the remaining time will be spent completing their unfinished work. Each student will remain in SWS until the work has been completed to the satisfaction of the adult on duty. Upon completion of work student will join the rest of the class during either lunch or recess.

#### *EXTRA CREDIT*

Extra credit will be discouraged and will not be used to determine whether or not a child passes.

#### *FIELD TRIPS*

Various classes take trips to interesting and educational places as a vital part of the instructional program. Parents will be notified in advance of such trips.

#### *TEXTBOOKS*

All basic textbooks are loaned to students for their use during the school year. Textbooks are to be kept covered and handled carefully. Students will be required to pay for lost or damaged books. Advanced Placement classes do not provide textbooks and those students taking such classes will be required to purchase those textbooks necessary for the class.

## SUMMER READING

Grades 1 – 5 : May offer summer reading suggestions.

Grades 6 – 12: Summer reading is required and is expected to be completed.

# EXTRACURRICULAR & CO-CURRICULAR ACTIVITIES

## EXTRACURRICULAR & CO-CURRICULAR ACTIVITIES

Trinity Christian School has a variety of extracurricular and co-curricular activities. For a complete listing of extracurricular activities, please check the web site at [www.tcsww.org](http://www.tcsww.org).

*Please note that the same eligibility requirements which apply to athletics apply to all extracurricular activities.*

## ATHLETICS

The goal of the Trinity Christian School Athletic Department is to involve as many students as possible in the athletic program, while at the same time maintaining high standards of excellence. Trinity Christian School offers the following inter-scholastic sports for both boys and girls as the interest is indicated and as qualified coaches and finances are available: (1) Basketball; (2) Golf; (3) Softball; (4) Soccer; (5) Volleyball (Girls Only); (6) Baseball; (7) Cross Country; (8) Football.

For additional information concerning Trinity Christian School Athletics, please see the Athletics Handbook.

## ATTENDANCE

In order to be in compliance with State laws relative to attendance, to help build the character quality of responsibility in students and to recognize the parents continuing responsibility for their children, the following procedures and rules have been established:

### I. ABSENCE/TARDINESS:

Parents shall call the school office before the start of school if their child is absent. This enables Trinity to know where students are and helps provide safety for all children. If a student comes to school after the start of school, that student is to report to the school office for a tardy slip, which will permit entrance into class. Unexcused tardies will also be used when determining total unexcused absences.

Attendance will be reported on transcripts and report cards in whole numbers.

If the parent does not respond verbally or by note to the office staff the day back from the absence, the absence will be considered unexcused and will result in the consequences that come with an unexcused absence.

### ELEMENTARY STUDENTS (GRADES K – 5)

- 3 morning tardies will be counted as an unexcused absence for the whole day.

### SECONDARY STUDENTS (GRADES 6 – 12)

- Students who miss more than 15 minutes at the beginning or end of a class will be counted absent from the whole class.
- Students absent for less than a whole day will be counted absent for the periods missed.
- 3 tardies will be counted as an unexcused absence from a class period.
- Class periods missed will be used when determining the total number of days absent.

## II. EXCUSED ABSENCES INCLUDE:

- A. Illness – three excused absences permitted per semester without a written doctor’s excuse. Beyond three absences per semester student must have a written doctor’s excuse.
- B. Death in the Immediate Family
- C. Medical or Dental Appointment with a written doctor’s excuse
- D. When the Public School in Your District Is Closed Due to Inclement Weather
- E. Emergency (At Administrative Discretion)
- F. Planned Absence

A student may be excused for a college visit, family trip or other reason if the parents present a letter to the principal at least one week prior to the absence and the principal deems the absence beneficial to the student. If parents do not gain administrative approval before the trip, the absence will be unexcused. Please realize that even though such trips may have some benefit to the student, missing school is almost always detrimental to the student’s academic progress.

## MAKE-UP WORK FOR ABSENCES

When a student misses school due to an excused absence, the student must check ParentWeb and work with the teacher to make up the work within an equal amount of time to that which was missed. Such work is the responsibility of the student. When an excused absence occurs the student will receive full credit for make-up work, unless turned in past the deadline agreed upon with the teacher at which time the student would go to SWS. If, however, a student misses only the day a test is given, or an assignment is due, it is his or her responsibility to make up the work the first day returned.

Work or tests assigned prior to an excused absence, which fall due the date of the absence, or the following day, should be turned in or taken the day the student returns to school.

## III. UNEXCUSED ABSENCES:

Students whose absence is recorded as unexcused will not be allowed to make-up tests or quizzes missed during the period of such absence.

#### IV. EARLY DISMISSAL:

Prior approval is needed for any early dismissal. Students are to turn in early dismissal notes into the office prior to 7:50 A.M. Verbal communication from a parent or guardian may be acceptable at the discretion of administration in unusual circumstances. Any exceptions must have the permission of the Administration. For the safety of the children, all visitors, including parents, should report to the office first. Teachers will not be permitted to allow students to leave a class without notification from the office.

#### V. SIGNING IN AND OUT:

All students who arrive late or who leave before school is out must sign in or out at the main office. Those failing to do this will receive a detention as per the disciplinary policy.

#### VI. ACADEMIC CONSEQUENCES OF ABSENCES:

All high school students are required to take final exams at the end of each semester. This final is counted as ten percent of their total semester grade. For students who miss five to fourteen days the final is counted as twenty percent. Students missing fifteen days or more must pass the final exam to earn credit for the semester.

Students who miss more than eighteen days of a class will automatically fail that class being taken that year. (Exceptions will be made on an individual basis for extended illness or hospitalization).

## WEATHER RELATED/EMERGENCY CLOSING OF SCHOOL

If, for any reason, it becomes necessary to close school on short notice, parents may secure the details by listening to the television stations or the radio station, WAJR-AM (1440). The decision to close or delay school will be placed on the Monongalia County School InfoLine, which can be accessed at 296-4636, extension 7002. When there is bad weather, one of two messages will be conveyed: (1) school is closed; (2) school is delayed so many hours. If no message is aired, then one can assume that school is scheduled as usual.

Please note that Trinity Christian School follows Monongalia County School closings and delays.

## BEFORE AND AFTER-SCHOOL LIABILITY ISSUES

Due to liability for all students upon school grounds, students are not to be on the school premises prior to 7:30 a.m. or after 3:15 p.m., unless permission is granted by the school office for school-sponsored activities. When students arrive at school in the morning, they are to wait in the designated area. A fifteen minute grace period is provided after the end of the school day, at 3:00 p.m., during which parents shall pick up their child. Any parents requiring additional time to pick students up must make arrangements with the Principal. Students in grades K – 5 who are not picked up by 3:15 will go to After School Care and parents will be charged accordingly.

## DRESS CODE

## I. GENERAL STATEMENT OF PHILOSOPHY:

Proper grooming must be taught along with rules for manners and morals. TCS supports the Christian home in matters of modesty, dress, hair styles and good grooming. TCS, through its dress standards, seeks every means at its disposal to encourage its students to think and act like Christian ladies and gentlemen. Proper dress serves to give the student a distinctive appearance, encouraging Christian development and engendering school pride. It seeks to create an atmosphere conducive to learning, which has been shown to improve the learning process.

## II. STATEMENT OF BIBLICAL PRINCIPLES:

- A. Dress should reflect one's Christian walk and character. It should be clean, neat and modest (*II Tim. 2:20-25*).
- B. Dress should give an appearance that reflects the Christian mission and message (*II Cor. 5:20, I Peter 2:11*). Each individual must be mindful that the testimony of the Lord Jesus Christ is extremely important and in the eyes of the world, Christians are expected to live by a higher standard.
- C. Dress should maintain the distinction between the sexes, recognizing that masculinity and femininity are beautiful God-given gifts. (*I Peter 3:3-4, I Timothy 2:9, Deuteronomy 22:5, I Cor. 6:9,10*)
- D. One's personal appearance should contribute to one's testimony for Christ (*II Tim. 2:9, I Cor. 8:9*).
- E. Dress is one of the many ways that we fulfill God's mandate found in Ex. 33:16 ". . . so that we, I and Thy people, may be distinguished from all the other people who are upon the face of the earth." We should dress to promote Christ, not the world.

## III. STANDARD FOR DRESS AND APPEARANCE:

Clothing styles are cultural, and cultural standards are not always right or wrong. However, in a day of constantly fluctuating cultural values, minimum standards must be set which will bring honor and glory to Jesus Christ. It is TCS's desire that parents will have godly discernment in choosing their child's clothes. These standards for dress and appearance are made to assist each student's testimony at TCS. The fashion world is developing new clothing styles all the time. Christians must constantly ask before wearing any unusually styled clothing: *Is it modest, attractive, appropriate, and neat? Will it tempt others to stumble? (Rom. 14) Does it bring honor to Jesus Christ? Does it reflect a Biblical worldview?*

It is in keeping with this premise that TCS has adopted the following standards for dress which it believes allows the student sufficient room to reflect his or her individuality, but at the same time holds the student responsible and accountable to defined standards. (I Sam. 16:7; I Tim. 2:9-10; I Thess. 5:22)

## IV. DRESS CODE STANDARDS:

### *Boys*

- 1. Jeans may be worn but must be in good clean condition, not faded, and must be free of tears, holes and frayed edges.

2. Khaki style shorts may be worn in the fall and in the spring. No athletic shorts. All pants or shorts must be worn with a belt.
3. All shirts must have a collar. Turtle neck and mock turtle neck are acceptable.
4. Tennis shoes or casual dress shoes may be worn but must be in good clean condition. Sandals may be worn but must have a heel strap. No shoes with wheels allowed.
5. T-shirts will be permitted on Tuesdays only. T-shirts with Christian logos or Trinity logos only will be permitted.
6. Hair must be neatly groomed. Outlandish hair styles and/or colors are not permitted. No extreme facial hair.
7. Ear rings for young men are not allowed. Body piercings are not allowed.
8. No tattoos. If a student has an existing tattoo, it must be covered while at school or at school functions.
9. Hats are not to be worn in the building.
10. All clothing and accessories must be clean and in good condition, free of tears and frayed edges and must not be extreme in nature.

#### *Girls*

1. Jeans may be worn but must be in good clean condition, not faded, and must be free of tears, holes and frayed edges. All pant styles need to be loose fitting.
2. Khaki style shorts or capris may be worn in the fall and in the spring. No athletic shorts. Skirts and shorts must come to the top of the knee.
3. Blouses need to be loose fitting in design, fashionable but modest. Do not wear sleeveless, see-through or low cut attire exposing cleavage. Midriffs should never show. Blouses should have no logos.
4. Tennis shoes or casual dress shoes may be worn but must be in good clean condition. Sandals may be worn but must have a heel strap. No shoes with wheels. No Stiletto-style heels.
5. T-shirts will be permitted on Tuesdays only. T-shirts with Christian logos or Trinity logos only will be permitted.
6. Hair must be neatly groomed. Outlandish hair styles and/or colors are not permitted.
7. Jewelry worn in body piercing other than the earlobe is not permitted on school property, or at any school sponsored event, including athletic events. All ear piercing and ear rings must reflect modesty and not be for the purpose of drawing attention to one's self. Extreme piercings are not allowed. Body piercings are not allowed.
8. No tattoos. If a student has an existing tattoo, it must be covered while at school or at school functions.
9. Hats are not to be worn in the building.
10. All clothing and accessories must be clean and in good condition, free of tears and frayed edges and must not be extreme in nature.

*Due to certain dress fads that are representative of alternate world views, Gothic-like attire and accessories will not be permitted.*

#### V. DRESS STANDARDS AT SCHOOL EVENTS:

Students will be expected to comply with the spirit and modesty of the TCS dress code for extracurricular activities.

#### VI. VIOLATIONS:

Students who violate the dress code will be sent to the office and parents will be called. Parents will be notified to bring proper clothing. All class work missed will be considered unexcused. Multiple violations will result in progressively stronger disciplinary measures.

The school reserves the right to require conformity to both the letter and the spirit of the dress code. The administration has final authority in deciding what dress violates the law and/or the spirit of the dress code.

## SCHOOL LIFE

### CLASS PARTIES AND SCHOOL ACTIVITIES

Class parties or other class social activities that are sponsored by TCS will always be organized in the following manner: (1) obtain initial approval of principal; (2) plan with home room teacher, coach, or activities sponsor; (3) secure adequate number of chaperones; and (4) secure final approval from the principal.

### FIRE DRILLS

State law requires periodic fire drills. At the sounding of the fire alarm system, students should leave their rooms and walk single file, to the designated place, as outlined by the plan for that room. All doors and windows should be closed. Quiet **MUST** prevail during the entire procedure. Students are to stay together in their particular area outside with the teacher. Students are to remain in their group until directed otherwise by their teacher. Teachers will verify that all children under their supervision during that period are accounted for.

### GRIEVANCES OR COMPLAINTS

The procedure for handling any and all complaints at TCS is patterned after the Biblical model found in Matthew 18. Students and parents are asked to take their concerns to the source of the problem. If the matter cannot be resolved at this level, the parent or student should take the problem to the next level of authority. The order of authority at TCS is as follows: Teacher, Principal, Principal, Board.

The resolution of problems is best done when one is past the initial feelings of anger and hurt. All persons are asked to wait until they are in control of their feelings so as to be able to discuss the problem in a constructive manner. It is equally important that all parties to the problem avoid the sin of gossip by confining their discussion to those who need to know.

### GYM RULES

1. Gym shoes and attire are to be worn during gym classes and other gym activities.
2. There will be no playing in the gymnasium unless supervised by a faculty member or coach.
3. Students will remain in the gym area until the assigned physical education class is over.
4. No food or drink is allowed in the gym, except for special events or as approved by the principal.

## HONOR SOCIETY REQUIREMENTS

1. Membership in the Trinity Christian School Honor Society is based on the following criteria:
2. Students must complete a written application for membership in the Trinity Christian School Honor Society.
3. Juniors and seniors are eligible for membership.
4. Juniors with a 4.0 grade point average that meet all other requirements for membership and complete the application process are invited to join during the fall semester. Seniors with at least a 3.5 grade point average who have not previously applied for membership may also be invited to join in the fall.
5. Students are to have completed and verified a specified number of community service hours to be eligible for membership in the Trinity Christian School Honor Society. (The number of required hours will vary with the rank of the applicant, i.e., junior or senior.)
6. The administration and faculty of Trinity Christian School will review the applications. Invitations for membership will then be extended to eligible students.

## LIBRARY FINES AND MEDIA CENTER

Students will be charged \$.05 per day per book for overdue library books. All students and parents must sign an Acceptable Use Agreement to use the internet. Students will be discouraged from printing personal documents and doing excessive printing.

## LOCKERS

Lockers will be furnished to all students as they are available. No student should ever need to enter another's locker. Students should take enough books for several classes to avoid using lockers between every class. Lockers are inspected periodically and must be kept clean and neat. Only sticky tack may be used to post anything in or on the lockers. No tape may be used. Without express permission, nothing may be posted on the outside of the lockers, and anything posted inside must be morally and ethically acceptable to the administration. Food, other than sack lunches, is NOT to be kept in the lockers. The student occupying the locker is responsible for any damages done to the locker, and must use a combination lock on the locker. Lock number and combinations are to be registered with the school office. The administration reserves the right to check the lockers at anytime. **THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS FROM INDIVIDUAL LOCKERS.**

## LOST AND FOUND

The lost and found department of the school is operated from the office. After two weeks have passed and items have not been picked up, they will become the property of the school and will be disposed of. **THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.**

## LUNCH PERIOD RULES

1. All food is to be eaten in the designated area only

2. Courtesy and good manners will be practiced at all times.
3. Students are to clean the area, as directed by the teacher on duty, when concluding lunch.
4. All trash is to be placed in the trash containers and drink cans in the specially marked containers.
5. Students are expected to remain in the lunch area, unless given permission by the teacher on duty.

## MONDAY MEMOS

Each Monday, or the first school day of the week, Trinity will communicate through an electronic email and post on the TCS web site a Monday Memo which explains school events and important information for the week. Please look for this communication link as it will contain much useful information. A paper copy will be furnished upon request.

## SOCIAL CONDUCT

A student at TCS is expected to be respectful of others. This should be first shown for God, His word, and prayer. In chapel services, this respect can be displayed through reverence and an absence of talking.

Students will also show respect for authority. It is expected that every student cooperate to the utmost with the administration, faculty and staff, observing all regulations set by the school. Any disrespect shown by attitude, action, or words, will result in disciplinary action.

In view of the fact that even Christians are plagued by moral problems, Trinity Christian School discourages steady dating. Excessive attention to one person during school hours is not permitted, because it distracts from the main purpose for a student's being at Trinity Christian School. Students are to avoid bodily contact that is generally associated with the "boy friend/girl friend" relationship. Trinity Christian School reserves the right to advise and/or discipline the student with regard to any relationship which is not conducive to Christian conduct or is affecting the academic performance of the student. (This applies to all regulations regarding appearance and conduct.)

## STUDENT GOVERNMENT

A student council will function at TCS. Students seeking a position of leadership and responsibility among the student body are encouraged to run for a position on the student council. The student council acts as an advisory body, bringing student concerns and recommendations to the faculty and administration. It also provides leadership for community service and student activities. Student Body and Class officers are elected as representatives to the student council. Each grade in high school elects class officers. Nominations are taken in mid-May to fill the positions for the following academic year for Student Body Officers and in September for the class president representatives. Officers must maintain 3.0 grade point average and must show evidence of Christian leadership.

## STUDY HALL RULES

Study Hall Periods are provided as an academic aid to students. That is, their purpose is rightly seen as education rather than social or recreational. To accomplish their true purpose, study periods must be governed at all times by the following rules:

1. Students will sit in their assigned seat.
2. Students should bring all necessary books and supplies with them to the study hall.
3. Students should expect to study the full duration of the period.
4. Students may not work together unless they have received the teacher's permission to do so. They may then do so only as long as their work together is academically profitable. When communicating, students must whisper.
5. Quiet and good order must be maintained at all times to promote a good study environment.
6. In the event that a student completes all assignments, he or she may pursue some other academically rewarding, independent activity, such as reading a book or magazine.

## VISITORS

Students are welcome to invite visitors to the school; however, they must receive approval from the administration at least one day in advance. All visitors must report to the school office for a visitor's pass. Students from neighboring schools are requested to make advance arrangements for visits through the principal of the other school involved, if their school is in session. The student making a visitor's request, should take the responsibility of acquainting the visitor with the TCS standard of dress and conduct. Visitors should be prospective students or graduates of Trinity Christian School. Parents wishing to visit classes should call the school office in advance and a visitor's pass will be issued.

## STANDARDS OF DISCIPLINE

### BASICS OF DISCIPLINE POLICIES AND PROCEDURES

In recognition of the sinful nature of all human beings and the Biblical command to discipline children, TCS has established consequences for violations of its standards of conduct and other regulations. TCS believes that strong discipline is essential to a good learning environment.

### DISCIPLINE POLICY:

The purpose of the discipline policy at Trinity Christian School is:

- To apply Biblical principles in handling daily problems.
- To assist students in developing a lifestyle that is pleasing to the Lord, as they strive to become more like Him.
- To avoid behavior which may tempt a weaker brother or sister.
- To encourage in students a positive response to authority so that they will be better prepared to yield to God's will.

- To encourage students to accept responsibility for their words and actions.
- To encourage complete honesty in all matters.
- To establish a standard supporting Biblical instruction provided in the home, of which Trinity Christian School is an extension.
- To protect and build respect for the personal property of others.
- To protect and build respect for the personal rights of others.
- To protect the integrity of the individual by keeping all disciplinary actions as private as possible.
- To provide a consistent pattern of expectations to which students can respond positively.

## THE MATTHEW 18 PRINCIPLE:

The discipline at Trinity Christian School is based on the four steps indicated in *Matthew 18:15-17*.

Step 1: *“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won, your brother over.” Matt. 18:15.*

Step 2: *“But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses.” Matt. 18:16.*

Step 3: *“And if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.” Matt. 18:17b*

Those who administer discipline will strive to approach the individual in the spirit dictated by the Holy Spirit in *Galatians 6:1*, *“Brothers, if someone is caught in a sin, you who are spiritual should restore him gently. But watch yourself, or you also may be tempted.”*

Trinity Christian School recognizes that, while the Scriptures do not provide specific teaching regarding all social practices, they do advocate self-restraint in that which is harmful or offensive to others. Practices detrimental to a Christian’s character and body are not permitted, and may subject the student to immediate disciplinary action. All things should be done in accordance with *Philippians 4:8*, *“Finally brothers, whatever is pure, whatever is noble, whatever is right, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things.” (NIV)*

Students are encouraged to conduct themselves in regard to the offenses of fellow students as indicated above. Since students are under authority of their parents, parents will be notified at any time a staff member becomes involved in the knowledge of a reoccurring or serious offense involving their child.

## GENERAL RULES

No cell phones, mp3 players, cd players, ipods, electronic games, squirt guns (or anything that looks like a gun), violent toys, laser products or anything which would detract from the Christian educational atmosphere, are permitted in the school building or on the school grounds during school hours or during field trips and will be confiscated. Items confiscated will be returned only to the parents after the first offense. A second offense will

result in the principal keeping the device until the end of the school year. Special permission may be granted by a teacher for class projects, and these are to be kept in the teacher's room for the day.

No knives, guns, or any weapons are permitted on the school grounds. Exceptions for class projects must have administrative permission.

Students are not to chew gum in the building or on school premises.

Students are not to write on or deface any books, furniture, walls, or other places not specifically designated for writing purposes.

There is to be absolutely no snowball throwing.

## GRADES K – 5 DISCIPLINE

Each teacher will establish a classroom discipline plan, consistent with general school rules and standards, and will list the appropriate rewards and consequences. This plan will be visibly posted in each classroom, reviewed periodically, and included in materials sent home at the beginning of the year. Each student will become familiar with this management plan and will be expected to abide by it.

## GRADE 6 – 12 SCHOOL DETENTION

### I. ACTIONS JUSTIFYING DETENTION

Detentions will be given for infractions of school and classroom rules such as:

- Bus Discipline Referrals
- Coarse Talk
- Dress Code Violations
- Eating at Inappropriate Times/Places
- Gum Chewing
- Horseplay
- Late to Class
- Late to School
- Talking or Disrupting Class, Study Hall, or Chapel
- Violations Otherwise Detailed in this Handbook

### II. DETENTION — ALL DETENTIONS ARE TO BE SERVED AFTER SCHOOL

1. Length: Forty-five (45) minutes per detention.
2. Missed or Late to Detention: If a student is late, it is counted as though he or she missed the detention, and it will be referred to the principal.
3. Time Served: Every Tuesday and Thursday (when school is in session) from 3:15 P.M. to 4:00 P.M. Not fulfilling this responsibility could result in suspension.

### III. DETENTION — SCHOOL RESPONSIBILITY

No student will serve an after-school detention until the school has informed the home of the infraction and given twenty-four (24) hour notice. The office will track and record the accumulation of detentions.

## DETENTIONS — CONSEQUENCES OF ACCUMULATING

Accumulation of detentions is a sign of a disobedient spirit and can result in a parent/principal conference, after school detention, and possible suspension.

### AREAS FOR POSSIBLE SUSPENSION OR DISMISSAL-MORE SERIOUS AND REPEATED VIOLATIONS

1. More serious violations include (but are not limited to):
  - Cheating
  - Cutting Class
  - Fighting and causing bodily harm
  - Inappropriate Internet Use
  - Taunting
  - Disrespect
  - Misbehavior with a Substitute Teacher
  - Obscenity
  - Tobacco
  - Vandalism
2. Forged parent signature and premeditated cheating on a test or paper is *an automatic one-day suspension and a zero.*
3. The most serious violations include, but are not limited to, the following:
  - Causing bodily harm
  - Insubordination
  - Leaving School Without Permission
  - Possessing a Weapon in School
  - Use of, Possession of, Drugs or Alcohol
  - An expression of threat towards another person

These violations may lead to automatic release from school.

### PRINCIPAL'S DISCRETION

At the discretion of the Principal, continued misconduct may be dealt with at any point during a designated period of detention or suspension in the progression that follows:

1. Warning and/or consequence of the student
2. Stronger consequence and contact with parents
3. Student/principal conference or student/parent/principal conference

4. Possible suspension
5. Probation by the Principal in consultation with the principal and faculty
6. Release from program by the Board of Directors in consultation with the Principal and principal.

## SUSPENSION

### I. IN-SCHOOL SUSPENSION

From time to time it may be necessary to remove a student from participating in classes and/or other activities for a period of time. Under such circumstances a student would be assigned an area isolated from the other students, i.e., the office, a work room, etc.

### II. OUT-OF-SCHOOL SUSPENSION

1. Student Responsibilities:
  - A. The administrator may assign a project to be completed during suspension. This project is to be acceptable to the administrator before the student is allowed to return to school.
  - B. Have student-parent-administrator conference after project is completed but before returning to class.
  - C. Remain at home (or at location agreed upon by administrator and parents) during school hours on the day(s) assigned.
2. A period of counseling may be required as a portion of the corrective action.
3. A student will not be allowed to make up tests or quizzes missed during the suspension.

## PROBATION

Detention and/or violations of policies of behavioral standards can result in probationary actions.

Probation may last from several weeks to a semester and student activities will be limited during the period of probation. Positions of trust and responsibility will be relinquished for the remainder of the school year. At the end of a probation period, the student will be evaluated as to fulfilling the conditions set for the probation and will be (a) removed from probation status; (b) continue on probation status; (c) be required to receive mandated counseling; (d) be recommended to the Board of Directors for dismissal or withdrawal from Trinity Christian School.

## WITHDRAWAL AND RE-ADMITTANCE

A student who has been dismissed must re-apply and be considered for admission after a minimum of one semester from the date of dismissal.

## TRANSPORTATION

## STUDENT PARKING

### I. OBTAINING PERMISSION:

Student drivers must possess a valid driver's license, and the vehicle must be appropriately licensed and inspected. All automobiles must be registered with the school office, and must be parked in the designated student parking area and may be used only in accordance with the regulations listed below. The administration reserves the right to deny a student the privilege of driving.

### II. PARKING REGULATIONS:

- A. All cars are to be locked.
- B. No students are permitted in the parking area or cars during school hours without permission from the office.
- C. Cars are not to be used during school hours without permission of parents AND the school office.
- D. Students will respect the property rights of the school's neighbors.

## PUPIL TRANSPORTATION

In order to encourage safe, proper and acceptable student behavior in school buses, passengers will be informed of bus rules and regulations by the driver. In the event bus infractions occur, disciplinary action will be taken by the school administrator and parents notified of the infraction and action taken. Misbehavior may result in loss of bus privileges for a period of time. TCS students are expected to abide by these guidelines whether they ride buses, public transportation, or public school buses.

## TRANSPORTATION

Transportation to and from school and school functions is a parental responsibility. However, in some cases, transportation is provided by some local school districts in accordance with state transportation aid for non-public schools; by Christian Schools Inc., or by car pools.

## MEDICAL INFORMATION

### EMERGENCY MEDICAL AUTHORIZATION

All students must have a current Emergency Medical Authorization Form on file. These are distributed each year on or prior to the first day of school. They are to be completed and returned to the school immediately. If your phone number, address or place of employment should change any time during the school year, please notify the school secretary. If at any time you will be out of the city and your child is under someone else's care, the school secretary is to be notified, in writing, of this information.

### FIRST AID

The school is equipped to provide first-aid in case of minor accidents or illness. When students are ill, parents will be contacted to come and transport the student home.

## HEALTH RECORDS

In addition to immunization records, all students entering school for the first time must have a health record completed by their physician. If the student is transferring from another school system, the health examination record should be transferred from their previous school.

## IMMUNIZATIONS

State law requires that all children entering school in West Virginia for the first time, unless properly exempted, must be immunized against diphtheria, pertussis, tetanus, polio, measles, and rubella. Private physicians may not authorize requirements or exemption conflicting with those listed on this sheet. However, there may be additional valid exemptions. All enterers must have a TB test with results within 4 months of entering a WV school (PPD required if BCG previously administered).

### I. EXEMPTIONS:

DTP	Children exempted from the pertussis component must have written exemption from a physician, and must receive the DT vaccine instead.
MEASLES	Children may be exempted if the physician writes the specific medical condition that precludes the vaccine.
POLIO	Children may be exempted from the OPV if a physician writes a note with the specific medical condition, which precludes the vaccine. The doctor may not merely state the vaccine is inappropriate. In many cases IPV can be substituted.

West Virginia law does not provide an exemption for reasons of religion or conscience.

### II. OUT-OF-STATE TRANSFERS:

All enterers must have a TB test with results within 4 months of entering a WV school

DTP	Before admission, must have at least 3 doses, including one dose on or after the fourth birthday.
MEASLES	Before admission to 7 - 12, one initial MMR and one booster is required.
POLIO	Before admission, must have at least 3 doses, including one dose on or after the fourth birthday.
RUBELLA	Before admission to 7 - 12, one initial MMR and one booster is required.

Failure to meet one of the above will result in the student being excluded until such requirement is met. Parents should check with their family doctor or the school nurse if they have questions.

## MEDICATIONS

Whenever possible, the taking of medications should be scheduled so that they can be taken at home. When that is not possible, it is acceptable for them to be given by the office staff at school. NO student is to have medication in her or his possession at school without the permission of the school administrator. The following requirements must be met for your child to be given a medication at school:

1. Written request by physician/parents/guardian for all prescription and non-prescription medications that may be given at school should be on file at the school. This medical slip must be on file at the school at the beginning of the year, or as soon as the condition is diagnosed that requires medication to be given at school.
2. All medications must be sent to school in their original container, which must be properly labeled with the student's name, name of the medication, dosage of medication to be given, and time medication is to be given.
3. The school nurse will then review this information.
4. Should there be any change in the administration of the medication, notification is to be sent to the nurse in writing.
5. The school will assume no responsibility for liability in association with administration of medications at school.

## FINANCIAL POLICIES

### MONTHLY PAYMENT PLAN THROUGH FACTS TUITION MANAGEMENT

A monthly payment plan exists for those families wishing to make equal monthly payments. This payment is calculated on a 12-month basis, allowing for smaller monthly payments per family and providing the school with funding to help meet operating expenses during the summer months. Families may choose either the 5<sup>th</sup> or the 20<sup>th</sup> of each month as a tuition due date. Payments for the school year begin in July, the first month of the fiscal year, and finish with the last payment the following June.

All families choosing to make monthly tuition payments are required to enroll in FACTS Automatic Tuition Management. To enroll in FACTS, families may either complete a paper application and return it to the school for processing, or complete the online eCashier application at [www.tcsww.org](http://www.tcsww.org).

The school assumes responsibility for all fees associated with enrollment and maintenance of family FACTS accounts. An exception may occur in the event that a family requests a change in account status resulting in additional fees during the school year. In this case, the additional fees may become the responsibility of the requesting family.

If a monthly payment is missed due to insufficient funds in the account from which it is withdrawn, a late fee will be assessed by FACTS. This fee is in addition to any that may also be charged by the family's financial institution. FACTS will reattempt any missed payment on the next scheduled payment date. For example, if a payment due on July 20 is missed, it will be reattempted on August 5.

In the event that two consecutive monthly payments are missed, it is the responsibility of the family to contact the Finance Office within fourteen (14) calendar days of the second missed payment to make suitable arrangements for fulfilling the outstanding balance. Those who fail to notify the school and make arrangements for missed payments will be informed that their child(ren) may not be readmitted to school according to the specifications of this policy.

## ANNUAL TUITION PAYMENT PLAN

An annual payment plan exists for those families wishing to make one payment in full for the entire school year. Annual payment for enrolled students is due on or before July 1. This payment is equal to the full amount of tuition. *A \$50 discount will be applied to annual tuition only if the school receives payment in full by July 1.*

If the school does not receive an annual tuition payment by July 15, a late fee of \$150 will be assessed. At this point, the school will also contact the family within five (5) days to discuss an alternative payment option. If funds are not received according to the annual payment plan as of July 31, the school will require that the family enroll in FACTS and, beginning in August, proceed with automatic tuition payments on a monthly basis as outlined above.

### IN SUMMARY:

Full payment by July 1: Full Tuition Amount - \$50 discount

Full payment by July 15: Full Tuition Amount (No discount)

Full payment between July 16-July 31: Full Tuition Amount + \$150 late fee

No payment by August 1: Family must enroll in FACTS monthly payment plan.

Families with new students enrolled after July 1 who wish to pay on the annual payment plan must pay in full within two (2) weeks of notification of acceptance at TCS.

**NOTE: Those who fail to notify the school and make arrangements for missed payments will be informed that their child(ren) may not be readmitted to school according to the specifications of this policy.**

## BOOK FEES

Families may opt to include book fees in the monthly payment plan, or to pay the fees separately by July 1. Paying the fees in advance will result in a lower monthly tuition payment. All book fees under the annual payment plan will be due with the annual tuition payment on or before July 1.

## GRADUATION REQUIREMENT REGARDING FEES

Graduating seniors are required to pay all tuition and fees in full prior to receiving a diploma.

NOTE: For each payment plan, if the late period has passed and any unpaid tuition remains, the student will not be permitted to attend classes until suitable payment arrangements are approved by the Finance Committee.

ANY FAMILY HAVING FINANCIAL CIRCUMSTANCES PRECLUDING THEM FROM COMPLYING WITH THE ABOVE PAYMENT PLANS SHOULD CONSULT WITH THE FINANCE COMMITTEE.

EVERY EFFORT WILL BE MADE TO ACCOMMODATE THOSE NEEDS; HOWEVER, FULL PAYMENT WILL BE EXPECTED EVERY MONTH.

## REFUNDS

Students who enroll for the fall of the upcoming school year and then deem it necessary to withdraw prior to July 31<sup>st</sup> for the fall session will be given a full refund for the amount paid towards tuition costs for the upcoming year. There will be no refund of the registration fee.

## STUDENT WITHDRAWALS

Students withdrawing from school, regardless of the reason(s), must complete a student withdrawal form obtained from the office. Teachers affected will collect textbooks and other instructional materials loaned to the student. School records will be released only after the student's account is cleared.

If a family voluntarily withdraws for any reason, it is understood and accepted that no refund of the registration fee or book fees will be made. It is further understood that the balance of the tuition contract will be figured to the end of the semester that the child attends. Withdrawals made between Aug - Dec will be required to pay the entire 1st semester tuition. Withdrawals made between Jan - May will be required to pay the entire 2nd semester tuition. There will be no release of transcripts until the account is paid in full.

# PARENT COOPERATION

In choosing to send my child to Trinity Christian School, I agree to:

1. Support the school in its Discipline Policy.
2. Support the school in enforcing the Dress Code.
3. Give my child permission to go on all scheduled field trips.
4. Read the school's Parent/Student Handbook and the Discipline Policy and uphold the teachers and administrator in all rules and regulations.
5. Recognize the school's right to dismiss any student who does not respect its spiritual standards or cooperate in the educational process.
6. Abide by all financial agreements.
7. Respect the administrator's responsibility for placing the student in the proper grade and classroom
8. Follow the proper channels as outlined in the Matthew 18 principle if I should disagree with the actions of my school employee.

## STATEMENT OF COOPERATION

I have read and understand the policies of Trinity Christian School as stated in the Parent/Student Handbook and the Discipline Policy. I agree to cooperate with the teachers and administrators of the school.

Student's Name Printed: \_\_\_\_\_ Student Signature: \_\_\_\_\_

Parent's Name Printed: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Student's Grade: \_\_\_\_\_ Date: \_\_\_\_\_

# PUBLICITY PERMISSION

We must notify you that on occasion children may be photographed, for example, either during class parties, programs or for marketing purposes. Please check one of the following:

\_\_\_\_\_ I grant permission for Trinity Christian School to photograph and make audio and video recordings of my child.

\_\_\_\_\_ I do not grant permission for Trinity Christian School to photograph and make audio and video recordings of my child.

Periodically children may be recognized for various reasons. This might occur because the student has won an award or because they have participated in an event on or off school grounds that can, in some way, reflect TCS. Please check one of the following:

\_\_\_\_\_ I grant permission for Trinity Christian School to use my child's name and photograph in publications or newspapers.

\_\_\_\_\_ I do not grant permission for Trinity Christian School to use my child's name and photograph in publications or newspapers.

Student's Name Printed: \_\_\_\_\_ Student Signature: \_\_\_\_\_

Parent's Name Printed: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Student's Grade: \_\_\_\_\_ Date: \_\_\_\_\_

# TECHNOLOGY ACCEPTABLE USE AGREEMENT

## PHILOSOPHY AND CONSIDERATIONS

All that we do should be done for God's glory and it is our responsibility as Christians to carry out the Great Commission in the most effective ways possible using a variety of means which God has provided.(Colossians 3:17, 23; Matthew 28:19). Technology is one of the tools we can use to accomplish this goal. Additionally, technology is used to reinforce and enhance a variety of concepts taught in the classroom. Students are evangelized and disciplined through the use of various videos, software, CD's, DVD's, and tapes thus allowing the students to experience God's Word through a variety of media (Philippians 4:8-9).

Trinity Christian School has actively pursued increased access to learning opportunities through technology available to our school community. The Internet is a way to access and use information sources from distant computers, communicate and share information with individuals or groups of other students and staff, significantly expand one's knowledge base and enrich the educational experience. It is a tool for lifelong learning and only begins to open the door to many capabilities and resources that have yet to emerge.

As important as technology is to expanding the horizons of our staff and student body, the technology program we are striving to provide is also intended to develop technical proficiencies that will enable all users to employ these tools effectively and prepare our students to function competitively as they progress beyond the walls of Trinity Christian School.

## EDUCATIONAL MISSION AND GOALS OF THE SCHOOL

Our technology program is consistent with Trinity Christian School's mission statement:

Trinity Christian School recognizes that God is the absolute authority and basis for all truth. In total dependency upon Him, and desiring to work in partnership with the local church and the Christian community, Trinity seeks to assist Christian families in their Biblical responsibility to train their children to become Christ-like, and to fulfill God's purpose for their lives in the home, church, and society.

We recognize that the use of technology and the Internet carry risks which must be avoided in both home and school. Beyond avoiding inappropriate content, students must develop a critical eye in considering sources and be able to determine the legitimacy of a website. This policy is intended to ensuring these tools are used in compliance with our school's vision and mission as we assist families in their responsibility to train their children in becoming more like Christ in all that they do.

## INTERNET SECURITY AND ACCESS GOVERNANCE

Internet use is subject to compliance with the policies of Trinity Christian School.

*And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him. Colossians 3:17*

## INTERNET ACCESS

The use of the Internet as part of an educational program is a privilege, not a right, and inappropriate or unauthorized use could result in revocation or suspension of that privilege as well as other disciplinary actions. Each student who will access the Internet will be provided acceptable use training and shall have an acceptable use form, signed by a parent or legal guardian, on file. No student will use an Internet account not specifically created for him or her. Internet access will be administered and monitored by Trinity Christian School's Technology Coordinator. Teachers will also monitor the students' activities. Students must receive permission from the teachers before they may print material from the Internet. Internet access will be restricted to supervised use during normal school hours for students. Administrative staff and teachers are free to use the Internet to whatever extent the facilities and/or systems are accessible.

## DATA MANAGEMENT

Trinity Christian School will make every effort to provide students with sufficient storage capacity to facilitate the educational experience and will take appropriate steps to periodically back up electronic information stored on its server. The school cannot be held liable for the loss of information stored on any school equipment and/or storage media. The school also retains the right to limit available storage space and/or purge files as necessary. Students may use only approved removable media devices to store data.

## INTERNET FILTERING AND SUPERVISED USE

*Be very careful, then, how you live - not as unwise but as wise, making the most of every opportunity, because the days are evil. Therefore, do not be foolish, but understand what the Lord's will is. Ephesians 5:15-17*

*I will set before my eyes no vile thing. Psalm 101:3*

Trinity Christian School employs filtering technology in an attempt to prevent intentional or unintentional access to inappropriate Internet content. In addition, Trinity Christian School will oversee Internet access through adult supervision. Even though Trinity Christian School may use technical means to limit student Internet access and provide supervision, these limits do not ensure a foolproof means for enforcing the provisions of this acceptable use policy.

## RESPONSIBILITIES OF PARENTS AND GUARDIANS

*Children, obey your parents in the Lord, for this is right. Honor your father and mother - which is the first commandment with a promise - "that it may go well with you and that you may enjoy long life on the earth." Ephesians 6:1-3*

Our stewardship of the Internet at school should be reinforced with good habits at home. We encourage parents to establish rules for Internet use at home consistent with rules at school.

Inappropriate and objectionable material is often promoted through the frequent misspellings of

common site names or the registering of alternate domains such as .net or .org, registering of abandoned URL's from formerly family oriented web sites, and creating links which automatically launch other pornographic sites once one is encountered. Trinity Christian School encourages the use of filtering tools to assist in ensuring a wholesome Internet experience at home as well as at school. Placing your PC in a common room with the screen generally visible and establishing reasonable use and time limits, help ensure a positive Internet experience on the home front. Use of family Internet guides and kid safe search engines are also good places to start with your children to teach them safe surfing habits. Prioritizing legitimate homework and researching games and entertainment is also a good practice. Ultimately, exploring the Internet with your children can be a very rewarding experience.

## WEST VIRGINIA DEPARTMENT OF EDUCATION ACCEPTABLE USE

Trinity Christian School will abide by the following acceptable use guidelines as set forth by the West Virginia Department of Education's Acceptable Use Policy:

### *WEST VIRGINIA DEPARTMENT OF EDUCATION*

#### **Acceptable Use Policy 2460:**

**3.2.1** Transmission of any material in violation of any U.S. or state law or regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening, abusive, or obscene material, or material protected by trade secrets. Use for commercial activities by for-profit institutions is generally not acceptable. Use for product advertisement or political lobbying is also prohibited. Illegal activities and privacy and safety violations of the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIPA) are strictly prohibited.

## COPYRIGHT AND FAIR USE

There are many common misconceptions about the fair use doctrine for schools and libraries under the United States Copyright Law [17 U.S.C. 107 et seq.] as there tends to be a general belief that anything found on the Internet is free for the taking. This misunderstanding can put our school at risk of severe legal penalties.

Copyright protects the content of websites, although establishing a link on a website is within legal parameters. It is imperative that all users of technology understand what is prohibited and what constitutes fair use. Compliance with copyright applies to all users-including students. Students are required to respect and abide by copyright standards and fair use guidelines by using quotes and proper citations with information obtained over the Internet in all class presentations, projects, and reports.

It is difficult to make a distinction between "fair use" and copyright infringement. There are no guidelines on the specific number of words, lines, or notes that may be used without obtaining permission and acknowledgment of copyrighted material may not be considered as a substitute for obtaining permission.

The 1961 Report of the Register of Copyrights on the General Revision of the U.S. Copyright Law cites examples of activities that courts have regarded as fair use:

"quotation of excerpts in a review or criticism for purposes of illustration or comment;

quotation of short passages in a scholarly or technical work, for illustration or clarification of the author's observations; use in a parody of some of the content of the work parodied; summary of an address or article, with brief quotations, in a news report; reproduction by a library of a portion of a work to replace part of a damaged copy; reproduction by a teacher or student of a small part of a work to illustrate a lesson; reproduction of a work in legislative or judicial proceedings or reports; incidental and fortuitous reproduction, in a newsreel or broadcast, of a work located in the scene of an event being reported." The safest course is always to get permission from the copyright owner before using copyrighted material.

NOTE: A complete copy of the United States Copyright law may be viewed online at <http://www.copyright.gov/title17/circ92.pdf> A print copy is also available in our library.

## DISCLAIMERS AND LIMITATION OF LIABILITY

- Trinity Christian School staff will exercise reasonable oversight to ensure that the communication and technology resources and facilities are used in the appropriate manner.
- Trinity Christian School makes no guarantee that the functions or the services provided by or through the school will be error-free or without defect. The school will not be responsible for any damage you may suffer including, but not limited to, loss of data, loss of files, or interruptions of service.
- Trinity Christian School is not responsible for the accuracy or quality of the information attained through or stored on the system.
- Trinity Christian School will not be responsible for financial obligations arising from unauthorized use of the system.
- This policy is subject to federal, state, and local statutes. Trinity Christian School will cooperate fully with such agencies in the event of any criminal investigation.

## ACCEPTABLE AND UNACCEPTABLE USES

*Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable--if anything is excellent or praiseworthy--think about such things. Philippians 4:8*

Students are responsible for appropriate behavior when using the Internet just as they are in a classroom or hallway. Students are expected to abide by the following rules of network etiquette:

## TECHNOLOGY USERS WILL...

1. Treat all equipment with respect and use all equipment for academic purposes only.
2. Use only the assigned username and password. All usernames and passwords are to remain confidential and are not to be shared with other students.
3. Abide by all copyright laws. Materials accessed through the Internet must be properly

cited when referenced in a student research assignment or rewritten in the student's own words with the reference cited.

4. Use approved, family friendly resources and search engines.
5. Ask your teacher to change your password if you believe it is no longer private. If you've forgotten your password, report this to your teacher.
6. Be courteous to others. Research and assignments should always be given priority over other computer or Internet activities.
7. Report accidentally accessed unacceptable materials or an unacceptable Internet site to a Trinity Christian School teacher, administrator, or other school designated supervisor.

#### TECHNOLOGY USERS WILL NOT...

*Therefore, my dear friends, as you have always obeyed - not only in my presence, but now much more in my absence - continue to work out your salvation with fear and trembling, for it is God who works in you to will and to act according to his good purpose. Philippians 2:12-13*

1. View, send or access abusive, obscene or harassing materials. A good rule to follow is never view, send, or access materials that you would not want the Lord, your teachers, or your parents to see. Should you encounter such material by accident, report it to your teacher immediately.
2. Access or participate in Instant Messaging (IM), chat rooms; download or play games; download music files; or check, send or receive personal email accounts from Trinity Christian School equipment (unless prior permission is granted by a teacher).
3. Access multi-user environments such as newsgroups, blogs, and listservs unless part of a class assignment and only under the direct supervision of a teacher.
4. Give out any personal information including names, addresses, telephone numbers or credit card information pertaining to yourself or any other person, or Trinity Christian School.
5. Share your username or password with other students. Anything done in your account will be your responsibility.
6. Engage in any commercial, for-profit activities. For example, no offering of or bidding on items on any online auction (such as eBay), ordering from retail web sites, etc.
7. Download or install any commercial software, shareware, or freeware.
8. Copy other people's work or access other people's files without permission.
9. Waste school resources by printing excessively or consuming limited hard drive space or network space.
10. Use the Internet in any way that disrupts the service or its operation for others.
11. Have food or drink near computer equipment.
12. Tamper with or modify any files, software, hardware or wiring.

OTHER SPECIFIC EXAMPLES OF UNAUTHORIZED USE INCLUDE, BUT ARE NOT LIMITED TO:

- a. Executing non-educational gaming.
- b. Creating, storing, sending, or viewing pornographic or other inappropriate material.
- c. Downloading, uploading and/or executing viruses.
- d. Using e-mail user IDs other than one's own ID.
- e. Misrepresenting an individual's identity or source of communication or data.
- f. Illegally accessing or attempting to access another person's data or personal system files.
- g. Corrupting, destroying, deleting, or manipulating system data with malicious intent.
- h. Requesting that inappropriate material be transferred.
- i. "Hacking" or any other unlawful online activities.
- k. Disclosing, using, or disseminating personal information regarding minors.

## VIOLATIONS AND SANCTIONS

*But if you fail to do this, you will be sinning against the Lord; and you may be sure that your sin will find you out.* Numbers 32:23

It is our sincere hope that Trinity Christian School students will not intentionally violate this acceptable use policy. If a violation occurs, parents will be notified of the circumstances and actions taken following each offense. The following disciplinary actions will be taken for each occurrence. Tampering with computer security systems and/or applications is a serious offense and will be considered vandalism, destruction, and defacement of school property. This includes, but is not limited to, hacking and/or the uploading or creation of computer viruses.

### FIRST

Students will be given a verbal reprimand. Specific guidelines from appropriate sections of this policy will be reviewed with the student as part of this process, reaffirming their understanding of the policies for acceptable use of technology and the Internet.

### SECOND OFFENSE

Privileges will be suspended for a period to be determined by the teacher and/or Principal of the school. During such suspension, the student will be instructed using alternative lesson plans during technology-based lessons.

### THIRD OFFENSE

Depending on the severity of the offense, further discipline will be set by the Principal. Such discipline may include permanent suspension from the use of technology and/or suspension from school.

## POLICY REVIEW

This policy shall be reviewed at least annually by the Technology Committee. Recommended changes shall be presented to the school board so changes are made before each new school enrollment period. Before Internet access is granted each school year, students and parents are expected to return a signed copy of the Technology Acceptable Use Agreement form

## POLICY POSTING

Trinity Christian School's Technology Acceptable Use Policy shall be posted on its web site at [www.tcswv.org](http://www.tcswv.org) in its most current form.

# TECHNOLOGY ACCEPTABLE USE AGREEMENT

(If obtained online, please print this form. Once this form has been completed, please return a paper version to the school office.)

Student Name:

Address:

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip:

Telephone Number: (\_\_\_\_\_) \_\_\_\_\_ Grade:

I understand that the use of technology and Internet access is a privilege and will abide by the guidelines defined in the Technology Acceptable Use Policy provided by Trinity Christian School. I further understand that any violation on these guidelines, or any applicable federal or state law, is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary and/or appropriate legal action may be taken.

User Signature: \_\_\_\_\_ Date:

As the parent or guardian of this student I have read the Technology Acceptable Use Policy and understand that Internet access is for educational purposes only and that Trinity Christian School has taken reasonable precautions to eliminate inappropriate materials. I will not hold Trinity Christian School responsible for materials acquired on the Internet. I hereby give my permission for my child to have individual access to the Internet and certify the information contained on this form is correct.

Parent/Guardian's Name: (please print):

Signature: \_\_\_\_\_ Date: