



Trinity Christian School

Parent/Student Handbook

2026-2027

"Train up a child in the way he should go, and when he is old, he will not depart from it."
~ Proverbs 22:6

Comments from Dr. Stephen Cox, Superintendent

Welcome to Trinity Christian School! The information contained in this handbook is a roadmap meant to guide your journey through the 2026-2027 school year. It explains our policies and procedures as well as our expectations for parents and students. It also provides our core values, the principles that guide our decision-making process. In particular, I invite you to review our communication procedure on page 24. Communication is the key to any relationship, and we absolutely value open and honest dialogue with you as we travel this journey together.

I also want to take this opportunity to let you know a couple of things about our school. First, our role is to partner with you, parents, and your church, in the process of training your child in the way that he or she should go. Our world will be transformed as the family, the church, and the school work together in unison to raise a generation of leaders. Because of this, we are not a “student-focused” school. Rather, we are a “family-focused” school.

Second, our mission at TCS is to assist parents in providing students with a biblical worldview education, equipping them to become Christ-like leaders in their homes, churches, communities, and workplaces. Everything we do at TCS is designed to encourage your student’s ability to pursue knowledge and to be able to discern truth. Our motto of “Raising the Standard” embodies our core belief that, as a school, we are to excel in this process. As a result, TCS is a place where spiritual growth and academic excellence work in tandem. It is a place where spiritual discipline and athletic competition are embraced as tools that produce character. It is a place where spiritual gifts and artistic creativity are encouraged as expressions of diversity. In all of these things, we will challenge your student to grow in body, mind, and spirit in a way that is consistent with a biblical worldview.

Finally, know that we consider you family! We are humbled and honored by the fact that you have chosen to partner with us, and we are excited about this journey! *Our door is open...*

God Bless,
Stephen Cox

Please Take Time to Read and Review this Handbook

This handbook answers many important questions. As questions or problems arise, please schedule a time to discuss them with the appropriate personnel. Of course, it is always best to first discuss classroom situations directly with the teacher involved. This will solve most problems in the best way. (Matthew 18:15)

The TCS School Board reserves the right to change any policy or procedure at any time in its sole discretion.

School Governance

Trinity Christian School (TCS) operates under the authority of Trinity Church, Inc. Lubbock, Texas, and is a ministry of Trinity Church. The TCS School Board is the Trinity Church Elder Board.

Fundraising and the TCS Foundation

As is common in private schools, tuition money received does not cover the expense of operating the school. In fact, tuition and fees cover approximately 80% of the cost of a TCS education. This percentage is common for private schools and is considered within the range of best practices. The school receives substantial support from the church, and, in addition, to bridge the gap between tuition and the cost of the TCS Experience, TCS raises approximately \$500,000 annually for operations (the Annual Fund). All gifts are received and overseen by the TCS Foundation – a separate 501(c)(3) nonprofit organization with an independent Board of Directors.

The Annual Fund is our priority and ensures that the current standard of excellence is maintained. Therefore, TCS avoids student or parent group fundraisers as they fatigue our families with multiple asks and create competing priorities.

In addition, the Foundation's efforts include Capital Improvements and Endowment Funds. We encourage the members of the school community to share their God-given treasures to empower the school to continue carrying out its mission.

Parent Leadership Council

The Parent Leadership Council (PLC) is a parent-led council that represents all TCS families from the elementary school, middle school, and high school campuses. The council's primary function is to serve as a vehicle for communication between families and administration. It is the desire of the council to bring information from parents to administration as well as from administration to our families, opening lines of communication and promoting parental involvement, as we partner together to make TCS what God has called it to be.

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Section 1: Operating Constitution

Vision

Our vision is to see every student step into the calling that God has specifically designed for them.

To us, the phrase “step into the calling” reflects the process of students: 1) accepting Christ as their personal Lord and Savior, 2) recognizing that He has placed within them a unique identity that grounds them in His Kingdom, and 3) discovering the gifts and talents that He has placed within them to allow them to live out their identity in ways that fulfill His plans for them.

Mission

Trinity Christian School will assist parents in providing students with a biblical worldview education, equipping them to become Christ-like leaders in their homes, churches, communities, and workplaces.

Core Values

1. Bible

God’s inspired, inerrant, and infallible Word of truth that serves as the foundation for all instruction and learning. (2 Timothy 3:16; John 1:1, 14; Psalm 33:4; 119:9, 11)

TCS will:

- a. Honor and uphold God’s Word in our policies, procedures, and relationships.
- b. Have the Bible serve as the foundation for all instruction and curriculum.
- c. Promote daily study, meditation, and application of God’s Word for faculty, staff, students, and families.
- d. Model in words and actions the truth of God’s Word.
- e. Implement God’s Word as a filter for life choices.
- f. Focus on the application of God’s Word throughout the educational programs of the school.
- g. Integrate biblical truth throughout all educational programs.
- h. Develop a structured Bible curriculum at every grade level that will cause students to study and memorize God’s Word.
- i. Provide staff with training to integrate God’s Word into all they teach and do.

2. Family

The God ordained and defined foundational unit of society that is the training ground for preparing future generations to know and serve Jesus Christ. (Ephesians 6:1-4; Colossians 3:18-21; Psalm 127:3-5)

TCS will:

- a. View parents as the primary educators of their children.
- b. Uphold and esteem the biblical definition of marriage and the family.
- c. Infuse throughout the curriculum the biblical definition of marriage and the importance of the family in God’s kingdom.
- d. Help students understand and fulfill God’s command to obey and honor their parents.
- e. Hire and develop administrators, faculty, and staff who model God’s standard for the family.
- f. Develop policies and procedures that reflect the importance of the Christian family.
- g. Assist all families within the school community to live out God’s priorities for life: God, marriage relationship, children, church, work.

- h. Assist parents in fulfilling their God-given responsibilities related to educating their children by providing parent training opportunities and resources.

3. Education

Christian education is Bible-based, Christ-centered training that imparts knowledge and wisdom, equipping students to be life-long learners and enabling them to achieve their full potential in Christ. (Proverbs 22:6; Luke 6:40)

TCS will:

- a. Seek to hire highly qualified faculty and staff who are passionate about educating students from a biblical worldview framework.
- b. Develop and evaluate biblically based curriculum and methods that maintain the highest academic standards.
- c. Emphasize the redemptive work of Christ in all of its educational efforts.
- d. Provide staff with ongoing training in biblical worldview development, a biblical philosophy of education, and biblical worldview integration.
- e. Develop and maintain a comprehensive fine arts program that teaches students to express their talents in a way that glorifies God.
- f. Develop and maintain an athletic program that teaches students to compete to their fullest potential to bring glory to God.
- g. Provide the facilities and resources needed to provide all students enrolled at the school with quality, Bible-based education.
- h. Develop and maintain an academic program that is designed to meet the learning and behavioral needs of all students enrolled at the school.

4. Character

The reflection of Jesus Christ working in the life of an individual believer as evidenced by the fruit of the Spirit. (Galatians 5:22; 1 John 2:6, 4:17; Colossians 3:23)

TCS will:

- a. Hire and develop staff that model Christ-like character to students, families, and each other.
- b. Teach the nature and character of Christ found in Scripture.
- c. Provide opportunities for students to develop Christ-like character through academics, the arts, athletics, and missions.
- d. Design activities that encourage Christ-like service to others.
- e. Promote a culture of excellence defined by Christ's character - not the world's standard.
- f. Implement a school-wide student discipline system and code of conduct that is designed to develop Christ-like character.
- g. Train staff to intentionally and consistently implement the TCS student code of conduct and discipline system with the goal of developing Christ-like character in all students.
- h. Conduct all of its educational and business efforts in a manner that reflects Christ-like character.

5. Church

The church is an institution ordained by God and headed by Jesus Christ. It consists of all believers and is represented by local bodies of believers who meet on a regular basis to worship, fellowship, and study the Bible for the purpose of equipping the saints for the work of ministry. (Acts 2:42; 1 Corinthians 12; Ephesians 5:24)

TCS will:

- a. Emphasize the importance of family participation in a local church throughout the school community.

- b. Implement policies and procedures that promote family participation in the local church.
- c. Submit to the spiritual authority of Trinity Church as the school fulfills its responsibility as a ministry of Trinity Church.
- d. Require all board members, administrators, faculty, and staff to be active members of a local Christ-centered, Bible-believing church.
- e. Teach God's purpose for the church throughout its curriculum.
- f. Develop relationships with local churches in an effort to strengthen the body of Christ in the Lubbock area.

6. Leadership

With Christ as supreme example, servant leadership is selflessly utilizing one's influence to impact the lives of others for God's glory. (Matthew 20:16, 25-28; John 13:1-7)

TCS will:

- a. Hire, develop, and maintain administrators, faculty, and staff who model servant leadership in all they do.
- b. Infuse the biblical principles of servant leadership throughout its educational programs.
- c. Provide students with programs, activities, and opportunities to serve others within their sphere of influence.
- d. Encourage all staff to model servant leadership as they partner with TCS families.
- e. Emphasize the importance of missions as we develop servant leadership.

7. Discipleship

Training students to follow Christ in every area of life. (John 8:31; Matthew 28:19-20; Psalm 78:6-7)

TCS will:

- a. Hire and train staff that model discipleship in their own lives.
- b. Emphasize the importance of a personal relationship with Christ.
- c. Model and teach the importance of prayer, Bible study, worship, and service to God and others in the life of a maturing believer.
- d. Model and teach the importance of involvement in a local church in the life of a maturing believer.
- e. Encourage all employees to disciple others through building strong, Christ-like relationships.

8. Stewardship

Stewardship is the intentional and responsible management and development of all that God has provided to TCS. It is the use of time, talent, and treasure for God's profit. (Luke 16:10-13; 1 Peter 4:10-11)

TCS will:

- a. View every employee, parent, and student as a stewardship responsibility from God.
- b. Teach and train students, staff, and families on a biblical view of lifestyle stewardship.
- c. Provide, maintain, and develop facilities to meet the educational needs of TCS students and staff.
- d. Use wisely and responsibly the physical and financial resources available to TCS.
- e. Educate and equip TCS students to recognize and answer God's call on their lives.
- f. Assist parents in the ongoing Christian education of their children and the development of family values based on a biblical worldview.
- g. Hire, train, and equip staff and faculty to fulfill the mission of TCS.
- h. Foster and strengthen the relationship of TCS with the church and community.

- i. Be thankful for all Trinity Church has provided TCS and endeavor to be good stewards of shared facilities.

Kingdom Education Philosophy

These thirteen principles of Kingdom Education are taken directly from the book *Kingdom Education* by Glen Schultz (LifeWay Press, 12th printing, 2013, used with permission)

Trinity Christian School (TCS) views its role in the context of its relationships with the home and church, and this role can be characterized using biblical principles. These principles have been described as the principles of *Kingdom Education*. Kingdom Education is defined as:

The life-long, Bible-based, Christ-centered process of leading a child into a new identity with Christ, developing him/her according to his/her specific abilities given to him/her by Christ, so that a child would be empowered to live a life characterized by love, trust, and obedience to Christ.

The ultimate goal of Kingdom Education is to develop a mature disciple of Jesus Christ whose life glorifies God.

Principle 1: The education of children and youth is the primary responsibility of parents.

(Deuteronomy 6:4-9, 11:18-21; Psalm 78:1-7, 127:3; Proverbs 22:6; Malachi 2:13-16; Ephesians 6:4)

The above passages make it clear parents are responsible to God for the education or training of their children. Another way of interpreting Psalm 127:3 is children are God's homework assignments to parents. Even if parents delegate some area of their child's education to others, they are still answerable to God for what and how their children are taught.

Malachi 2 makes it clear that God desires parents to develop godly offspring. This is a very awesome task, and it takes maximum effort on the part of parents to accomplish. Our society is becoming more and more secular each day. One result of living in a secular society is the belief that the education of young people is a shared responsibility. Parents do have certain responsibilities, but so do the local, state, and federal governments. In fact, at each level of government, various branches are constantly trying to assume more and more of this responsibility.

Application

Christian parents must make sure they are assuming total responsibility for the education of their children. To achieve this goal, parents must constantly ask themselves certain questions.

- 1.1 Who or what is in control of educating my child at home? What training is being done directly by me, the parent? What influence does the media have on my child at home? Do I know what my child is seeing, hearing, or doing while at home?
- 1.2 Do I know what my child is being taught in my neighborhood? What are other parents or peers teaching my child when they are together?
- 1.3 What is my child being taught in church, Sunday school, and other church related activities?
- 1.4 What is my child learning at school? From the teachers? From the textbooks? From the curriculum? From other students? From the school's policies and procedures?
- 1.5 Parents soon realize it is a tremendous task to assume direct responsibility in each of the areas mentioned above. Therefore, it is important parents follow additional biblical principles as they endeavor to take responsibility for their child's education.

Principle 2: The education of children and youth is a 24-hours a day, 7-days a week process that continues from birth till maturity.

(Deuteronomy 6:7, 11:19; Proverbs 22:6)

A high percentage of Christian parents have heard and even memorized Proverbs 22:6. We want to claim this as a promise that will assure us that our children will eventually walk with the Lord if we give them some training from a biblical perspective in early life. However, most of us fail to comprehend how intense this training needs to be. The concept communicated in this phrase “train up a child” is this is a continual process that starts at birth. “When he is old” tells us this process does not end until the individual reaches maturity.

God gives us instruction as to the intensity that this process must have in Deuteronomy 6 when He states that parents must teach their children “diligently.” It is to be a highly concentrated effort. This effort must be consistent and takes place,

1. When our children get up in the morning.
2. When they are at home and around the house.
3. When they are away from the house.
4. When they lie down to go to sleep.

The only time we should not be diligently teaching our children the things of God is when they are asleep.

Application

Another set of questions must be answered by Christian parents to see if they are following this principle of Kingdom Education:

- 2.1 What am I doing to diligently teach my child the things of God when he awakens each day?
- 2.2 How am I diligently teaching my child God’s ways while he is at home?
- 2.3 Is my child being taught God’s truth in all of his activities he is involved in away from home? This must be answered as it relates to his schooling, recreational activities, and even any work in which he may be involved.
- 2.4 What am I doing to reinforce God’s Word in my child when he finishes each day and goes to bed?

Principle 3: The education of children and youth must have as its primary goals the salvation of and discipleship of the next generation.

(Psalm 78:6-7; Matthew 28:19-20)

Philip May in his book *Which Way to Educate* compares today’s educator to the field general who has become so involved in the details and strategies of the immediate battle he has lost sight of the overall strategy of the war or has actually forgotten why it is being fought. Christian parents must never forget the only goal with true meaning for why we educate our children is for them to know Jesus Christ as their personal Savior.

If our children become National Merit scholars and do not know Christ, what have we achieved of lasting value? Christ told His disciples that He wanted them to make disciples, and this happened when a person received a new identity in Christ and was empowered into a lifelong relationship with Christ characterized by love, trust, and obedience.

As we assume our responsibilities to diligently teach our children God's ways, and we do this all day long, we must always strive to see them follow Christ in all they do. In fact, we can know that we have been successful in this task when we see our children and our grandchildren teach their children to know God and keep His commandments.

Application

Christians must develop a single-minded focus for the purpose behind the education of their children. This purpose is to see their children become mature followers of Christ. As we ask ourselves certain questions, we can evaluate how well we are doing in practicing this principle.

- 3.1 Am I consistently sharing the gospel with my children?
- 3.2 Am I a mature disciple of Christ where my life is characterized by love, trust, and obedience to Him?
- 3.3 Do all the educational efforts I provide my child, both at and away from home, point my child to Christ and help him follow Christ? (You must keep in mind this must be applied to all a child does, i.e., music, movies, recreation, schooling, etc.)

Principle 4: The education of children and youth must be based on God's Word as absolute truth.

(Matthew 24:35; Psalm 119)

Man is constantly searching for truth. Life has no meaning apart from truth. When Pilate was trying to make sense out of the dilemma he was facing concerning Jesus, he asked Jesus, "What is truth?" We are living in a society that declares truth is determined only by experience. It has been redefined as anything that is "legally accurate." God's Word is eternal and, therefore, is man's only source of truth. This means everything man studies must be scrutinized through the lens of Scripture. This is the only way we can find true knowledge that will lead us to wisdom.

When God's Word is removed from any facet of education, that education becomes mere human indoctrination. It will always evolve into empty philosophies that spoil and deceive because it will follow after traditions of man and the rudiments of the world rather than after Christ. Whatever we teach children and youth must be based on the absolute truth found in God's Word.

Application

It is extremely important for Christian parents to evaluate everything that is being taught to their children according to God's Word. Several questions must be answered as we strive to fulfill this principle.

- 4.1 Do we, as parents, know God's Word and are growing in this knowledge by daily studying and meditating on it?
- 4.2 Is what we are teaching our children at home, both in words and actions, founded on the truth of God's Word?
- 4.3 Do we, as parents, know what is being taught to our children through the media, entertainment, recreation, church, Sunday school, and school?
- 4.4 Is everything that is being taught to our children outside the home grounded in the Word of God? This applies to church, school, and other activities.

Principle 5: The education of children and youth must hold Christ as preeminent in all life.

(Colossians 2:3, 6-10)

Because of the sacrifice on the cross Christ made on behalf of all men and in humble obedience to His Father, His name has been exalted above all other names. In fact, the Bible states Jesus not only created everything but everything was created for Him.

Christ is to be preeminent in everything - period. Even the education of our children and youth must be centered on Christ. By doing this, it will lead us to the goal of seeing our children living a personal intimate love relationship with Jesus. Christ must be at the center or heart of all we teach our children.

In the 1600's, John Milton wrote, "The end of all learning is to repair the ruins of our first parents, by regaining to know God alright, and out of that knowledge to love Him, to imitate Him, to be like Him."

Application

Have we lost our first love like the church at Ephesus did according to Revelation 2? Certain questions can help us evaluate whether Christ is preeminent in our lives and in the education of our children and youth.

- 5.1 Would our children know that Christ is our first love by our actions concerning: How do we live at home? Our church attendance and involvement? Our stewardship of our lives including our time, talent, and treasure? How and what do we tell our children to do?
- 5.2 Is Christ the preeminent focus of our church as it relates to training our children? This would relate to our church's worship, Sunday school, and other activities.
- 5.3 Is Christ the center of our children's schooling?
- 5.4 Are our family's activities things in which Christ would be comfortable and welcome?

Principle 6: The education of children and youth must not hinder the spiritual and moral development of the next generation.

(Matthew 18:6, 19:13-14; Mark 10:13-16; Luke 18:15-17)

Jesus showed a special love for children throughout His earthly ministry. When the disciples tried to keep children from getting too close to Jesus, He rebuked them very firmly. It was in this context Jesus made the statement about the seriousness of offending a young person as noted in the passages above.

Sometimes we think of offending children only by means of physical abuse. We forget the anything that hinders their moral and spiritual development is the epitome of child abuse.

Application

The big question we must answer concerning the education of our children and youth is simply: "Are our children being taught anything that will draw them away from Jesus?" This must be applied to anything and everything that we are teaching them or allowing others to teach them at home, church, school, or in the community. This becomes a huge issue when we apply it to who their friends are, what they listen to, see, or read; or what they are being taught in school.

Principle 7: The education of children and youth, if and when delegated to others by parents, must be done by teachers chosen with utmost care to ensure that they follow these principles.

(Exodus 18:21; 1 Samuel 1:27-28, 3:1-10)

The task of raising children is awesome. It is becoming increasingly more demanding with each passing day. Every parent will in some way delegate some of the responsibility to others to properly educate his/her children. This happens when we take them to church, allow them to go on the internet, or send them to school.

When Moses was trying to educate the children of Israel to know and follow God, Jethro told him he better delegate some of the tasks to others if he was going to survive. However, Jethro warned Moses to be extremely careful in the character of the person to whom he would delegate any portion of this responsibility. In essence, each person had to “fear God, love truth, and hate covetousness.”

Application

Consider who you are allowing to help you in educating your children. Make a list of every person and/or institution, organization, etc., who is teaching your children about any aspect of life. Then ask this question of each one:

- 7.1 Does each one fear God, love truth, and hate covetousness?
- 7.2 What can you do to ensure that these types of people are the only ones that you allow to help you educate your children?

It is true that we cannot control this in every situation. However, this principle can and must be applied in the major areas of life where our children are receiving training.

Principle 8: The education of children and youth results in the formation of a belief system or worldview that will be patterned after the belief system or worldview of the person’s teachers.

(Luke 6:40)

Every person has a worldview or an underlying belief system that drives his/her attitudes and actions in life. There are two possible worldviews one can hold - a God-centered worldview or a man-centered worldview. One’s worldview is primarily determined by the worldview of one’s teacher(s).

Everyone who teaches others influences them in three ways. They influence them by their content, what they say; by their communication, how they say it; and by their conduct, how they live. No one can teach out of a philosophical vacuum. Their beliefs and values will come out, and these will help shape the beliefs and values of those whom they teach.

George Barna claims that only 7-8% of today’s Christians have a biblical understanding of life. Following this principle would cause us to conclude that today’s Christians have been educated by a majority of people (influences) who did not possess a God-centered worldview.

Application

Ask yourself the following questions:

- 8.1 Do I have a God-centered worldview? Do I think and act from a biblical perspective of life?
- 8.2 What type of worldview is my child receiving and seeing in our home, in our church, and in his school?
- 8.3 What type of worldview is being presented in the music my children listen to? In the media he is seeing and reading? In the textbooks he is studying?

Principle 9: The education of children and youth must lead to true wisdom by connecting all knowledge to a biblical worldview frame of reference.

(Proverbs 4:5, 7, 9-10; Psalm 19:1; Romans 1:20; Colossians 2:3)

Nancy Pearcey in her book *Total Truth* states, “We must begin by being utterly convinced that there is a biblical perspective on everything - not just on spiritual matters. The fear of some ‘god’ is the beginning of every proposed system of knowledge.... God is the sole source of the entire created order. No other gods compete with Him; no natural forces exist on their own; nothing receives its nature or existence from another source. Thus His Word, or laws, or creation ordinances give the world its order and structure.... There is no philosophically or spiritually neutral subject matter” (5).

God created the entire universe - including every fact found in every subject one studies. Scripture makes it clear God reveals His very character and nature to us through our understanding of His created world. The education we provide our children must not merely give our children knowledge but must lead to true wisdom and understanding by causing children to see the God-intended meaning found in everything they learn.

If any part of our children’s education is presented as if it is spiritually neutral, it results in causing our children to think God is irrelevant to some aspects of life. This will lead to them dividing their lives into two compartments - the secular and the sacred.

Application

Ask yourself these questions.

- 9.1 Do I believe there is some knowledge that is spiritually neutral?
- 9.2 Have I developed a biblical frame of reference (worldview) that causes me to interpret the meaning of all knowledge and every aspect of life with its God-intended meaning?
- 9.3 Does the education my children receive at home, church, and school require them to submit their minds to God, and does it lead them to interpret every aspect of creation in the light of His Word?

Principle 10: The education of children and youth must have a view of the future that includes the eternal perspective.

(Colossians 3:1-2, 3:23-24; Matthew 6:19-20; 2 Timothy 4:6-8; Acts 20:24; Hebrews 11:13)

God places a two-fold calling on every child’s life. The first and most important call on a child’s life is an eternal call. It is God’s desire that each child come to know Jesus Christ as his personal Lord and Savior. The second call is a temporal call. This involves God’s call for a person to live a life of service to Christ while here on earth.

The education of children and youth must not only prepare them for a life of service here but also to stand before God for eternity. This eternal perspective must be part of the entire educational process. It is very natural to focus only on this temporal life when it comes to education. But if this is the only focus of education, then individual success will be measured in temporal, financial achievement. Financial success is the dominant goal of secular education today.

Application

Ask yourself these questions.

- 10.1 Why do I want my child to have a good education?
- 10.2 How does my life reflect an eternal perspective as I live it before my children?
- 10.3 How is the eternal perspective seen in the teaching of my children that takes place in my home, the church, and the school?
- 10.4 Do I want my children to get a good job and have a comfortable lifestyle more than I want God to use them in any way He sees fit?

Principle 11: The education of children and youth must have as its primary focus the increase in the knowledge of God.

(John 17:3; Romans 1:20; Colossians 1:9-10)

The desire to learn, to gain a deeper understanding about the world around us, and to explore unknown frontiers stems from an inherent longing within us to know our Creator. All of creation speaks of His goodness and His creativity.

As a result, it is vital for educators to explicitly recognize and emphasize the linkage between intellectual curiosity and spiritual growth. We do not live in a spiritual vacuum, and there is no such thing as a divide between the secular and sacred. All learning is learning about our God and His amazing ability to create order in the physical world. In addition, our ability to recognize and appreciate the beauty in nature and in the arts links us deeper to the spiritual reality behind creation.

Application

Ask yourself these questions:

- 11.1 What about education am I emphasizing to my children?
- 11.2 What is the real purpose of education?
- 11.3 How am I modeling a life dedicated to learning about my Creator?
- 11.4 How am I training my child to recognize that there is no place for strictly secular activity? All we are, and all we have, is in service to Him.

Principle 12: The education of children and youth results in performing work in fulfillment of God's will for their lives.

(Genesis 1:26; Matthew 6:10; Proverbs 3:5-6; Proverbs 22:6)

Because the primary focus of education is an increase in the knowledge of God, the fruit of education is a desire to fulfill His commandments and view one's life and calling within the context of His eternal kingdom. All of life, and especially one's vocation, is a platform for displaying and extending the gospel message to all.

Part of a Kingdom perspective is the recognition that there is no divide between the secular and the sacred. All of life (church, family, school, work, etc.) is surrendered to His purposes. The dedicated life of a teacher, or a banker, is every bit as important to the Kingdom as the life of a Pastor.

Application

Ask yourself these questions:

- 12.1 How am I demonstrating consistency in my approach to work and family?
- 12.2 What am I communicating to my children about the purpose of work?
- 12.3 How am I encouraging my children to discover God's calling on his or her life?

Principle 13: The education of children and youth must be characterized by the pursuit of biblical excellence based on godly character resulting in competent performance for God's glory.

(2 Corinthians 8:7, 10:12; 1 Timothy 6:11; Ecclesiastes 9:10; Colossians 3:23)

The standard of excellence for a Christian lies within the example of Christ - not within the ability to outperform or appear better than any other agent of creation (especially our so-called competitors). Competitive endeavors (whether in sports, academics, or the arts) are powerful tools for discipleship. However, a primary emphasis within those arenas must be that students primarily perform for an "audience of One."

Learning to measure one's performance relative to God's calling and expectation frees one from the bondage of comparison and allows one to avoid overconfidence. So much of society is centered on the notion of competition and comparison (especially true since the advent of social media), and the impacts of this fact are starting to be evident in the psychological health of our children. The Kingdom perspective emphasizes the power of grace to cover inadequacies and sin while also reminding us of the holiness of our Creator.

Application

Ask yourself these questions:

- 13.1 Am I emphasizing winning at all costs?
- 13.2 What am I communicating to my children about the purpose of sports?
- 13.3 How am I training my child to avoid unhealthy comparisons?

Portrait of a Graduate

All schools endeavor to impart into students a rigorous academic foundation that will serve them well as they graduate to the next stage in life. However, given the above description of our mission, core values, operating principles, and underlying philosophy, it should be apparent that TCS views its students first from an eternal perspective that values discipleship and absolute truth. Thus, the development of a rigorous academic foundation is a vital component of what we do, but it is not our ultimate goal. Rather, our ultimate goal is to develop mature disciples of Jesus Christ whose lives glorify God. As mature disciples, they will have the foundational wisdom and character necessary to view their rigorous academic (and physical) training as a platform for furthering Kingdom purposes.

Students will graduate from TCS with the following desired outcomes. They will:

1. Walk in a healthy, growing relationship with Jesus Christ. All graduates will have personally accepted Christ as both Lord and Savior and will consistently exhibit Godly character, which is the reflection of Jesus Christ working in the life of an individual believer as evidenced by the fruit of the Spirit (Galatians 5:22). They will commit to personal devotion time; will meet regularly with a local body of believers for worship, fellowship, and Bible study; and will view their lives in the context of establishing God's kingdom on earth.
2. Endeavor to become Christ-like leaders. Graduates will seek to utilize their influence as Christian citizens to impact the lives of others for God's glory (Matthew 20:16) nity21!
3. and will integrate this pursuit as they serve their homes, churches, communities, and workplaces.
4. Understand that wisdom begins with the fear and respect of God. Graduates will recognize God's Word as the basis for absolute truth and as the foundation for all instruction and learning. They

will view the totality of life through a biblical worldview and be prepared to base their thoughts and ideas on absolute truth. They will be ready to communicate a defense for the hope they profess. (1 Peter 3:15)

5. Embrace a strong work ethic that is founded on an eternal perspective (Colossians 3:23). Graduates will be diligent and hard-working and will devote themselves to kingdom work through intentional and responsible management and development of their time, talent, and treasure. Graduates will view their pursuit of a career as the process of discovering God's calling on their lives and will seek to please Him above all else.
6. Become life-long learners who strive to achieve a clear understanding of God's creation (Proverbs 22:6). Graduates will exhibit creative and critical thinking skills and will appreciate intellectual rigor, demonstrating proficiency in a variety of academic disciplines. They will have the necessary academic training to allow them to excel in post-secondary pursuits, including higher education, missions, and ministry.

Portrait of an Employee

To be successful, any school must have teachers who are highly qualified, who are skilled at a variety of pedagogic methods, and who demonstrate a detailed knowledge of how to manage a classroom setting. In addition, they must have coaches who understand their sport(s) at a deep level and are skilled at calling athletes to accomplish more than they thought possible. Similarly, staff members must exhibit a servant's heart and be proficient at helping run an efficient school office. At TCS, however, we believe our employees are called to a higher standard. Their behavior is characterized by being: Christ-like, humble, diligent, kind, prayerful, intellectually curious, and faithful.

Furthermore, in order to succeed, TCS must rely on employees that fully embrace its mission, core values, and philosophy of education. Specifically, TCS employees:

1. Will walk in a healthy, growing relationship with Jesus Christ. All employees will have personally accepted Christ as both Lord and Savior and will consistently exhibit godly character, which is the reflection of Jesus Christ working in the life of an individual believer as evidenced by the fruit of the Spirit (Galatians 5:22). They are committed to personal devotion time, meet regularly with a local body of believers for worship, fellowship, and Bible study, and view their lives in the context of establishing God's kingdom on earth.
2. Will endeavor to become Christ-like leaders. The highest aim of a TCS employee is to impart kingdom principles into the hearts of students. As a result, employees seek to utilize their influence as Christian role models to impact the lives of students for God's glory (Matthew 20:16). They recognize and embrace the fact that their job, their teaching field, and/or their coaching activities are ALL platforms for student discipleship. They mentor students with the goal of seeing those students become more Christ-like.
3. Understand the importance of spiritual authority and strive to demonstrate godly character in their response to authority (Hebrews 13:17). TCS employees honor those in authority, are motivated by an attitude to serve TCS, and focus on solving problems. When conflict arises, TCS employees are committed to following the principles laid out in Matthew 18 to resolve conflict in a God-honoring manner.
4. Are lifelong learners. Teachers, coaches, and staff must: a) be able to think critically and conceptually; b) be creative; and c) be devoted to intellectual development. This is true within their specific teaching or coaching field as well as within the broader context of the TCS mission. All TCS employees recognize that they consistently are discovering solutions to problems their

supervisors do not know exist. As such, they bring solutions and are committed to helping TCS more effectively fulfill its mission.

5. Are committed to the TCS constitution. They own the TCS culture, embrace its mission, and are committed to seeing the core values driven deep into the organization. They seek to see the TCS operating principles become a reality in all aspects of the school's operation.

Section 2: Foundational Beliefs

Statement on Marriage, Gender, and Sexuality

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

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

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

We believe in order to preserve the function and integrity of TCS as a local Body of Christ, and to provide a biblical role model to TCS students, families, and the community, it is imperative that all persons employed by TCS in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22).

We believe God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11). We believe every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of TCS or Trinity Church.

Statement of Doctrinal Belief

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God. (2 Timothy 3:15; 2 Peter 1:21)
2. We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. (Genesis 1:1; Matthew 28:19; John 10:30)
3. We believe in the deity of our Lord Jesus Christ (John 10:33); in His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); in His sinless life (Hebrews 4:15, 7:26); in His miracles (John 2:11); in His vicarious and atoning death through His shed blood (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); in His bodily resurrection (John 11:25; 1 Corinthians 15:4); in His ascension to the right hand of the Father (Mark 16:19); and in His personal return in power and glory (Acts 1:11; Revelation 19:11).
4. We believe salvation is only by faith in the finished work of Jesus Christ through His death on the cross. There is no other way to be saved. (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5)
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation. (John 5:28-29)
6. We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28)
7. We believe in the present ministry of the Holy Spirit by the indwelling of Christians, enabling them to live godly lives. (Romans 8:13-14; 1 Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18)

8. We believe in the beginning God created mankind in His image, and man is not in any sense the product of evolution. Mankind was originally created with the ability to live perfectly for God's glory. (Genesis 1:27, 31)
9. We believe Adam, the first man, sinned by disobedience. This act resulted in the fall of all mankind; therefore, all people have sinned and lost their ability to live for the glory of God. Every person's sin incurs both a physical and spiritual death until there is forgiveness and salvation by the grace of God. (Genesis 2:1-24; Romans 3:10-23, 5:12-21, 6:23)
10. We believe the church is the body of Christ and the family of God. It is made up of saved and baptized believers, who regularly join together for worship, fellowship, and ministry. (Matthew 16:18; 1 Corinthians 12:12-14; Hebrews 10:25)
11. We believe it is the responsibility and privilege of every Christian to proclaim the good news of Jesus Christ and to seek to make growing disciples. (Matthew 28:18-20; Acts 1:8)

In addition to these important beliefs, we also believe God has given the parents and the home the responsibility to bring up their children in the nurture and admonition of the Lord. (Ephesians 6:4; Proverbs 22:6)

We believe a consistent and whole education will occur when home, church, and school work closely together and are in agreement on the basic concepts of life.

Parent/Guardian Statement of Support

1. We have received and read the "Statement of Doctrinal Beliefs" of the School and are willing to have our child educated in accordance with them.
2. We will regularly and earnestly pray for Trinity Christian School (TCS).
3. We will worship the Lord regularly at a Bible-believing church.
4. We will fully cooperate in the educational activities of TCS by doing our best to make Christian education effective in the life of our child.
5. We will require our child to support the spiritual activities of the TCS (chapel, Bible classes, Scripture memory, etc.).
6. We will pay all of our financial obligations to TCS on or before the date due. If we are ever unable to do so, we will notify the TCS Business Office, giving a reasonable explanation for the delay and stating when payment will be made.
7. We understand TCS has full discretion in the discipline of our child in accordance with the "discipline policy" as published in the Parent/Student Handbook.
8. We understand TCS reserves the right to place our child in the appropriate grade level and designate the appropriate teacher(s).
9. We understand TCS reserves the right to dismiss our child when we or our child does not cooperate with the policies of TCS.
10. We will volunteer for duties and responsibilities for TCS as opportunities arise and God provides the time and strength.
11. We will be faithful to attend parent functions at TCS as best we can.
12. If we become dissatisfied with TCS in any way, we will strive to resolve the matter with the person(s) involved as privately and lovingly as possible, rather than spreading criticism and negativism, (Matthew 5:23-24, 18:15-17).
13. We will seek to support and advance TCS in every area possible - spiritually, academically, physically, and financially.

14. We understand and agree that TCS shall have the right to perform a background review on us if we choose to volunteer in the classroom and shall have the right to perform a motor vehicle records review if we volunteer to transport students.

As the legal representatives of our child, we covenant to support the TCS in its efforts at Christian education. We agree it is our responsibility to strive diligently toward the observance of the "Parent/Guardian Statement of Support" as God enables us by the power of the Holy Spirit. If for some reason, we become dissatisfied, we promise to handle the matter as privately and lovingly as possible. If support or resolution cannot be reached, we recognize it is our responsibility to leave the TCS and seek a school in alignment with our personal convictions.

TCS covenants to provide the best it can for all students in the way of facilities, curriculum, faculty, athletics, social functions, and instruction. TCS further pledges to do all possible to support your home in growing every student in the nurture and admonition of the Lord.

Together, as a school and as parents/guardians, we pledge to submit our lives to one another and to the final authority of the Word of God.

Culture of Honor

Honoring God

It is through an eternal perspective that one submits his or her attitude, rights, and self to God and a cause that transcends self.

- We have an eternal mindset, versus a temporary, earthly mindset at all times.
- We possess a constant attitude of gratefulness.
- We are focused on being others-centered, selfless servants.
- We recognize that our transcendent cause is more important than our personal agenda.

Honoring Facilities

The environment, and in particular the school's facilities, are to be maintained with the utmost care and respect. This stewardship principle carries over to all areas of one's life.

- We never leave a place on campus until it is clean.
- We stop to pick up trash whenever we see it.
- TCS property is treated with respect; therefore, we do not do anything that could potentially leave damage to the grounds, facilities, or contents therein.

Honoring People

All people deserve to be treated with respect and dignity. Everyone has value; therefore, our focus should be on serving and respecting others.

- We treat all people with respect, compassion, and dignity.
- We recognize that simple actions such as a smile, friendly greeting, handshake, and eye contact demonstrate respect, care, and being others-centered.

Honoring Kingdom Education

Embrace biblical truth, strive for academic excellence, and model Christ-like leadership to influence homes, churches, and communities for Christ.

- Partnership with family and church is vital
- Embracing biblical truth is more than 'knowledge.'
- Striving for academic excellence requires honesty, integrity, and rigor.
- Modeling Christ-like servant leadership requires consistent attention to the community at stake.

Honoring School Activities

Active participation in the life and culture of the school's programs is encouraged. Participation is a privilege, and it is an honor to 'wear the TCS jersey.' Supporting other participants models our others-centered focus. Through participation and support, we are ambassadors for the Lord.

- Support programs by demonstrating respect for them and participating.
- Support one another by attending school events.

Section 3: All School Policies and Procedures

Parenting Policy

Parenting is a hallmark of TCS, a concept that has been foundational since the inception of the school. TCS was founded on the premise that parents are the child's primary educators and should be involved in the child's ongoing education; thus, TCS requires parental involvement in our school. **Enrollment for the following school year is contingent upon completion of the parent participation requirements (parenting classes and classroom observation).**

TCS believes that the Word of God clearly teaches that the only legitimate marriage is the joining of one man and one woman (Genesis 2:24; Romans 7:2; 1 Corinthians 7:10; Ephesians 5:22-23). The Word of God is clear that parents are to be the primary educators and role models for their children (Deuteronomy 6:6-7). God established the family as the first institution in human relationship and commanded fathers to teach His precepts to their children (Genesis 18:19). Therefore, parents are to teach and model for their children not only God's rules and precepts but also His heart and mind.

Parent Participation

Parenting Classes

Parenting classes are an educational opportunity for parents to explore a variety of issues facing today's family. Many parenting class opportunities are available each month. Each parent must attend four parenting classes per school year. **(Record of your attendance via a sign in sheet or scanning a QR code will serve as confirmation of completion of your parenting class requirement.)**

Parents new to TCS must attend the following classes in their first year of student enrollment. This is our New Parent Track..

- Kingdom Education and Biblical Worldview
- Discipline and Discipleship
- Parenting an Athlete
- Marriage and Family

Additional parenting courses will be offered. Parents who have attended the courses in the New Parent Track may attend any four courses to meet their parenting requirements.

Classroom Observation

Observing your child in a classroom setting provides helpful insight into your child's school world. Each parent must observe your child in the classroom for one hour each semester. The required hour of observation per semester may be shared between multiple children. (Attending a class party, special event, chapel, or athletic event does not fulfill the classroom observation requirement.)

Parents may begin observing the 3rd week of school. The earlier in the year you observe, the more beneficial it will be for your child as it provides the opportunity for you to share in their school world. It will also inform your conversation with your child's teacher. **The fall semester observation deadline is November 30th. The spring semester observation deadline is April 30th. Classroom observation sign in sheets are located in the school offices of each campus. Record of your attendance will serve as confirmation of completion of your classroom observation requirement.**

Here are some things to be mindful of when observing your child.

- The teacher will direct you to an appropriate location for your observation.
- There should be little or no conversation with other observers, the students, or the teacher.
- Do not use your cell phone during the observation.
- Siblings are not allowed to attend the observation.

Here are some things to look for during classroom observations.

- How does your child respond to his/her teacher?
- How does your child interact with other students?
- How does your child engage in what they are learning?
- How can you better help your child with his/her school world?

All Parent Orientation

Parents whose children are enrolled in TCS are required to attend the Parent Orientation each year. It is held in the Trinity Church Sanctuary on the day of the Back to School Fair. This meeting includes information about the handbook, master calendar, parenting, introduction of staff, and other pertinent information.

New Parent Orientation

Parents whose children are newly enrolled in TCS are required to attend a meeting with the principal. Both parents must attend unless it is a single-parent home. The philosophy of TCS, discipline, required parent participation, and the communication procedure will be included in the meeting.

How to Address Conflict

Conflict resolution from a Christian perspective is deeply rooted in biblical principles that emphasize love, forgiveness, and reconciliation. Matthew 18 provides a framework for addressing interpersonal conflicts within the church community and emphasizes the importance of addressing conflicts directly and privately, with the goal of reconciliation and restoration of relationships.

TCS provides the following guidelines as we actively seek peace and resolve conflicts in a manner that reflects God's character, fosters healing and restoration, and promotes unity within the body of Christ and beyond.

If a problem arises with your child's teacher, please go directly to the teacher first. Many problems arise as a consequence of misunderstanding and can be addressed easily and promptly. If the matter remains unresolved, it should then be taken to the principal. Upon request, unresolved matters may then be appealed to the superintendent who has final review within the school. It is very important that the chain of authority be followed in such cases.

If you have a general complaint:

1. **Express it promptly.** Keeping it to yourself can cause ill feelings and friction which decreases our effectiveness as Christians. Jesus says we cannot properly worship or serve God if there is a disagreement between ourselves and someone else (Matthew 5:23-24).
2. **Tell it to the right person.** Complaints about school policy or operations should be expressed directly to the school principal. Complaints against specific individuals should be expressed first to the individual in question and should be expressed to the principal only if you cannot work it out between yourselves, or if you feel the principal should know about it.

3. **Express it clearly.** Make sure the person you are expressing your complaint to knows all the details of the situation, exactly what you are complaining about, and why. Misunderstanding of complaints can lead to further problems and needless hard feelings.
4. **Don't broadcast it.** Express your complaint only to the person who should hear it and refrain from posting it on social media. Unnecessary worry, harm, and hard feelings result when problems and dissatisfactions are expressed to persons other than those directly involved with the problem, and an impression of disharmony is presented.
5. **Pray about it.** Ask God to help you make your complaint in such a way that it will result in the betterment of our school (Ephesians 4:1-3; Colossians 3:12-13). Pray about it!

If you overhear or are told a complaint, please direct the complaint to the appropriate person. Express it promptly to the person who should hear it, and only him/her (Ephesians 4:1-3; Colossians 3:12-13).

24/7 Policy

Twenty-four hours a day, seven days a week, everyone is challenged to honor Christ. TCS requires students to honor these standards on and off campus, which upholds our highest commitment to biblical principles.

Character and moral absolutes do not stop when TCS's students are dismissed at the end of the school day. TCS has been, and always will be, concerned about the behavior of students both on and off campus. In no way does TCS want to usurp the parental authority or create a legalistic atmosphere; TCS simply wants to be a school that unapologetically advances biblical standards, moral absolutes, and a personal commitment to our Savior and Lord. TCS wants our students to internalize these biblical principles. Therefore, a TCS student agrees:

1. that he/she has or is in pursuit of a personal relationship with Jesus Christ.
2. to regularly pursue opportunities to grow in spirit and in truth.
3. to strive for excellence as a student in all he/she says and does.
4. to keep the guiding principles of the school and be a good steward of those things the school provides that enhance the learning experience.
5. to obey the Bible in speech and conduct.
6. to respect and cooperate with those in authority at TCS.
7. to abstain from alcohol, drugs, tobacco, and vaping liquids/electronic cigarettes.
8. to abstain from cursing, sexual immorality, dissension, and cheating.
9. to maintain a lifestyle based on biblical standards of moral conduct. The student understands that moral misconduct includes, but is not limited to, sexual immorality, any violation of the unique roles of male and female, cheating, lying, and stealing.
10. to cultivate good social relationships with his/her peers and teachers, making sure to treat others with consideration and courtesy. This includes, but is not limited to, the use of social media such as texting, Snapchat, Instagram, TikTok, BeReal, etc.
11. to the dress code that has been set by TCS, as stated in the Parent/Student Handbook.
12. to submit to the discipline policy of TCS, as stated in the Parent/Student Handbook.

A TCS student understands that once he/she enrolls at TCS, he/she is part of the TCS family wherever he/she is. Therefore, a TCS student agrees to abstain from behavior, both on and off campus, which would dishonor Jesus Christ, TCS, the church, his/her family, and himself/herself. A TCS student understands that TCS can hold him/her accountable for any negative behavior, both on and off campus, at any time during the year.

If a TCS student does not agree with these standards, and the parents/guardians cannot support these standards, then the parents/guardians and student may want to reconsider whether TCS is right for their family. TCS realizes there will be differences of opinion on certain issues, but TCS does desire support as we continue to focus on advancing a genuine Christ-honoring school. TCS is grateful to partner with parents/guardians as TCS continues to advance an educational training center based on biblical principles.

Violations of TCS's 24/7 Policy may be grounds for disciplinary action by the TCS administration. Specific violations will be considered on a case-by-case basis in partnership between the TCS administration and the student's parents but may include dismissal from TCS.

Discipline Policy for Trinity Christian School

The goal of the Tally System is to encourage students to live more peacefully within the framework of normal school rules. If the system is working properly, students are able to correct misbehavior at the earliest time in order to avoid more serious consequences.

TCS utilizes the Tally System as a means of efficient and effective discipline. This system incorporates the parents and involves them directly in the discipline of their children. Tallies (small notes on triplicate paper) are given to students for misbehavior, for failure to observe school rules, and for irresponsible conduct. The purpose of this discipline is to **train, instruct, and correct**. Tallies are given to students in the place of continued verbal warnings for inappropriate behavior. This is done after all rules are discussed and understood. **(Please see each campus section of this handbook for further details.)**

TCS may implement, at its sole discretion, disciplinary consequences, including in- or out-of-school suspension (including suspension from co-curricular or extracurricular activities) and dismissal of the student from TCS.

Student Status Review Policy

At Trinity Christian School, we believe discipline is part of the discipleship process and is designed to restore, guide, and grow students into Christ-like maturity. However, there are circumstances in which a student's continued enrollment may be called into question due to behavior that seriously conflicts with the school's mission, values, or community standards.

1. Purpose

The Student Status Review process exists to prayerfully and thoughtfully evaluate a student's standing at TCS when serious behavioral or spiritual concerns arise. The goal of this process is to discern what course of action best reflects biblical principles, supports the student's growth, and protects the integrity of the school community.

2. Initiation of Review

A Student Status Review may be initiated by school administration when any of the following occur:

- a. A major violation of the Parent/Student Handbook (e.g., substance abuse, violence, academic dishonesty, or moral misconduct).
- b. Repeated behavioral offenses despite prior intervention.
- c. Behavior that significantly disrupts the school environment or damages the reputation of the school or its mission.

- d. A breach of the 24/7 Policy.

3. Review Process

- a. Preliminary Investigation

The principal or designated administrator will conduct a thorough review of the incident, including interviews with the student, staff, and any other relevant parties. A written summary of findings will be prepared.

- b. Parent Notification

Parents/guardians will be informed promptly about the nature of the concern and the steps of the review process will be discussed.

- c. Student Support Plan (if applicable)

If expulsion is not immediately pursued, a conditional enrollment or support plan may be presented. This plan will include specific behavioral expectations, accountability measures, and a timeline for progress review.

- d. Administrative Review Committee

A Student Status Review Committee, composed of the campus principal and/or assistant principal, a school counselor, a designated and uninvolved representative from school leadership, and a teacher or other staff member who will speak on behalf of the student will convene to determine appropriate outcomes. The committee will evaluate the findings of the preliminary investigation and determine if any further investigation is necessary.

- e. Outcome

Following prayerful consideration of all relevant information, one of the following decisions will be rendered:

- i. Full reinstatement without condition
- ii. Continued enrollment under a formal support plan
- iii. Suspension (short-term or long-term)
- iv. Dismissal from TCS

The TCS Superintendent will review the decision with the Board of Elders Chairman before final action is taken.

4. Notification and Parent Meeting

Parents/guardians will be informed promptly and invited to a formal meeting with school leadership. During this meeting, the nature of the concern, prior interventions, the review process, and the review committee decision will be discussed.

- a. Appeal

Should the parents choose to do so, the decision may be appealed. Appeals will be heard by the TCS Superintendent, the Board of Elders Chairman, and will serve as the final point of appeal. All decisions are made in alignment with TCS's discipline policy (as outlined in the Parent Student Handbook) and Operating Constitution.

5. Guiding Principles

- a. Redemptive Discipline: We believe all discipline should point students toward repentance, restoration, and spiritual maturity.
- b. Due Process: Students and families will have the opportunity to respond and be heard.
- c. Confidentiality: All proceedings will be handled with discretion and care.
- d. Mission Alignment: Decisions will be based not only on behavior but also on alignment with the values, culture, and spiritual direction of the school.

Drug and Alcohol Policy

TCS has implemented a drug and alcohol policy because our desire is to help students make choices that are healthy and biblically based. We are blessed to have outstanding students and families; nevertheless, drugs and alcohol are a real temptation, and it is important we do all we can to ensure the safety and well-being of our students. In addition, as a kingdom education school, it is important that we are above reproach in our interactions with our community.

Students in possession of, involved in the sale of, or who are under the influence of any type of drug or illegal substance will be subject to dismissal from TCS. Police will be contacted in the event of any felonious act committed on campus. Incidents involving law enforcement will require an administrative conference and consequences deemed appropriate.

Objectives

1. Educate students regarding the harm caused by the use of illegal and performance enhancing drugs or alcohol.
2. Prevent student injury, illness, and harm resulting from the use of illegal and performance enhancing drugs or alcohol.
3. Help enforce a drug-free educational environment.
4. Give students a valid reason to resist peer pressure to use illegal drugs or alcohol.

Prohibited Behavior

1. The use, sale, or offer to sell, purchase, transfer, manufacture, or possession in any detectable manner of an illegal drug or alcohol or any synthetic or 'look alike' substance by any student is strictly prohibited.
2. The sale, offer to sell, purchase, transfer, manufacture, or possession of **drug paraphernalia** by any student is strictly prohibited.

Use of Trained Dogs

The district has the authority to use specially-trained, non-aggressive dogs to sniff out and alert officials to the current presence of concealed prohibited items, illicit substances, and alcohol with the goal being to maintain a safe school environment conducive to education and extracurricular activities. Such visits to school shall be unannounced and will be carried out according to board policy.

Students are hereby notified that:

1. The areas around student lockers may be sniffed by trained dogs at any time.
2. Their persons will be on school grounds or at a school-sponsored or school-related activity may be sniffed by trained dogs at any time.
3. The areas around vehicles parked on school property may be sniffed by trained dogs at any time.
4. Classrooms and other common areas may be sniffed by trained dogs at any time when students are not present.
5. If contraband of any kind is found, the student possessing the contraband or having control over the locker, automobile, or bag in which the contraband was found may be subject to appropriate disciplinary action in accordance with the Student Code of Conduct and/or Parent/Student Handbook.

Random Drug Testing

Participants

As part of a commitment to a drug-free, nicotine-free, and alcohol-free educational environment, all TCS students in grades 7-12 will be part of the TCS random drug testing program. Any new student transferring into grades 7-12 may be required to take a drug test before being admitted to TCS. Frequency, method of specimen collection, and timing of the drug testing will be at the discretion of TCS administration.

Consent

In order to remain in good standing, TCS students are required to sign a consent form agreeing to be part of the random drug testing program. Once the form is signed, it remains valid for the entire time the student is enrolled at TCS. Parents/guardians are also required to sign the consent form authorizing TCS to obtain and test samples from their child(ren). Refusal to sign the consent form(s) will result in dismissal from TCS.

Confidentiality

All information related to testing or the identification of persons as illegal drug or alcohol users is protected by TCS as a confidential student record, unless otherwise required by law or authorized in writing by the student or the student's parent/guardian. Information regarding the results of drug tests shall not be disclosed to criminal or juvenile authorities absent legal compulsion to do so by valid and binding subpoena or other legal process, which TCS shall not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent or guardian shall be notified before TCS responds, if permitted to do so by law. Results of tests shall only be reported to the student, parents/guardians of the student, and to the administrator(s), coach(es), and/or sponsor(s) involved.

If a student was suspended from participation in extracurricular activities or received other consequences under TCS's drug testing policy transfers to another school and seeks to participate in extracurricular activities, the administration will indicate on the required UIL/TAPPS Previous Athletic Participation Form, if one is required from TCS, that the student was suspended from extracurricular activities for violating a school policy. The parent or guardian may be required by the new school or the UIL/TAPPS District Executive Committee to elaborate on the reasons for the suspension in order to be in good standing to participate in extracurricular activities at the new school.

Drug Testing Procedures

Licensed professionals will conduct testing, and lab work will be done at a certified lab. Students will be required to produce an industry accepted biological sample, which may include urine, hair, saliva, or some other biological substance that may be reliably tested to determine illegal drug usage. If appropriate for the test, the sample will be divided into two separate specimens and sealed, in the event a confirmation test is needed. Students and/or parents/guardians will have the opportunity to provide information concerning prescription medications being taken by the student, which might lead to an erroneous positive result.

Appeal Process

Within 72 hours of being notified of a test result, parents/guardians of any student testing positive will have an opportunity to request a conference with the designated administrator, at which time the student or parents/guardians may offer an explanation of the positive result. Parents/guardians may provide any doctor's prescription of any drugs that the student was taking that might have affected the outcome of the test.

Within the 72-hour time period, the parents/guardians of the student or the student him- or herself, if the student is 18 years old or older, may request a retest of the sample collected. Upon such a request, the urine sample shall be retested by the same lab and method as the previous test. If the retest is negative, the student will remain in good standing. If the retest is positive, the parents/guardians are responsible for the cost of the retest, and the student is subject to consequences under this policy.

If a parent fails to make a request for a retest within 72 hours of receiving notice of a positive test result, the appeals process will be waived and the second sample will not be tested. The student will remain eligible to participate in extracurricular activities during the 72-hour appeal period.

Consequences

Consequences are cumulative grades 7 through 12.

All students who have a positive random drug test must complete a TCS-approved substance abuse counseling course. In addition, the severity of further consequences for a positive random drug test will be determined based on a variety of factors including, but not limited to, the following:

1. The student's previous disciplinary history
2. The student's previous drug test results
3. The parent's and student's cooperation with TCS to develop a plan of action designed to ensure that the student adopts a personal lifestyle choice to refrain from any further use of alcohol or illegal drugs
4. The student's success or failure at following the plan of action developed by the student, his or her family, and TCS

Depending on the factors set forth above, TCS may implement, at its sole discretion, disciplinary consequences for a positive test result ranging from in- or out-of-school suspension (including suspension from extracurricular activities) to dismissal of the student from TCS.

Required Submission to Further Testing Upon Testing Positive

Any student testing positive will be removed from the random drug testing pool and will be required to be tested at the time of each random drug testing for a minimum period of one calendar year from the date of the first offense. The student's parents will be responsible for the expense of each retest (cost is set by the testing company and varies) and will be billed through FACTS.

Reasonable Suspicion Testing

Upon reasonable suspicion by a staff member that a student is under the influence of a drug or alcohol while at school or while at a school-sponsored or school-related activity, the student may be required by the school nurse or by the principal or designee to submit to a drug use or alcohol test at any time. A student found to have possessed, distributed, used, or been under the influence of an illegal drug or alcohol while on school grounds or while participating in or attending a Trinity activity on or off TCS property will receive consequences as provided in the TCS Student Code of Conduct and/or Parent/Student Handbook.

Definitions

Definitions contained herein are provided only to assist in the interpretation of the drug and alcohol testing policy. In instances where these definitions conflict with definitions contained in the Student

Honor Code or Parent/Student Handbook, the definitions contained in the Student Honor Code or Parent/Student Handbook shall prevail.

- **Activities** - Interscholastic athletics, cheerleading, drill team, academic clubs, special interest clubs, musical performances, dramatic productions, student government, fine arts organizations, industrial technology and agricultural organizations, and any other activity or group that participates in contests, competitions, demonstrations, or community service projects on behalf of or as a representative of the district
- **Biological Testing** - For this plan, the scientific analysis of an industry-accepted biological specimen for the purpose of detecting an illegal drug or alcohol
- **Good Standing** - Having met the requirements in order to be able to pursue all educational and extracurricular activities as are available, with no restrictions or consequences
- **Illegal Drug** - Any drug which is not legally obtainable; any drug which is legally obtainable, but has not been legally obtained; any prescribed drug not being used for the prescribed purpose; any over the counter drug being used at a dosage level different than recommended by the manufacturer, being used for a purpose not in accordance with bona fide medical therapy
- **Possession** - The presence of any detectable amount of an illegal substance, whether on the person, their personal or assigned property, or in the body system
- **Random Drug Testing** - A testing process in which selection for testing is made by a method employing objective, neutral criteria, which ensures that every person subject to testing has a substantially equal statistical chance of being selected. This method does not permit subjective factors to play a role in selection.
- **Reasonable Suspicion** - Based on specific personal observation concerning the appearance, speech, or behavior of the student that indicates the effects of drug or alcohol use. Information provided by a reliable source, if based on personal knowledge, may also constitute reasonable suspicion.
- **Under the Influence** - A condition in which a person is affected by a drug or alcohol

Academic Integrity Policy

The Bible calls us to walk with integrity; therefore, TCS expects all students to adhere to ethical principles and will not tolerate academic dishonesty (2 Corinthians 8:21). Academic dishonesty occurs when a student does any of the following:

- Cheats on work/tests (this includes unauthorized communication or access to technology, notes, or other unethical means of obtaining information, such as the use of AI)
- Copies the work of others or allows others to copy their work; this includes sharing work through digital means
- Plagiarizes (uses another's work, ideas, data, opinions, etc. without giving proper credit; literary theft)
- Engages in deceptive or dishonest means to get credit for work
- Claims work originally generated by AI as their originally created work

Plagiarism is a serious offense and may result in very serious consequences, especially at the collegiate level. In order to prepare students for writing at an advanced level, TCS will make a concerted effort to train students to properly cite resources in order to avoid academic dishonesty. This effort relies on the student, parents, teachers, and administrators to reinforce academic integrity.

Students are expected to produce original work. Any resources used must receive proper citation. This applies to all assignments regardless of the subject matter.

Parents are expected to support the TCS Academic Integrity Policy by modeling and reinforcing ethical practices. This includes upholding consequences that may be issued to a student for academic dishonesty.

Teachers, at the beginning of the year, will spend time in class advising students on cheating, plagiarism, and other forms of academic dishonesty so that students have a clear understanding of how to write academically while properly recognizing the contributions of others to their work. They will also conduct regular plagiarism checks of student work. A teacher may administer consequences if plagiarism is found.

The administration will uphold and support the academic integrity policies of the school and execute disciplinary actions when warranted. The administration will also review the policy annually and ensure that teachers are trained to provide guidance on academic writing to students in their classrooms.

Consequences

Consequences for a student's involvement in an act of academic dishonesty during one school year can include one or more of the following actions:

- **1st offense** - parent conference and Saturday school (Saturday school fee of \$50)
- **2nd offense** - parent conference and one day of in-school suspension
- **3rd offense** - parent conference, two days of in-school suspension, and academic probation
- **4th offense** - dismissal from TCS

Teachers and administrators reserve the right to respond to the wrong doing with punitive action of varying severity.

Student Electronic Device/Network/Internet Policy

This policy sets forth the rights for the students accessing the Internet via the TCS network and the use of electronic devices.

Educational Purpose

Access to the Internet has been established for educational purposes only. Access to the Internet has not been established as a public service or a public forum. TCS has the right to place reasonable restrictions on the material accessed or posted. The Internet and/or the TCS network may not be used for commercial purposes - meaning no products/services may be offered, provided, or purchased.

Access to Online Materials

The material accessed should be for class assignments or for educational research. Use of the Internet for sole entertainment purposes is not allowed. The Internet or the TCS network may not be used to access any obscene, sexually offensive, illegal, malicious, or any material that has been designated as for adults only. If inappropriate information is mistakenly accessed, immediately report this activity to a teacher or administrator.

TCS has installed filtering software to protect against access to inappropriate material. Bypassing the filter by using a proxy or any other technology is a direct violation of policy and could result in the loss of Internet access. If the filter is blocking access to an appropriate site, report this to a teacher or administrator.

Privacy, Unauthorized, and Communication/Inappropriate Use

Privacy

- The names, personal contact information, or any other private or personal information about other students, teachers, or administrators may not be disclosed.
- Personal responsibility is expected, and reasonable precautions should be taken to prevent others from gaining your rights.
- Passwords or accounts are not to be shared.

Unauthorized Activities

- Attempting to gain access to any other computer, device, or personal files via the Internet or by the TCS network is prohibited.
- Attempts to interrupt or delay the TCS network or data contained within its filters/servers by inserting malicious code - including viruses, malware or spyware - is prohibited.
- Accessing the TCS network by any device not provided and/or supported by TCS - including laptops, iPads, and other technology devices - is prohibited.
- The Internet via the TCS network may not be used to engage in any unlawful act.
- Avoid the inadvertent spread of malicious computer code, including viruses.
- The misuse of any distribution lists for sending irrelevant email messages - referred to as Spam - is prohibited.
- The Internet via the TCS network may not be used to engage in any activity that violates the standards of student conduct as set forth in the Parent/Student Handbook and the Honor Code.

Communication

- Restrictions against inappropriate language apply to all speech communicated through the TCS network and Internet - including private mail/messages, public mail/messages, material posted on web pages, and work performed/saved in user files.
- The use of obscene, profane, lewd, vulgar, rude, threatening, or disrespectful language is prohibited.
- Posting information that could cause damage, danger, or disruption to any entity is prohibited.
- Personal attacks, harassment, or bullying another person is prohibited.
- Posting false or defamatory information about a person or organization, or posting a parody page or otherwise impersonating another person on the Internet - including activity via social media outlets such as Facebook, Instagram, SnapChat, BeReal, X, or any other web-related site is prohibited.

Limitation of Liability

TCS does not guarantee the functions or services provided through the Internet or TCS network will be without error. TCS is not responsible for any damage suffered, including but not limited to, loss of data, interruption of service, or exposure to inappropriate material or people. TCS is not responsible for the accuracy or quality of the information obtained on the Internet. TCS is not responsible for any financial obligations arising through your use of the Internet.

No Expectation of Privacy

Use of any TCS technology resource, including the use of its network to access the Internet, shall not be considered confidential and may be monitored at any time by designated TCS staff for routine maintenance and/or to ensure appropriate use for educational or administrative purposes. By using the TCS network to access the Internet, voluntary consent and agreement is given to the monitoring of all activities on such a network. TCS technology resources, including use of its network to access the

Internet, are subject to search at any time. Students have no expectation of privacy and should not use a TCS technology resource, including the TCS network, to share or send private or personal information.

Online Learning

Google Classroom

- Students are expected to participate in all assigned classes in an appropriate manner. Students are expected to log onto classes, engage in discussions when necessary, and be courteous and respectful of the opinions of others.
- Students will not use language that would be inappropriate in the on-campus classroom space. Students will not post any items that would be considered inappropriate or offensive in the campus forum. Violations of these expectations may result in being removed from the online platform or other consequences as deemed necessary. Students who have been issued technology by the school to participate in such online activities may lose the privilege of using the issued technology.

Google Meet

- Students are expected to conduct themselves appropriately during any classroom setting or social gathering of any TCS class, to include class meetings, classroom discussions, chapels, small groups, leadership, or any other group gathering under the guidance of TCS staff.
- All disruptions of such meeting times will be taken seriously, and privileges to attend such meetings will be revoked. If the meetings are for academic classes, the student will lose the right to attend and be responsible for any missed notes, assignments, etc. Violations may also include other disciplinary measures deemed appropriate.

Policy Violation

Students violating the Student Electronic Devices/Network/Internet Policy may be disciplined in accordance to the severity of the violation, including dismissal from school for serious violations.

Non TCS Owned Student Device Searches

In the potential event that a student's personal cell phone use is in question, related to a school situation that requires TCS disciplinary attention, it may be necessary to search student device/s that are not owned by TCS. This would also include personal tablets or computers that may be brought to school. In such cases, the device/s in question will be collected by school personnel and parents will be notified immediately. With parent permission, the device will be unlocked by the student and the content specifically related to the discipline issue will be searched. Alternatively, the parent may choose to be physically present and assist TCS in the search of the student's personal device/s.

Section 4: General Information

Leadership Team Contact Information

Superintendent	Dr. Stephen Cox	scox@tclubbock.org
Director of Curriculum and Instruction	Brenda Tyler	bt Tyler@tclubbock.org
Athletic Director	Brad Ellison	bellison@tclubbock.org
Instructional Coach/Technology Coordinator	Lisa Edrington	ledrington@tclubbock.org
Instructional Coach	Cheryl Longley	clongley@tclubbock.org
Secondary Principal/Asst. Superintendent	Ovidio Martinez, Jr.	omartinez@tclubbock.org
Secondary Associate Principal	Austin Ammons	aammons@tclubbock.org
Secondary Dean of Students	Clint McDonald	cmcdonald@tclubbock.org
High School Counselor	Julie Parks	jparks@tclubbock.org
Middle School Counselor	Hope Sisemore	hsisemore@tclubbock.org
Elementary Principal	Julia Shoemake	jshoemake@tclubbock.org
Elementary Assistant Principal	Kala Ayers	kayers@tclubbock.org
Elementary Counselor	Shelly Brewster	sbrewster@tclubbock.org
Early Education Director	Miranda Villarreal	mwillarreal@tclubbock.org
Early Education Assistant Director	April Sparks	asparks@tclubbock.org

Important Links

Trinity Christian School Web Page	www.tclubbock.org
FACTS	https://factsmgmt.com (School ID: TRIN-TX)
TCS Calendar and Athletics	https://trinitychristian.tandem.co/

School Phone Numbers and Office Locations

Superintendent's Office	6701 University Avenue	806-791-6583
TCS Central Office	6701 University Avenue	806-791-6583
Early Education Center	7002 Canton Avenue	806-791-8004
Elementary School	7002 Canton Avenue	806-791-6581
Middle School	6701 University Avenue	806-791-6584
High School	6701 University Avenue	806-791-6583
Athletic Office	6701 University Avenue	806-791-8000
TCS Business Office	6701 University Avenue	806-791-6583
EEC Business Office	7002 Canton Avenue	806-791-8004

Tuition Policy

If you have any questions regarding your TCS/EEC tuition costs and/or payment schedule, please call the TCS/EEC Business Office at 806-791-6583, ext. 3297.

Tuition accounts are based on an annual contract and must be kept current. Students whose accounts remain delinquent may be suspended from the classroom as of the first school day of the following month.

Your total annual tuition is paid over a ten-month payment plan (August - May). **The first payment is due in August on the date indicated in FACTS.**

Tuition payments are due on the 1st of each month and are delinquent after the 20th of the same month. A \$50 late fee is charged to all accounts not paid by the 20th of each month.

Payment options include:

- Online payment through FACTS (<https://factsmgt.com>).
- Via automatic bank draft
 - Accounts are drafted according to your payment schedule in FACTS.
 - Should a bank draft be rejected by your bank, a return check charge of \$50 will apply.
- Credit card
- Check
 - More than two insufficient checks returned from your bank may result in your account being put on a 'cash only' basis.
- Cash
 - Please bring the exact amount.

TCS tuition payments may be mailed to or dropped off at the TCS Business Office at 6701 University Avenue. They may also be dropped off in any school office.

EEC and After School Care payments may be mailed to or dropped off at the EEC Office at 7002 Canton Avenue.

Please do not give tuition payment to your child's teacher or put tuition payments or gifts to the school in the Trinity Church offerings.

Limited **financial assistance** is available for TCS families who are unable to meet their total tuition expense. The application is available online via FACTS Grant and Aid when online enrollment opens. There are also several other financial assistance options via Ace Scholarship and TEFA.

If withdrawal from TCS is necessary, families using the ten-month payment option may have a 'balance due' or a refund at the time of withdrawal. (See Withdrawal from School Policy.)

Texas Education Freedom Accounts (TEFA)

Families utilizing TEFA funds should remain in regular communication with the TCS Business Office regarding tuition schedules, account balances, and payment deadlines. Participation in TEFA does not replace the school's enrollment and financial processes, and families are responsible for completing all required state approvals, confirming TCS as their selected participating school, and promptly communicating any updates that may affect tuition payments.

Fees

After School Care (ASC)

For an additional fee, after school care is provided through our ASC Program. Students must be enrolled in TCS and registered with the ASC Program. Care is provided from 3:30 p.m. - 5:30 p.m. Monday through Friday. SPOTS ARE LIMITED. For more information concerning our ASC Program, please call the Early Education Center at 806-791-8004 or contact Miranda Villarreal at mvillarreal@tcsclubbock.org.

Junior Class Fee

The junior class fee of \$103 is used for the Junior/Senior Banquet and is billed through FACTS. It must be paid by October of the junior year. Fundraising opportunities to meet or defray the cost of the fee will be provided. Students taking only 1 or 2 classes and who do not plan to attend the Banquet may request an exemption.

Late Pick-up

- **Early Education Center** (childcare and ASC Program)
 - A late fee of \$5 per child is charged when a child is not checked out and picked up prior to 5:30 p.m. Please allow enough time to check out with your teacher, pick up your child, and collect your child's belongings before 5:30 p.m.
 - Beginning at 5:45 p.m., there is a \$5 charge for each additional 5 minutes a child remains on campus.
- **Elementary School**
 - A late fee of \$5 per child is charged when a child is not picked up prior to 3:45 p.m.
 - Beginning at 3:45 p.m., there is a \$5 charge for each additional 5 minutes a child remains on campus. **Charges are applied through FACTS.**
 - For early dismissal days (11:15 a.m.), children must be picked up by 11:30 a.m. Late charges will apply in increments as stated above.
 - If your child is picked up by someone other than a parent, the parent is ultimately responsible for the late fee.
- **Middle School**
 - A late fee of \$5 per student may be charged when a student is not picked up prior to 4:00 p.m. **Charges are applied through FACTS.**
 - Beginning at 4:00 p.m., there may be a \$5 charge for each additional 5 minutes a student remains on campus.
 - Middle school students may not remain on campus or go to the high school campus after school without a parent.
 - If your child is picked up by someone other than a parent, the parent is ultimately responsible for the late fee.
- **High School**
 - Students at school after 3:40 p.m. must wait in The Commons.
 - A late fee of \$5 per student may be charged when a student is not picked up prior to 4:00 p.m. **Charges are applied through FACTS.**
 - Beginning at 4:00 p.m., there may be a \$5 charge for every five minutes a student remains on campus.

Miscellaneous

High School Retreat, the MS grade level trips, and some t-shirts **are** already covered as part of general tuition and fees. Notification will be given when separate payment is required for things such as school trips, yearbooks, etc.

Re-Enrollment

Trinity Christian School begins the re-enrollment process for the upcoming school year in February. All current families will receive email communication outlining the procedures and timeline for re-enrollment. To secure a student's placement and re-enrollment rate, families must notify the Admissions Coordinator, Linsey Warshaw, of their intent to return and complete the required

re-enrollment form. Parents are also encouraged to communicate with the Admissions Coordinator if they do not plan to re-enroll for the upcoming school year. This information remains confidential.

Take Flight Dyslexia Therapy

The fee for Take Flight is added to the monthly base tuition at the time of placements in the program and is paid for the duration of a student's participation in the program.

Textbook/Student Devices Replacement

The cost of replacing lost or severely damaged textbooks or student devices is paid by the student's family. **This is billed through FACTS.**

Medical Information

Health and First Aid

- Students who are ill must be kept home.
 - Students may not attend school if they have a temperature of 100 degrees or greater within the past 24 hours. In order to return to school, the student must be fever free for 24 hours with no fever reducing medication having been given during that time.
 - If a student has vomited in the past 24 hours, he/she must remain at home for 24 hours following the last vomiting episode.
- Students will be sent home if they have a temperature of 100 degrees or greater, are vomiting, have had multiple episodes of diarrhea, are exhibiting asthma symptoms not relieved by medication, have multiple live lice, or present with any symptoms suspicious of a communicable disease.
- Students cannot take medication without consent from parents.
- Students must not give medications of any kind to other students.
- Parents are not notified of every visit a student makes to the nurse. An email is sent to parents for any health concern needing attention. A phone call is made if a parent contact is needed.
- TCS reserves the right to send any student home who would hinder or affect the health of an individual, class, or group.

Immunizations

- Texas Law requires all students attending private or public schools and childcare facilities to have immunization against vaccine preventable diseases. It is TCS policy that **students not meeting minimum vaccine requirements be excluded from school unless Exceptions for Compliance is filed in the nurse's office.** If the Exemption From Immunization Affidavit is filed in the nurse's office, it **must be the original copy.**
- Currently enrolled students who have been notified of a delinquent immunization must have proof of receiving the immunization within 30 days of notice, or the student will be excluded from school until the immunization is received.
- Students new to TCS must provide proof of immunization before being allowed to enroll in school.
- A copy of the Texas Minimum State Vaccine Requirements for Students may be obtained through the nurse's office or on FACTS

Texas Visual and Auditory Testing Requirements

- Vision and hearing screenings must be completed on children 4 years old or older enrolled in any facility for the first time. Children who turn 4 after September 1st of the current school year are exempt from screenings until the following year.
- Vision and hearing screenings are completed on students enrolled in Pre-Kindergarten, Kindergarten, 1st, 3rd, 5th, and 7th grades.
- Vision and hearing screenings may be completed on students referred by teachers or parents.

Spinal Checks

- Spinal checks are completed on all students during 5th and 8th grades.

Medication Guidelines

- Upon registration for school each year, an **Authorization for Medication** (over-the-counter medication) is available for the parent to complete online. Upon completion, the nurse/designee will administer and monitor as requested.
- A separate **Medication Authorization/Plan of Care** form must be completed for students who require prescription medication throughout the school year. All students with a diagnosis of diabetes, asthma, allergies (EpiPen required), etc., must have an annual Individualized Care Plan (**Asthma Action Plan, Allergy Action Plan**) signed by parents or legal guardians. The Care Plan must be accompanied by a Management and Treatment Plan (MPT) signed by the student's physician.
- **All prescription medications** must be brought to school in the **original container** properly labeled by a **Registered Pharmacist**. This includes **inhalers, nebulizer medications, EpiPens, and diabetic medications**. If a child requires an inhaler or EpiPen, the parent must provide one to be kept in the child's classroom or nurse's office. **Inhalers accompany students to PE**. Elementary students return their inhaler to the nurse or teacher or place it in their backpack.
- If a student takes a prescription medication less than 4 times per day, please schedule it to be taken at home. If a student must have a dose of prescription medication while at school, bring the medication in its original container to the school nurse and fill out a **Medication Authorization** form. Students may not take medication without written permission from the parent.
- If your child's medical physician requests an herbal substance or dietary supplement be given at school, **the medical physician must contact the school nurse to make appropriate arrangements. If your child takes scheduled herbal or dietary supplement, written parental authorization must be provided to school health staff**
- **Students are not allowed to carry medication on the school campus.**

TCS provides **Student Accident Insurance** through the Association of Christian Schools International. Benefits are supplemental to family medical coverage. Call the Business/Finance Office at 806-791-6583 regarding coverage and/or claim procedures. School insurance will be filed only after family coverage has been filed.

Inclement Weather Plan

On occasion, school may be called off due to inclement weather. A parent alert text will be sent by school officials via FACTS. The information will also be posted on our Facebook page and communicated to the local television stations (KAMC and KCBD). In case of a two-hour delay, school will begin promptly

at 10:00 a.m. for all campuses. This information will also be communicated via FACTS, posted on our Facebook page, and communicated to the local television stations.

Asbestos Management Plan

TCS works diligently to maintain compliance with federal and state laws governing asbestos in school buildings. A copy of the district's Asbestos Management Plan is available in the superintendent's office. If you have any questions or would like to examine the district's plan in more detail, please contact our school office at 806-791-6583.

Acceptance of Transfer Credits Policy

Upon enrollment, credits from other educational institutions (including home school, online, and correspondence) will be accepted as they match what is currently offered at TCS and upon administrative approval. Advanced credit will not be given for homeschool courses or for courses for which there is not an equivalent course available at TCS. Credit will not be given for core classes taken pass/fail. Full time students must take Bible classes through TCS.

Withdrawal from School

If withdrawal from TCS is necessary, the parent/guardian is required to officially withdraw their child by signing a Parent Authorization to Withdraw form and completing an exit interview form. No student records (report card, transcript, etc.) will be released to parents or forwarded to a school until all tuition and fees are paid in full, all library books are returned or fines are paid, all textbooks are returned, any fines for severely damaged or lost textbooks or student devices are paid, and all athletic uniforms and equipment are returned.

Note: As stated in initial FACTS SIS Contract of Enrollment, the full year's tuition and fees are due once school starts, regardless of withdrawal. Withdrawal from 7/2/26 thru the first day of school, will require a 20% tuition payment.

Volunteer Opportunities

Many volunteer opportunities are available to parents. In order to provide safety and security for our students and staff, volunteers are asked to complete a background check through our School Safe ID system. This is accomplished by scanning your Driver's License. If a volunteer is traveling with students in an overnight situation, a thorough background check is completed at least one week prior to the scheduled departure of the trip.

Section 5: Early Education Center

State Licensing and Penal Code

Licensing Information

The Trinity Christian School (TCS) Early Education Center (EEC) is a licensed facility. Any questions or concerns should be directed to the local licensing office at:

Child Care Licensing
5121 69th Street, Suite A4
Lubbock, TX 79424
www.dfps.state.tx.us

You are welcome to review EEC's copy of the Minimum Standards Guidelines and the most recent inspection report. For any questions or concerns about EEC Policies and Procedures, please contact the office at 806-791-8004.

Texas Minimum Standards 746.501

It is required to inform parents under the Texas penal code that any area within 1,000 feet of the child care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalties.

Mandatory Reporting of Child Abuse and/or Neglect

Under Texas State Law, we are required to report any instances of suspected child abuse or neglect. Your child's welfare will always come first. If any child shows evidence of abuse or neglect, we will contact the Department of Family and Protective Services. If you suspect a child is being abused or neglected, you may call the **Child Abuse Hotline** at 1-800-252-5400, or you may use the online reporting tool at <https://www.txabusehotline.org/Login/Default.aspx> for more information.

Staff Training

All staff members remain up-to-date on training and prevention techniques in reporting and responding to child abuse and neglect. They have also completed all relevant and required pre-service and ongoing training courses.

Registration Information

EEC is available Monday through Friday from 7:30 a.m. - 5:30 p.m. Parents may choose all five days or a combination of days with a minimum of two days. EEC's school calendar starts in August and runs through the summer. EEC is closed for major holidays along with a few extra days at Christmas and Easter. Please refer to the school calendar for closings.

Registration is in March of each year for the following school year. Any rate increase or policy changes will be given at the time of enrollment as an addendum. For enrolled families, your account must be current in order to re-enroll your child. A holding fee of 25% of base tuition price is charged for the infant room if you are starting later in the semester. This fee is based on the length of time the spot is being held and the number of days your child will attend. **If the start date is beyond two months, full tuition must be paid beginning in the third month and thereafter until the child starts.**

State licensing requires all enrollment forms be completed in their entirety, with no blanks, and all required signatures obtained. Included are the Discipline and Guidance Policy, Food Allergy form, and Safe Sleep form (if applicable). These forms are provided by EEC. Age-specific procedures may require additional forms to be completed. **TCS EEC must have the application forms completed and registration fee paid in order for your child to be enrolled in the program.**

Placement in classes is based on the child's age as of September 1st. In order to be in the 3s class, children must be 3 years old and fully potty trained. Age groups for classes are as follows:

- 8 weeks to 5 months
- 6 months to 9 months
- 10 months to 12 months
- 13 months to 15 months
- 16 months to 18 months
- 19 months to 21 months
- 22 months to 24 months
- 2 year olds
- 3 year olds

Change in Operational Policies

In the event a change in operational policies or enrollment agreements is necessary, parents will be notified in writing, and a copy of the change will be filed in your child's permanent record.

Discipline and Guidance - In Accordance with State Guidelines

Discipline must be:

- Individualized and consistent for each child
- Appropriate to the child's level of understanding
- Directed toward teaching the child acceptable behavior and self-control

Methods of Discipline and Guidance:

- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior
- Reminding a child of behavior expectations daily by using clear, positive statements
- Redirecting behavior using positive statements
- Using brief, supervised separation or time out from the group when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

The following types of discipline and guidance are strictly prohibited.

- Harsh, cruel, or unusual treatment of any child.
- Corporal punishment or threats of corporal punishment
- Punishment associated with food, naps, or toilet training
- Pinching, shaking, or biting a child
- Hitting a child with a hand or instrument
- Putting anything in or on a child's mouth
- Humiliating, ridiculing, rejecting, or yelling at a child
- Subjecting a child to harsh, abusive, or profane language
- Placing a child in a dark room, bathroom, or closet with the door closed

- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age

Attendance and Check-In/Check-Out Procedures

Attendance

If a child does not arrive by 10:00 a.m., the child will be counted absent for the day. It is recommended parents bring their child by 9:00 a.m. in order to receive the full benefit of the planned activities, especially for the 2s and 3s classrooms, as the majority of the teaching occurs in the morning. It can be disruptive to the class when children arrive late.

Absences

For accurate attendance records, all reporting of absences must be made by calling 806-791-8004 by 9:00 a.m. on the day of your child's absence. You may leave a voicemail message or speak directly to someone at the front desk. Children will not be accepted after 9:30 a.m. without a doctor's note excusing the absence.

Check-In Procedure

Step 1: Register your child at the front desk. State the child's name and age. Allow time to make sure all registration information is complete and up to date. Tuition can be paid at this time. Please check-in with the receptionist before you take your child to class.

Step 2: Take your child to the designated classroom. Little ones can slip out very quickly, so please do not open the door or enter the classroom for any reason without the permission of the teacher. The teacher will receive the child and all of their clearly labeled belongings. Lunch and snacks must be brought at check-in time and given to the teacher along with any handwritten special childcare instructions.

Check-Out Procedure

Step 1: Upon identification, the receptionist will release the lock on the door for you to enter and pick up your child. If your identity is not known, you will be asked for identification before the door is released.

Step 2: Proceed to your child's classroom and ask the teacher for your child. Please do not open the door or enter the classroom. Make sure you have received all of your child's personal belongings. Parents may ask the teacher about their child's day, but please do not take a teacher away from her duties with the other children to discuss personal matters unrelated to your child's day at EEC.

- If someone other than a parent is picking up your child, please notify the EEC front desk of the change as soon as possible. The person picking up your child must be on your approved pick up list. They must provide identification, and they must know the child's password. Individuals may be added to or removed from your approved pick up list throughout the year by informing the receptionist or administrator.
- All individuals picking up a child, including parents and primary caregivers, may be asked for identification and the password.

Reservations

Staffing needs are set according to the number of children expected in each room, so each child must have a reservation. **Reservations may only be made on a permanent basis.** Drop-ins are allowed for currently enrolled families and incur an additional charge due at the time of drop off. The EEC Director, EEC Assistant Director, or EEC Receptionist are the only employees authorized to approve drop-ins or cancellations.

Withdrawals

If you plan to withdraw your child from EEC or make permanent changes in the number of days your child will attend, you must note the change on a form provided at the front desk. All changes must be made prior to the 20th of the month and will go into effect the following month. The change will be reflected on next month's billing statement.

Financial Information

EEC families are required to provide payment information to the FACTS payment system and enroll in autopay to allow automatic payments on the 20th for EEC tuition. Tuition accounts are due on the 20th of each month. A \$50 late fee is charged to all accounts not paid by the 20th of each month.

The FACTS payment system accepts bank account information or debit and credit cards. There is a 3+% service fee for each transaction if you choose to utilize a debit or credit card.

If you are unable to provide payment information to FACTS for any reason, please contact Tammy Barber at 806-791-6583 or tbarber@trinitytoday.com. **A \$50, one-time, per year, per family charge may apply to families who do not provide payment information in FACTS.**

You may use other payment options, such as check or cash, but payment must be made prior to the due dates mentioned above, or FACTS will automatically draft your account using the account information provided in FACTS. Should a bank draft be rejected by your bank for any reason or if a debit or credit card is declined, a return charge of \$50 will apply.

Tuition payments may be mailed to or dropped off at the EEC Office at 7002 Canton Avenue for EEC and After School Care. **Do not give tuition payments to your child's teacher. Do not put tuition payments or gifts to the school in the Trinity Church offerings. If you pay with cash, please bring the correct amount.** Online payment must be made through a FACTS account where you will select the Financial tab to access FACTS payment options.

Account Past Due

If your account becomes delinquent for greater than 30 days, please contact Tammy Barber at 806-791-6583 to make payment arrangements. If your account becomes delinquent over 60 days, with or without payment arrangements, **your child will be dropped from the program.**

Late Fees

- Late fees begin at 5:31 p.m. To avoid late fees, please allow enough time to check out with your teacher, pick up your child, and collect your child's belongings before 5:30 p.m.
- A late fee of \$5 per child is charged when a child is not checked out and picked up prior to 5:45 p.m.
- Beginning at 5:45 p.m., there is a \$5 charge for each additional 5 minutes a child remains on campus.

Security Fee

TCS campuses have full-time security officers on the premises. A security fee of \$10 is added to your monthly tuition.

Additional Fees

There is a Registration fee and a yearly FACTS maintenance fee.

Parent Participation

New Parent Orientation

All new parents are required to attend the annual Open House Parent Orientation held prior to the start of the new school year. Important information is shared regarding parent involvement and standard procedures.

Parenting Classes

Parenting classes are an educational opportunity for parents to explore a variety of issues facing today's family. Many parenting class opportunities are available each month. Classes are not required, but your attendance is encouraged.

Classroom Observation and Involvement

You are welcome to observe your child during the day. It is recommended that you avoid lunch and nap time as it disrupts the routine. Your involvement with activities during the holidays or special events is highly encouraged. Look for sign up sheets posted outside of your child's classroom.

Classroom Guidelines and Information

Clothing

Please label all clothing brought to EEC. EEC will not be responsible for any lost clothing or other belongings.

- Comfortable play clothing should be worn and layered for the contrast in temperatures between indoors and outdoors.
- Walkers through 3s must bring a bag with a complete change of clothes.
- Children who are wearing training pants should also wear protective rubber pants. Pull-ups could be used in the interim.
- Children wearing diapers must arrive in a clean diaper with an adequate supply of disposable diapers.

Meals

- **Babies**
 - A written feeding schedule with instructions should be enclosed in the diaper bag. A form is available.
 - All food must be brought at check-in time. Provide finger food when possible.
 - Bring non-breakable bottles only. Include the number of bottles needed each day and provide at least one extra bottle.
- **Breakfast/Snack/Lunch**
 - All meals and snacks are provided by the parents. All food items should be labeled with your child's name. Provide easy to eat foods. There are microwaves and refrigerators in each classroom.
 - Lunch begins at 11:00 a.m. and ends at 12:15 p.m. Check with your child's teacher for the time your child's class eats lunch.
 - TCS provides lunch options for a modest fee. West Texas Catering provides meals Monday - Thursday. Chick-fil-a is served on Fridays. A menu is provided the Friday before each week to assist you with pre-ordering.

- **Dishes/Containers/Cups/Bottles**

- We **do not** have dish washing sinks in the classrooms, so we **cannot** wash bottles, cups, plates, etc.
- Items can only be used once, so please plan accordingly for your child's needs.
- Glass containers are not allowed.

Nap and Rest Time

No check-ins are allowed during nap/rest time with the exception of infants.

- Infants nap according to their individual classroom schedules.
- Walkers through 3s are required to have an afternoon rest time which will immediately follow lunch.

Special Activities

- **Water Activities**

During the summer, we use water sprinklers, water hoses, and splash toys. Please provide sunscreen, a towel, and swimwear on the days your child's classroom is having a water day activity.

- **Celebrating Holiday Seasons**

- October: We celebrate Fall and thank God for the changing seasons. (Please refrain from sending your child in any attire that is Halloween themed.)
- November: We celebrate Thanksgiving with a class feast and thank God for His provisions and blessings.
- December: We celebrate the birth of our Savior, Jesus Christ.
- Spring: We honor the death of our Lord and celebrate His resurrection.

Promotion of Indoor and Outdoor Physical Activity

EEC strongly supports the need for physical activity each day. When children participate in regular physical activity, healthy bones and muscles are built, muscle strength and endurance improve, and stress and anxiety are reduced. Physical activity may take place in the classroom or on the playground, when weather permits. When weather conditions prohibit outdoor play, physical activities will occur in the classroom during the scheduled outside time. Classroom teachers have activities planned in advance for "rainy days."

- Infants will be given opportunities for physical activity, including supervised tummy time.
- Toddler age children will participate in a minimum of 60 minutes of moderate to vigorous active play each day.
- Preschool and Pre-Kindergarten children will participate in a minimum of 90 minutes of moderate to vigorous active play each day.
- School age children who are only in attendance after school will participate in a minimum of 30 minutes of moderate to vigorous active play each day.
- School age children who are in attendance for a full day during summer programming will participate in a minimum of 90 minutes of moderate to vigorous active play each day.
- Opportunities for active play may overlap with outdoor play when weather permits.

All children will participate each day in:

- Two occasions of active play outdoors when weather permits
- Two or more structured or teacher-led activities or games that promote movement over the course of the day

- Continuous opportunities to develop and practice age-appropriate gross motor and movement skills

When participating in physical activity, children's clothing should protect them from the sun and permit easy movement that enables full participation in active play. Footwear should provide support for running and climbing. Hats may be worn to protect children from sun exposure.

Examples of appropriate clothing and footwear:

- Gym shoes or sturdy shoe equivalent
- Clothing for the weather, such as a lightweight, breathable jacket without any hood and neck strings

Examples of inappropriate clothing and footwear:

- Footwear that can come off while running or that provides insufficient support for climbing
- Clothing that can catch on playground equipment, such as those with drawstrings or loops

Medical Information

Health and First Aid

- Children who are ill must be kept home.
 - Children may not come to the center if they have a temperature of 100 degrees or greater within the past 24 hours. In order to return to the center, the child must be fever free for 24 hours with no fever reducing medication having been given during that time.
 - If the child has vomited in the past 24 hours, he/she must remain at home for 24 hours following the last vomiting episode.
- Children will not be accepted at check-in or will be sent home if they have a temperature of 100 degrees or greater, are vomiting, have had multiple episodes of diarrhea, have unusual rashes, have matted eyes, have multiple live lice, or present with any symptoms suspicious of a communicable disease.
- **Parents must pick up their child within 30 minutes of being notified their child is not feeling well.**
- In the event of minor injuries or incidents, parents will be notified by a staff member at the time of pick up.
- In the event of serious injuries or incidents, parents will be notified immediately by the lead teacher or administrative staff.
- A TCS nurse is available on campus.

Immunizations

- Texas Law requires all children attending childcare facilities to have immunization against vaccine preventable diseases. It is TCS policy that **children not meeting minimum vaccine requirements be excluded from the center unless Exceptions for Compliance is filed in the Early Education Center office.** If the Exemption From Immunization Affidavit is filed in the EEC office, it **must be the original copy.**
- Currently enrolled children who have been notified of a delinquent immunization must have proof of receiving the immunization within 30 days of notice, or the child will be excluded from the center until the immunization is received.
- Children new to EEC must provide proof of immunization before being allowed to enroll in the center.

- A copy of the Texas Minimum State Vaccine Requirements for Students may be obtained through the nurse's office or on FACTS

Medical Requirements

All children are required to have a written statement from a health-care professional who has examined the child within the past year, indicating that the child is able to take part in the child-care program.

Texas Visual and Auditory Testing Requirements

Vision and hearing screenings must be completed for children 4 years old or older enrolled in any facility for the first time. Please provide documentation of completed screening. If not completed prior to September 1st, parents will have until December 1st to have both completed. If the screenings are not completed by December 1st, they will be completed at EEC for an additional fee.

Medication

EEC staff are not allowed to administer any medication to your child without a **signed written consent** form, which is available at the front desk. Complete the form, and provide it, along with the medication, to your child's teacher. (Do not leave any medication in your child's lunch box or backpack.)

All prescription medications must be brought in the **original container** properly labeled by a **Registered Pharmacist**. The child's name must be on the bottle or package. EEC staff will only administer medication as stated on the label instructions or as amended **in writing** by the child's health-care professional.

Emergency Preparedness and Inclement Weather Plans

In the event of an emergency, parents will be notified by text alert in regards to the time and place they may pick up their child.

Fire Evacuation Procedure

- All rooms will exit to the east doors and use the ramps and steps to reach the far side of the east parking lot.
- Children under 23 months will be taken out by evacuation cribs and buggies.
- Teachers will keep children on the sidewalk on Canton Avenue.

Lockdown Procedure

- Teachers will make sure their rooms are locked, all windows are covered, and the lights are turned off.
- Children will be gathered in the restroom.

Tornado Procedure

- All rooms will go into the hallway, and the teachers will cover the children's heads with a blanket.
- If there is time, we will exit through Trinity Central and use the stairs to the lower floor. Children under 23 months will be taken out by evacuation cribs and buggies. Teachers will pass infants down the stairs.

Inclement Weather Plan

In the case of inclement weather, EEC will follow the TCS weather delay or cancellation. A parent alert text will be sent by school officials via FACTS. The information will also be posted on our Facebook page and communicated to the local television stations (KAMC and KCBD). In case of a two-hour delay,

childcare will begin promptly at 9:30 a.m.. This information will also be communicated via FACTS, posted on our Facebook page, and communicated to the local television stations. **A tuition proration is not provided due to delays and cancellations related to weather.**

Miscellaneous Items

Change in Circumstances

Please inform your child's teacher of any circumstances which may affect your child's happiness. The more we know about your child and 'their' world, the better we are able to care for them.

Checking In

You are welcome to call and check on your child or speak with the teacher by phone if you have any questions or concerns.

Lost and Found

Before you leave each day, please make sure you have all of your child's belongings. If you or your child leave something behind, please check with the teacher or the receptionist about the lost item(s).

Nursing Moms

EEC provides a comfortable place for a mother to breastfeed her child. You may use the classroom or the Nursing Mother's Room. You may also provide breast milk for your child while in care.

Toys

Please do not send any items from home other than what your child needs to have in order to sleep.

Section 6: Elementary School

Academics

Expectations of Teachers

In most situations, parents should expect:

- Response to communication within 24 hours
- Grades posted on a weekly basis
- Homework and tests returned in a reasonable amount of time
- The opportunity to see a test their student has taken, if requested

Academic Progress Reporting

- Parents may use FACTS to check on their child's academic progress at any time.
- Academic progress reports in all subjects for students in 3rd -5th grades are sent to parents at the end of the 3rd and 6th weeks of the quarter.
- Two parent/teacher conferences (fall and spring) are scheduled annually.
- If you have a question or concern regarding your child's academic progress throughout the quarter, please contact your child's teacher.

Report Cards

Quarterly report cards communicate student academic proficiency and character growth. They will be emailed (1st-5th grades) or placed in the student's homework folder (PreK, Kindergarten, and T-1) in the week following the end of the quarter.

- PreK, Kindergarten, T-1, 1st & 2nd students receive a detailed report of academic skill proficiency and character development.
- Quarterly grades for 3rd - 5th grade students will be calculated as follows:
 - 50% will come from practice assignments
 - 50% will come from assessments
- 3rd - 5th grade students receive percentage grades according to the following distribution:
 - A = 90-100
 - B = 80-89
 - C = 75-79
 - D = 70-74
 - F = 69 and below
- PreK -5th grade students also receive a citizenship grade, as well as a character profile which reflects their character development.
- Students who are absent at the end of the quarter may be appropriately assigned an Incomplete (I) until all work is submitted, and it will be noted in the comment section of the report card.
- Parents of students participating in the **Take Flight Dyslexia Therapy Program** will receive progress monitoring reports three times per school year. The student will not receive a report card grade for the class missed while participating in Take Flight.

Promotion

TCS will not promote or recommend a student for the next grade level if academic and attendance requirements have not been adequately met. In the case of academic requirements not being met, TCS provided an academic plan that must be successfully completed by June 30th of the current school year

in order for the student to be eligible for promotion. A TCS approved instructor paid for by the parents must provide the instruction. Documentation of coursework must be submitted.

- 3rd -5th grades: To be eligible for promotion to the next grade level:
 - Attain for the year an overall average of 70 or above which is derived by averaging the final numerical grade for ELAR, math, history, and science
 - Attain a subject average of 70 or above in math and ELAR
 - Be present at least 90% of the school year

Homework Expectations

The primary purpose of homework is to help develop the proficiency of specific classroom skills, offer enrichment opportunities, provide more in-depth attention to a given unit of study, and to afford time to complete unfinished classroom assignments. It is assumed that homework will be a regular part of elementary school life with increasing time and application required as students progress through each grade. Homework may be given on Monday, Tuesday, and Thursday nights.

- Homework may include but is not limited to unfinished classwork, math facts and reading practice, test preparation, special projects, and Scripture memorization.
- Some homework assignments are given days or weeks in advance, allowing students to complete the homework as time allows prior to the designated due date.
- A student's organizational skills, work habits, homework environment, and potential distractions may contribute to the amount of time a student spends on homework.
- Some students may need parental assistance to help remember if they have homework. A daily review of your child's assignments via FACTS, Seesaw, Google Classroom, Remind, or homework folder notifications may help your child avoid turning in homework late.
- If you have a concern regarding an assignment, please contact your child's teacher.

Missing and Late Work Policy

Completing school work is a fundamental aspect of the learning process. By engaging with assignments, projects, and exercises, students reinforce their understanding of academic concepts and develop critical thinking, problem-solving, and time management skills. School work also serves as a means of assessing students' progress and mastery of the curriculum, allowing teachers to provide targeted feedback and support.

When school work is missing or late, the following protocol will apply:

- Parents of PreK - 2nd grade students and 3rd grade students during the first semester will be contacted when there is missing or late work.
- 3rd (second semester), 4th, and 5th grades
 - 1st day late = student receives a tally; work is completed for full credit
 - 2nd day late = parents receive an email; student receives an additional tally; work is completed for full credit
 - 3rd day late = student receives a tally and serves detention; work is completed for half credit
 - 4th day late = work is completed for no credit

Reteaching and Assignment Correction Policy

Repetition and reteaching are important components of the learning process. Revisiting concepts provides students with additional opportunities to practice essential skills, address gaps in

understanding, and work toward mastery. Teachers will use student performance to determine when additional instruction, reteaching, and/or assignment corrections are appropriate.

Performance Assessments

All failing performance assessments must be retaught to ensure students have an additional opportunity to develop understanding of the assessed skills or concepts.

Students will be given the opportunity to correct a performance assessment following reteaching. However, only the performance assessment with the **lowest grade for the quarter** will be eligible for a grade adjustment. On that assessment, correctly answered corrections may earn **up to half credit for the points originally missed**, but may not exceed a 70, and the grade will be adjusted in the grade book accordingly.

Practice Assignments

Failed practice assignments may be retaught and corrected **at the teacher's discretion**. The teacher will determine when reteaching and corrections are appropriate based on the purpose of the assignment, the student's demonstrated understanding, and the student's instructional needs.

When corrections are offered, students may earn **up to half credit for each corrected response**, but may not exceed a 70, and the grade will be adjusted accordingly.

Assignment corrections are **not automatic and are not guaranteed for every failed practice assignment**. Corrections should provide the teacher with meaningful evidence of the student's understanding; therefore, the teacher will determine the appropriate setting, format, and level of support for completing corrections.

The purpose of reteaching and corrections is to promote learning and mastery while maintaining appropriate grade-level expectations and an accurate representation of each student's independent academic performance.

Textbooks/Student Devices

Students are responsible for all textbooks and student devices issued to them by TCS. A charge will be assessed for any damaged or lost textbooks or student devices and will be billed through FACTS.

Attendance

Regular school attendance provides students with a sequential and progressive classroom experience where they benefit from teacher-led activities in which direct instruction, guided practice, and independent practice of new skills take place. This, along with review of previously learned skills, help prevent gaps in learning and work to ensure all grade level learning is finished. Excessive absences from any class may result in a serious disruption in skill acquisition and proficiency. Therefore, we strongly encourage you to make every effort to avoid unnecessary absences.

General Attendance Information

- Attendance is taken every day and posted in FACTS.
- Parents should notify the school by 9:00 a.m. if their child will be absent for the day.
- The school will notify parents via email when a child has had several absences. The parents are responsible for monitoring absences to help avoid excessive absences.
- **All non-school related absences, both excused and unexcused, count toward the total number of absences.**
- Please attempt to schedule medical, dental, and therapy appointments outside of school hours.

State of Texas Compulsory Attendance Law

- In order to be promoted to the next grade, **students must attend 90% of the school year which equates to no more than 9 absences per semester.**
- **An excess of 18 absences for the year will result in the student's case being referred to an attendance committee. Each case will be individually considered.**
 - Students will be required to complete 3 hours of instruction for each day past 18 days of absences.
 - Instruction must be completed by June 30th of the current school year in order to be considered for promotion and enrollment in the next school year.
 - Instruction must be completed by a TCS approved certified teacher paid for by the parents.
 - **Retention in the current grade is also a possible outcome for excessive absences.**

Absences

- Absences due to illness, medical or dental appointments, or attending a funeral are allowed. (Documentation from the doctor's or dentist's office is required.)
- If a student is absent for more than 5 consecutive days because of personal illness, parents must provide a statement from a doctor or health clinic verifying the illness or condition which caused the extended absence. Parental communication with the principal is required.
- We do understand there are unavoidable circumstances that may require students to miss extended periods of time. For those situations, please meet with the principal to discuss an academic plan that best suits your family's needs.

Make-up Work

Makeup work due to school absence is primarily the responsibility of the parent and student. Please do not call the school office for makeup assignments. **Work assigned while a student is absent is collected in a folder. Please pick this folder up from the elementary office between 3:00 p.m. - 4:00 p.m.**

- The number of days to turn in work missed equals the number of days the student was absent. For example, a student who is absent three days and returns on Monday will have until Friday morning to complete the work missed and take any missed assessments.
- A student absent only on the day of a test or pre-assigned project may be required by the teacher to take the test or turn in the project immediately upon return.
- Tests that are given while the student is absent or are given on the day of return from one absence must be made up on the day the student returns to school.
- When a student will be absent from school due to a non-emergency family trip, the makeup work will be given upon the student's return to school, and the student will be allowed the number of days absent to complete the work.

Tardy Policy

"Punctuality is showing a high esteem for others and their time." ~ Joyce Herron, TCS founder
Tardiness is defined as arriving after the bell rings.

- Students (Kindergarten - 5th grade) arriving after 8:00 are considered late to class and will be issued a tardy.
 - Morning arrivals:
 - Prior to 10:00 am = Tardy
 - After 10:00 am = ½ day absence

Afternoon departures:

Before 2:30 pm = ½ day absence

After 2:30 pm = does not count as an absence

- Students who are picked up early, prior to regular dismissal time, will be assessed a half day absence on the 4th early pick up within the quarter.
- Students leaving campus for lunch should return by the following times in order to avoid receiving a tardy:
 - 12:10pm. - PreK, Kindergarten, and T-1
 - 12:55 p.m. - 1st, 2nd, & 3rd grades
 - 1:40 p.m. - 4th, and 5th grades
- Students are allowed 3 tardies each quarter without penalty to allow for unforeseen problems. **A detention will be issued for the 4th tardy and any additional tardies.**
- The 6th tardy will also be recorded as 1 day absent.
- Dismissal for all students is at 3:35pm

Discipline

Successful classroom management is a key component to the framework created within which students enjoy school and obey normal school rules. TCS teachers work to establish this framework early in the school year so students understand and have practiced the systems put in place for classrooms that are relatively free from confusion and disorder. This allows each student, and the group as a whole, to operate freely within the framework with age-appropriate behaviors and without constant reminders of normal school rules. However, we do understand there are times when student behavior extends beyond the established framework and systems and crosses over into the need for discipline. For times such as this, TCS employs the Tally System.

The Tally System

TCS utilizes the Tally System as a means of efficient and effective discipline. This system incorporates the parents and involves them directly in the discipline of their children. Tallies are given to students for misbehavior, for failure to observe school rules, and for irresponsible conduct. The purpose of this discipline is to **train, instruct, and correct**. General school expectations will typically fall into these categories:

- **Put God First**

“And he said to him, ‘You shall love the Lord your God with all your heart and with all your soul and with all your mind.’” ~ Matthew 22:37 ESV

Examples include but are not limited to the following:

 - Lack of reverence for God at appropriate times
 - Lying or stealing
 - Profanity or questionable language
 - Pornography
 - Direct disobedience or continual defiance
 - Cheating
- **Respect for Others**

“And the second is like it: You shall love your neighbor as yourself.” ~ Matthew 22:39 ESV

Examples include but are not limited to the following:

 - Disrespect of teachers or other students in words and actions
 - Physical or verbal bullying
 - Fighting

- Possession of items considered weapons
- Intentional or malicious destruction of property
- **Ready Obedience/The Teacher is the Leader**
 “If you are willing and obedient, you shall eat the good of the land;...” ~ Isaiah 1:19 ESV
 Examples include but are not limited to the following:
 - Not following the instructions of the teacher or school policies
- **Diligence to Duty**
 “And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through Him.” ~ Colossians 3:17
 Examples include but are not limited to the following:
 - Being unprepared for class
 - Not completing assigned tasks in a timely manner (established by the teacher)

Pre-Kindergarten students operate from a simplified version of the above rules:

1. Instant obedience
2. The teacher is the leader.
3. We will not hurt others with our words or our bodies.

Tallies are small notes on triplicate paper given to students in the place of continued verbal warnings for undesirable behavior. This system goes into effect after all rules have been communicated to the students and a brief grace period of student practice has taken place. **Any teacher or staff member may give direction to a student, and the student is expected to comply.**

Consequences for Tallies

- A student (1st-5th grades) receiving **3 tallies in one week** must serve detention. The detention notification will be sent electronically to parents. T-1 students begin serving detention for 3 tallies in one week at the beginning of the second semester. (PreK and Kindergarten students do not serve detention.)
- If a student (PreK-5th grades) receives **6 tallies in one week**, a conference is called with the father (or mother, if it is a single-parent home), an administrator, and the student. Each 6 tally offense counts as two detentions when calculating the citizenship grade. However, they will only serve one detention.
- If a student receives 6 tallies all at once, they will serve detention(s).
- Repeated excessive detentions earned may result in suspension.
- In the event of **serious issues**, the school administration will address the situation.

Detention and Suspension

When a student receives a detention, a behavior report is emailed to the parents. Detention is held at the administration’s discretion. Students are expected to arrive on time to detention. **Missed or skipped detentions may result in an additional day of detention.** Tardiness to detention will be considered a missed detention. **Students serving detention may not have parents bring them lunch on this day.**

Consequences for Repeated Detentions and Suspensions

Students who continue to exhibit undesirable behavior resulting in repeated detentions may experience the following additional consequences:

- Three detentions in a quarter will result in a call or email to the parents from the assistant principal.

- Four detentions in a quarter will result in a conference with the administration, parents, and student. The student will be sent home for the remainder of the day (out of school suspension) **and will be responsible for completing any assignments missed.**
- Five detentions in a quarter may result in suspension from school. **The student will be responsible for completing any assignments missed; however, no credit may be earned for the assignments.**
- Each out of school suspension will count as 3 detentions towards the citizenship grade.
- Students with excessive detentions will be individually evaluated for eligibility to participate in parties, ACSI competitions, and performances. Participation in these events is a privilege. Since the detention and behavioral standards for TCS students are clearly stated, the accumulation of detentions may be viewed as a sign that the student is unwilling to submit to those standards.
- Continued suspensions may result in dismissal from TCS.

Grounds for Dismissal from TCS

- Firearms, knives, chains, or any items considered weapons are not permitted on campus, on school grounds, or at any school related activities. Items will be confiscated. A violation is grounds for dismissal.
- Books or magazines that represent immoral or controversial topics are not permitted and may lead to dismissal.
- Bullying, hazing, or harassment of any kind, including through social media, may lead to dismissal.
- Any involvement with the possession of, the sale of, or who are under the influence of any type of drug or illegal substance will be subject to dismissal.
- Any behavior or action that is potentially destructive or harmful to any student or staff member may lead to dismissal.

Citizenship Grade

Citizenship grades are determined based on the number of tallies, detentions, and suspensions earned within the quarter. This includes those earned for tardiness and dress code violations.

Grade	Number of Tallies	Number of Detentions
E = excellent	6 or less	0
S = satisfactory	7 - 18	1 -2
NI = needs improvement	Not quantified	3 -4
U = unsatisfactory	Not quantified	5 or more

The TCS administration reserves the right to issue additional tallies and/or consequences not explicitly outlined in these guidelines depending on the situation.

Dress Code

As a Kingdom-minded school, TCS promotes modest and moderate dress at school and at all TCS events (1 Timothy 4:12; 1 Peter 3:3-4). The TCS dress code serves to set a foundation of excellence in student appearance that is appropriate in an educational atmosphere. In the elementary grades, safety is also a consideration when establishing the dress code. TCS reserves the right to establish standards of dress, grooming, and appearance at all school related events and functions.

Coordinated Dress

The dress code outlined below is applicable on campus each school day. If necessary, a parent will be called to bring replacement clothing for a student in violation of the dress code. The administration reserves the right to make a final decision on any dress code questions. **TCS vests and oxford shirts may be ordered through Designs in Thread.**

Elementary school students will wear coordinated dress Monday - Thursday. Fridays are special dress days and will be addressed under Friday Wear below.

- **Girls**

- **Tops**

- Red, white, navy, or khaki **polo shirts or turtlenecks** without ruffles or logos
- White **Oxford blouses** ordered from Designs in Thread
- TCS Spirit Shop **t-shirts. No TCS club t-shirts.**
- Red, white, navy, black, or gray **sweatshirts, sweaters, or jackets** without logos and TCS Spirit Shop sweatshirts or jackets may be worn in the classroom.
- Any color of coat or jacket may be worn outside during break or P.E.
- **Please label jackets, sweaters, and vests with your child's first and last name.**
- All shirts must be tucked in (exception for PreK, Kindergarten, & T-1 students).

- **Bottoms**

- Red, navy, khaki, or TCS plaid **shorts, skorts, or skirts**. Length should reach no less than 3 inches above the knee with arms hanging relaxed at the side.
- Navy or khaki **pants or capris**. Must be woven cotton or performance material. No stretch or knit fabric. No pocket designs.
- Red, navy, or white **modesty shorts** must be worn under skirts, dresses, and jumpers.
- Solid red, white, black or navy **tights or leggings** may be worn under skirts, dresses, and jumpers. They must be solid in color and be without designs.
- Jeggings or leggings may not be worn as pants.

- **Dresses and Jumpers**

- Red or navy **polo dresses** with sleeves must be worn with modesty shorts, tights, or leggings. The dresses may not have ruffles on the bottom hem or collar and must be without emblems.
- Red, navy, khaki, or TCS plaid **jumpers** may be worn with modesty shorts, tights, or leggings and a collared shirt.
- Length for dresses and jumpers should reach no less than 3 inches above the knee with arms hanging relaxed at the side.

- **Belts**

- Red, white, navy, black, or brown (no animal prints or glitter) **belts** with small buckles must be worn with all bottoms that have belt loops.
- PreK and Kindergarten students are not required to wear belts.

- **Boys**

- **Tops**

- Red, white, navy, or khaki **polo shirts or turtlenecks** without logos
- White **Oxford shirts**
- TCS Spirit Shop **t-shirts.**
- Red, white, navy, black, or gray **sweatshirts or jackets** without logos and TCS Spirit Shop sweatshirts or jackets may be worn in the classroom.

- Any color of jacket or coat may be worn outside during break or P.E. Denim jackets are not allowed.
- **Please label jackets and vests with your child's first and last name.**
- All shirts must be tucked in except for PreK and Kindergarten students.
- **Bottoms**
 - Navy or khaki **shorts or pants**. Must be woven cotton or performance material. No cargo style.
- **Belts**
 - Red, white, navy, black, or brown (no animal prints or glitter) **belts** with small buckles must be worn with all bottoms that have belt loops.
 - PreK and Kindergarten students are not required to wear belts.

Chapel Attire

Chapel attire is required for all Kindergarten through fifth grade students. Chapel attire is not required for PreK students. All clothing must adhere to specific requirements listed in the coordinated dress section.

- **August, September, April, and May**
 - Girls
 - White polo shirt or Oxford blouse
 - Khaki skirt, shorts, pants, or capris
 - Modesty shorts with skirts
 - Belt
 - Boys
 - White polo or Oxford shirt
 - Khaki shorts or pants
 - Belt
- **October, November, December, January, February, and March**
 - Girls
 - White polo or Oxford blouse
 - TCS navy vest
 - Khaki skirt with modesty shorts. Khaki pants may be worn if the high temperature for the day is below 42 degrees.
 - Red, white, or blue tights
 - Belt
 - Boys
 - White polo or Oxford shirt
 - TCS navy vest
 - Khaki pants
 - Belt

Performance Attire

Performance attire is required for all Kindergarten through fifth grade students. Performance attire is worn for the God and Nation Program, Grandparents' Coffee, and picture day. All clothing must adhere to specific requirements listed in the coordinated dress section.

- **Girls**
 - White, long sleeve, Oxford shirt
 - Khaki skirt with modesty shorts

- TCS navy vest
- Belt
- Boys
 - White, long sleeve, Oxford shirt
 - Khaki pants
 - TCS navy vest
 - Belt

Friday Wear

All clothing must adhere to specific requirements listed in the coordinated dress section.

- **Tops**
 - TCS Spirit Shop t-shirts or red, white, navy, or khaki polo shirts
 - Shirts do not have to be tucked in.
- **Bottoms**
 - TCS Spirit Shop joggers or athletic shorts
 - Denim pants, shorts, or capris without holes or sparkles
 - Uniform bottoms

Shoes and Socks

- All students must wear tennis shoes on their scheduled days of P.E.
- No flip flops, Crocs, high heeled shoes, or tall wedges.
- Red, white, navy, black, or gray **socks**. May have minimal stripes or designs in school colors.

Jeans Days

- Plain jeans, long denim short, or denim capris may be worn on designated days with a TCS Spirit Shop shirt
- Jeans may not be low rise, stretch denim, skinny, or tight jeans. Jeans may not have holes, sparkles, or fancy stitching.
- Denim skirts or skorts are not allowed.

General Appearance

- **Accessories**
 - Hats, hoods, caps, and headphones may not be worn in the school building.
 - Tattoos (including temporary) and body piercings are not permitted.
 - Girls may wear pierced earrings. Earrings are not permitted for boys.
 - No scarves or vests other than TCS Spirit Shop vests may be worn in the classroom.
 - Smart watches are not permitted at school.
- **Hair**
 - Boys' hair should be trimmed above the collar, must not be lower than the bottom of the ear lobe, and cannot fall below the eyebrows.
 - Boys may not wear hair buns or ponytails.
 - Extreme hairstyles and hair colors, including cut-out designs, multi-colors, and mohawks, are not permitted.
 - Girls may not wear excessive hair accessories, including huge flowers, scarves, hair yarns or feathers etc.
- **Makeup**
 - No student may wear makeup.

- **Homecoming**
 - PreK-2nd grade students may wear spirit ribbons.
 - 3rd-5th grade students may wear mums and spirit ribbons.

Dress Code Tallies

Dress code tallies are issued when students are out of dress code. Dress code tallies accrue throughout the quarter.

- Any faculty or staff member may issue a dress code tally.
- On the 4th dress code tally, a detention will be assigned to the student. Each subsequent dress code violation for the remainder of the quarter will also result in a detention.
- Students with severe dress code violations will be sent to the office.

Campus Procedures

***2025-2026 Bell Schedule: 1st Welcome Bell 7:50 am; 2nd Tardy Bell 8:00am
Dismissal Bell and Pickup 3:35pm**

Inclement Weather

On occasion, school may be called off due to inclement weather. A parent alert text will be sent by school officials via FACTS. The information will also be posted on our Facebook page and communicated to the local television stations (KAMC and KCBD). In case of a two-hour delay, school will begin promptly at 10:00 a.m. for all campuses. This information will also be communicated via FACTS, posted on our Facebook page, and communicated to the local television stations.

Lunch

General Information

- HoneyChild provides meals Monday - Thursday. If you opt not to participate in the lunch program, you will need to provide lunch for your child.
 - If you bring lunch to your child, plan for it to arrive **15 minutes prior to the start of your child's lunch period. Please label with your child's name.**
 - **No 3rd party deliveries will be accepted.**
 - Please do not send food that requires the following:
 - More than 2 minutes to microwave
 - Stirring or removing portions of the meal, such as in a TV dinner
 - Boiling water, such as ramen noodles or macaroni and cheese
 - The removal of a metal pop top lid
- Parents who would like to join their child for lunch at school are welcome to do so. Please sit at the parent table in the lunchroom.
- Parents may take their child off campus for lunch during the regular lunch period. Please send a note to your child's teacher informing of such plans. Students must be checked out through the office. Students who do not return by the end of the lunch period will be considered tardy.
- No invitations for classmates will be permitted.

Lunchroom Protocol for Students

- Students will sit at designated tables for their grade or class. Students may not be out of their seats without permission.
- Older students will be given permission to use the microwaves. Younger students will have assistance with lunches that need to be microwaved.
- Each lunch period will observe 5-7 minutes of quiet time in order for students to eat uninterrupted. Students may talk quietly for the remainder of the lunch period.
- Students may not talk during clean up time.
- Allergy free tables are provided during every lunch period.

Entering Campus

TCS is a closed campus.

- All parents, students, and guests must enter through the northeast entrance to Education 1. It is marked by a blue awning.
- **All parents and guests on campus must sign in at the Education 1 office and wear a name badge. No one will be allowed in a classroom or the lunchroom without a name badge.**

Leaving Campus

- Parents are required to check students out at the Education 1 office if they need to take a student off campus during school hours. If students leave campus after school with anyone other than a parent, that person must know the family code word and present personal identification to the front office personnel.

Drop Off and Pick Up

Please exercise great care and caution when dropping off and picking up students and adhere to the drop off and pick up procedures outlined below.

Morning Drop Off

- Before school care is from 7:35 a.m. - 7:50 a.m. Childcare is not provided prior to 7:35 a.m.
 - PreK - T-1 students will report to Ed. 1, Room 102
 - 1st - 5th grade students will report to the Lower Floor
- Drop Off Options
 - North side of the campus, Education 1 blue awning door
 - Flow of traffic: from Elgin Avenue or Canton Avenue, west to east in front of Education 1
 - Pull as far east as possible before allowing your child to exit the vehicle. Unload anywhere parallel to the sidewalks. Students should use the sidewalk to enter at the blue awning door.
 - Remain in line. There is no passing when in the drop off line.
 - If you prefer to walk up, **please park on the east end of EEC and walk along the sidewalk to the blue awning of Education 1.**
 - West side of the campus
 - Flow of traffic: enter from South Loop 289 access road
 - Students may enter through the west gate to the playground which will be open from 7:50a.m. - 8:00 a.m. The gate will be locked promptly at 8:00 a.m.
 - No parking areas before 8:00 am - front of EEC or Staff Parking. These areas are reserved for EEC parents and TCS staff.

- On Wednesdays if you are attending chapel, you may park along the fence in front of the elementary.

Afternoon Pick Up

Students will remain with their homeroom teacher for dismissal from school each day. Older siblings will be picked up with younger siblings in the parking lot north of Education 1. Please explain this procedure to anyone who picks up your children.

- North Parking Lot
 - PreK, Kindergarten, and T-1 students with older siblings will be picked up here.
 - If you prefer to walk up, **please park on the east end of EEC and walk along the sidewalk to the blue awning of Education 1.**
 - Flow of traffic: From west to east in front of Education 1. **You must enter from Canton Avenue.**
 - Pull as far east as possible and wait for the cars ahead to load.
 - Drivers, please do not exit your vehicle while it is in the drop off line.
 - Remain in line. There is no passing when in the pick up line.
- West Parking Lot - **DRIVE THROUGH PICK-UP ONLY**
 - 1st and 2nd grade students will be picked up here.
 - Flow of traffic: enter from South Loop 289 access road
 - Remain in the pick up line following the westbound flow.
 - Pull as far west as possible. Teachers will deliver children to your car.

*Chapel Area Parking Lot-**WALK UP ONLY**

*3rd-5th grades

*Enter from Canton and Exit onto the access road. One way traffic.

Red Flag Days

On inclement weather days, a red flag will be posted in the parking lots and a parent alert text will be sent.

- Older siblings will be sent to younger siblings' classrooms.
- Parents of PreK - 2nd grade students need to park and pick up their children from each child's classroom.
- Parents of 3rd - 5th grade students may pick up their children from the Trinity Church Chapel. Please enter the church parking lot from Canton Avenue and drive to the south end of the church parking lot. Once you have received your child, you will exit the parking lot onto the access road.

Parking Lot and Traffic

In the school parking lot, practice caution and courtesy even when you are in a hurry. The safety of our students is our number one priority.

- **The use of cell phones is prohibited.**
- The parking lot speed limit is **15 mph.**
- **Do not leave your car unattended in the fire lane for any reason.**
- Park in designated parking if you have business in the school. Do not leave your car to enter the school when you are in the flow of traffic.
- Please use crosswalks when walking between the parking lot and the school. If you have younger children with you, please do not allow them to cross the parking lot without a parent.
- Do not park in the designated no-parking areas and crosswalks. Do not drive through the orange cones.

Electronic Devices

Students are **not** allowed to use cell phones or any other personal electronic devices at any time during the school day (8:00 a.m. - 3:30 p.m.) unless approved on a TCS accommodation plan. If communication with parents is necessary, a teacher will issue a phone pass and send the student to use the office phone under the supervision of the administrative assistant.

- Electronic devices (including but not limited to cell phones and smart watches) should remain in students' backpacks and not on their person during the school day.
- The faculty and staff may confiscate any unapproved electronic devices. The student will receive 3 tallies, and the device will be confiscated. A parent may retrieve the device from the office after school at which time a \$20 fee will be assessed.
- Any confiscated device may be examined, including phone numbers called, pictures stored, and text messages sent. Inappropriate materials found may result in further disciplinary action.

General Information

FACTS

FACTS is the TCS student information system. Parents may access FACTS at <https://factsmgt.com/> to view their child's school information. If you are having trouble accessing FACTS, please contact the elementary school office.

Conferencing with a Teacher

Most teachers have a daily conference period. It is recommended that parents email a teacher to schedule a meeting during a teacher's conference period. When needed, parents may request that an administrator meet with them and the teacher.

Parent Participation Opportunities

Because TCS values the role parents have in the education of their children, we seek to create opportunities for parents to participate in the school lives of their children. Listed below are a few such opportunities.

- **Father of the Day**
A father's role in the family is very important, and one way we emphasize the importance of it is by providing the opportunity for dads to come share in the classroom about their jobs, hobbies, or family. We call this 'Father of the Day.' In situations in which there is not a father in the home, we welcome other influential male role models in the child's life or the child's mother to come share with the class. Please let your child's teacher know early in the year when your schedule allows you to share with the class.
- **Parent Activity Center (PAC)**
The Parent Activity Center is a place where parents may volunteer for the school. Parents are invited to drop by the PAC any time, or you may contact the school for additional information.
- **Classroom Helpers**
Parent volunteers may serve as room mothers, assistants to teachers, aides for special projects, story readers, and help with resource preparation work. All of these activities help set a godly example for TCS students as we seek to help them become servant-leaders. In addition, time spent in the classroom facilitates a greater understanding for parents of their child's growth and development - spiritual, academic, physical, and social. If you would like to volunteer, please contact the school.

Private Fundraising

Students may not attempt to raise funds for non-TCS causes at school or school events.

Special Events

Chapel

Parents are always welcome to attend chapel, but we ask that you not sit with your child during chapel or special programs other than family worship. There is designated seating for parents, family, and friends. A tardy will be assigned to sibling students when he or she checks in after 8:00 am. On Wednesdays, if you are attending chapel, you may park along the fence in front of the elementary.

Class Parties

Teachers may have four parties per year. These include Thanksgiving, Christmas, Easter, and an end-of-school activity. Younger siblings may not participate in these activities.

Birthday Celebrations

Teachers will give special recognition to each student on their birthday. Parents may send cookies (no red icing) or a healthy snack to celebrate their child's birthday or half birthday. Please contact your child's teacher. She will inform you of any specific food allergies. Some reminders:

- Please do not send cake, drinks, decorations, party favors, or decorate lockers.
- Invitations to birthday parties may not be passed out at school unless the entire class is invited.

Field Trips

Field trips are a valuable part of the educational process as they allow teachers to extend student learning beyond the classroom. Every student must return to school on the bus unless they are riding home with their parents. Younger siblings may not participate in these activities.

Parents must notify the teacher and the office via text or email if their child is not returning to school on the bus.

Parent Drivers

If you would like to be a driver for a school field trip, please fill out the required forms. Here are reminders when transporting TCS students:

- Transport students under your care in a safe and responsible manner.
- Refrain from texting or excessive talking on the phone while driving.
- May not be under the influence of any substance that would interfere with safe driving and sound decision making.
- Siblings may not attend; your undivided attention is needed for the students you are transporting.
- Adults riding in the vehicle must be unrelated and not married.

Section 7: Middle School

Academics

Expectations of Teachers

In most situations, parents should expect:

- Response to communication within 24 hours
- Grades posted on a weekly basis
- Homework and tests returned in a reasonable amount of time
- The opportunity to see a test their student has taken, if requested

Academic Coaching

The academic coaching period is available every day for students to see their teachers for extra help. Students are expected to sign up to see a teacher using the academic coaching form in their Google Classroom by 8:00 am the morning of their sign up time. Students not needing to see a specific teacher during this time report to Stage 2.

Academic Progress Reporting

- Parents may use FACTS to check on their child's academic progress at any time.
- Academic progress reports in all subjects are sent to parents at the end of the 3rd and 6th weeks of the quarter. **A progress report may reinstate eligibility, but it may not initiate ineligibility.**
- If you have a question or concern regarding your child's academic progress throughout the quarter, please contact your child's teacher.
- Middle school students may take quarter exams at the end of each quarter. Individual teachers will be responsible for communicating this to parents.

Report Cards

- Quarterly report cards communicate student academic proficiency and will be emailed in the week following the end of the quarter. **Please note: only a report card may initiate ineligibility.**
- Students who are absent at the end of the quarter may be appropriately assigned an Incomplete Passing (IP) or Incomplete Failing (IF) grade until all work is submitted, and it will be noted in the comment section of the report card.
 - Incomplete Failing grades affect eligibility.
 - Incomplete work at the end of the quarter should be submitted within one week of the end of the quarter. There should be no incomplete work at the end of a semester except in the case of extreme illness.
- Eighth grade students taking Advanced Algebra I and Advanced Spanish I will receive grade points on their high school transcript according to the semester average earned. Please see the table of grades and corresponding grade points in the High School Academics section of this handbook.
- Eighth grade students taking Advanced Algebra I and Advanced Spanish I will take a **semester exam** in these courses.
 - The last Red day and the last Navy day of each semester will be considered 'Dead Days' in order to give these students in high school level courses a reasonable amount of time to prepare for the semester exams. No homework may be assigned, and no quizzes or tests will be given on these days in these courses only. These days are meant for in class review.

- Semester exams count 1/7 of the entire semester grade for these courses.

Grade Category Percentages (Assessments/Daily Work)

Grade Weights	6th Grade	7th Grade	8th Grade
On-level Courses	50/50	50/50	50/50
Honors Courses	55/45	55/45	55/45
Advanced Courses	60/40	60/40	60/40

Promotion

In order for a middle school student to be eligible for promotion to the next grade, a year end average of 70 or above must be attained in each core course taken. Core courses include: English, math, science, history, and Bible.

Course Designations

Course designations for math and English courses are as follows: On-level, Honors, and Advanced. Teacher recommendations, previous grades, and standardized assessment scores are used to determine student enrollment in all levels. Continued placement in honors and advanced courses is as follows:

- Honors - 80% or higher semester average to remain in the honors class
- Advanced - 85% or higher semester average to remain in the advanced class

If a student fails to meet the stated academic standards, they will be placed on academic notice, and their progress will be reassessed at the end of the following semester. If the student remains below the required standards, they will be reassigned to the preceding level.

Schedule/Level Changes

Math and English levels may be adjusted during the first three weeks of the first semester and before the end of the first week of the second semester. Level changes will be permitted only after a conversation with the principal, parent, and teacher. In addition, a grade average of 90% or higher must be maintained in each of the previous two quarters of the currently enrolled class designation in order to be considered for a move to a more rigorous academic level. Schedule changes will be made through the principal's office and are contingent upon class availability and teacher approval.

Eligibility

Participation in student activities is a privilege. Students who choose to participate in school activities agree to be held to a higher standard of conduct, both at school and away from school. And because these students represent the school in public or hold positions of high visibility among their peers, TCS reserves the right to remove a student from any activity if, in its sole discretion, the best interests of the school would be served by the student's removal.

- **Co-curricular and Extracurricular Activities**
 - Students must be passing all subjects in order to participate in co-curricular and extracurricular activities. **This includes all athletics, fine arts, and academic competitions and performances.**
 - If a subject is failed or a student receives an Incomplete Failing, the student becomes ineligible on the Wednesday following the end of the quarter as it is the normal date report cards are posted.
 - **Fourth quarter failing grades will result in ineligibility at the beginning of the following school year.** The first 3-week progress report of the new school year may reinstate eligibility.

- Eligibility can be restored at the 3rd week or the 6th week of the quarter if the student is passing all subjects.
- **Student Leadership**
 - Students must maintain at least a C average in all classes.
 - Students who receive 2 detentions or any suspension become subject to administrative review which may result in removal from the leadership position.
 - Student leadership positions include but are not limited to: Class Leadership.
- **National Junior Honor Society (NJHS)**
 - Students must have been in attendance at TCS for at least one semester.
 - Students must have a cumulative grade average of 90% or higher in math, English, science, history, and Spanish.
 - Students may not have failed a class for the quarter.
 - Students may not have been suspended (in school or out of school) or have more than three detentions during a semester.

Homework Expectations

The primary purpose of homework is to help develop the proficiency of specific classroom skills, offer enrichment opportunities, provide more in-depth attention to a given unit of study, and to afford time to complete unfinished classroom assignments. It is assumed that homework will be a regular part of middle school life with increasing time and application required as students progress through each grade. Points to note:

- Some homework assignments are given days or weeks in advance, allowing students to complete the homework as time allows prior to the designated due date.
- A student's organizational skills, work habits, homework environment, and potential distractions may contribute to the amount of time a student spends on homework.
- Some students may need parental assistance to help remember if they have homework. A daily review of your child's assignments via FACTS and Google Classroom notifications may help your child avoid turning in homework late.
- If your child has questions regarding the homework, please have your child email the teacher from their TCS email address.
- If you have a concern regarding an assignment, please contact your child's teacher.
- There is time each day during study hall in which students may work on homework assignments.
- **A homework assignment due on the day a student is traveling for a school activity should be turned in before the student leaves.**

Late Work Policy

Missing or late assignments are tasks that have not been submitted or have not been submitted by their due date. The following actions will be taken when an assignment is missing or late:

- **1st Assignment**
 - Parents will receive an email from the teacher advising them of the missing or late assignment.
 - Students will receive a tally for lack of diligence to duty and have one calendar week to complete the missing or late assignment for **full credit**.
 - **If the assignment is not turned in within one calendar week, the student must still complete the assignment but will receive a zero in the gradebook.**
- **2nd Assignment**
 - Parents will receive a phone call from the teacher regarding the missing or late assignment.

- Students will receive a tally for lack of diligence to duty and have one calendar week to complete the missing or late assignment for **full credit**.
- **If the assignment is not turned in within one calendar week, the student must still complete the assignment but will receive a zero in the gradebook.**
- **3rd Assignment**
 - Parents will be notified regarding the missing or late assignment and be required to attend a conference with the administration.
 - Students will receive three tallies, attend detention, and have one calendar week to complete the missing or late assignment for **full credit**.
 - **If the assignment is not turned in within one calendar week, the student must still complete the assignment but will receive a zero in the gradebook.**
- **4th Assignment**
 - Parents will be notified of the missing or late assignment.
 - Students will receive three tallies and be required to attend Saturday school for 60 minutes. (Saturday school costs \$50 per 60 minutes and will be billed through FACTS to the parents.)
 - In addition, students will have one calendar week to complete the assignment for **half credit**.
 - **If the assignment is not turned in within one calendar week, the student must still complete the assignment but will receive a zero in the gradebook.**
- **5th Assignment**
 - Parents will be notified regarding the missing or late assignment and be required to attend a conference with the administration where academic probation of the student will be discussed. Parents will be notified that upon the next missing assignment, the student may be asked not to return to TCS for the following semester.
 - Students will be placed on academic probation and must attend Saturday school for 80 minutes at the cost of \$50 which will be billed through FACTS.
 - In addition, students will have one calendar week to complete the assignment but will receive **no credit** for the assignment.

Student Work Relearning/Correction Policy

The primary objective of corrections is to provide students with the opportunity to reinforce their understanding of concepts and bridge any gaps in their learning. Assignment corrections afford students the opportunity to revisit the material and strive for improved comprehension and mastery of the assessed content. TCMS implements the following guidelines for grade corrections on assignments:

- All assignments may be corrected.
- One assessment per quarter may be corrected.
- Corrections may be student or teacher initiated.
- Corrections must be completed during Academic Coaching or students may use the TCMS Corrections Form.
- Corrections must be completed within one class period from the date the assignment is returned to the student.
- Students will be eligible to receive half of the points lost for every question corrected correctly.

Textbooks/Student Devices

Students are responsible for all textbooks and student devices issued to them by TCS. A charge will be assessed for any damaged or lost textbooks or student devices and will be billed through FACTS.

Students who fail to meet the TCS academic requirements may be placed on academic probation.

Attendance

Regular school attendance is essential in order for students to benefit from teacher-led activities in which direct instruction, guided practice, and independent practice of new skills take place. This, along with review of previously learned skills, help prevent gaps in learning and work to ensure all grade level learning is finished. Excessive absences from any class may result in a serious disruption in skill acquisition and proficiency. Therefore, we strongly encourage you to make every effort to avoid unnecessary absences.

General Attendance Information

- Attendance is taken every day at the beginning of every class period and posted in FACTS.
- A student is considered absent if they miss more than 15 minutes of a class period.
- Parents should notify the school by 9:00 a.m. if their child will be absent for the day.
- The school will notify parents when a student reaches 3 absences from a class in a quarter. Parents are responsible for monitoring absences to help avoid excessive absences.
- **A student who is out of class due to a school sponsored activity is not considered absent.**
- **All non-school related absences, both excused and unexcused, count toward the total number of absences.**
- Students must be in class **ALL** day in order to participate in co-curricular and extracurricular activities that day. Exceptions to this policy will be handled on an individual basis by the principal or athletic director.

State of Texas Compulsory Attendance Law

- In order to receive credit for a class, 90% attendance is required which is no more than 5 absences in each class per semester.
- On the 6th absence from a class, a student must attend at least one hour of Saturday School at the cost of \$50 per hour. The same will apply on the 7th absence.
- On the 8th absence, the student will be referred to an attendance committee who will determine if the student may still receive credit for the class.

Non-School Related Absences

- Non-school related absences due to illness, medical or dental appointments, or attending a funeral are allowed. (Documentation from the doctor's or dentist's office is required.)
- If a student is absent for more than 5 consecutive days because of personal illness, parents must provide a statement from a doctor or health clinic verifying the illness or condition which caused the extended absence. Parental communication with the principal will be required.
- We do understand there are unavoidable circumstances that may require students to miss extended periods of time. For those situations, please meet with the principal to discuss an academic plan that best suits your family's needs.

Unexcused Absences

- Unexcused absences are any absences that do not fall within the normal absence guidelines. Students who knowingly and willingly miss class without permission from the school office are considered truant.
- This is unexcused and will result in school discipline, which may include suspension, revoking for privileges, and suspension of eligibility for co-curricular and extracurricular activities.

Make-up Work

Makeup work due to school absence is the responsibility of the student. Upon the day the student returns to school, he/she must check with the teachers to see what work was missed.

- The number of days to turn in work missed equals the number of days the student was absent. **This applies to work assigned during the time the student was absent.**
- Work that was due on the day of the absence must be turned in immediately upon return to school. For example, if a student is absent on a Navy day, the work due the Navy day the student was absent is due on the next Navy day the student is present.
- Tests that are given while the student is absent or are given on the day of return from one absence must be made up on the day the student returns to school.
- A test or quiz being given on the day the student returns to school from an extended absence will be made up at a time arranged by the teacher.
- **Students who miss class due to school sponsored activities are expected to turn in work and pick up assignments before missing classes.**

Tardy Policy

Tardiness is defined as arriving after the bell rings.

- Students late to school or class by more than 15 minutes will be considered absent.
- Teachers will close and lock doors when the bell rings. Students who arrive tardy to class must report to the office for a tardy pass. The office will mark the student tardy.
- Students are allowed 5 tardies each semester without penalty to allow for unforeseen problems. **A detention will be issued for the 6th tardy and all subsequent tardies.**
- A tardy to 3rd period counts as 2 tardies except in the case of a doctor's appointment. A written excuse from the doctor's office is required.

Discipline

Successful classroom management is a key component to the framework created within which students enjoy school and obey normal school rules. TCMS teachers work to establish this framework early in the school year so students understand and have practiced the systems put in place for classrooms that are relatively free from confusion and disorder. This allows each student, and the group as a whole, to operate freely within the framework with age-appropriate behaviors and without constant reminders of normal school rules. However, we do understand there are times when student behavior extends beyond the established framework and systems and crosses over into the need for discipline. For times such as this, TCS employs the Tally System.

The Tally System

TCMS utilizes the Tally System as a means of efficient and effective discipline. This system incorporates the parents and involves them directly in the discipline of their children. Tallies are small notes given to students in the place of continued verbal warnings for undesirable behavior. This system goes into effect after all rules have been communicated to the students and a brief grace period of student practice has taken place. **Any teacher or staff member may give direction to a student, and the student is expected to comply.**

Tallies are given to students for misbehavior, for failure to observe school rules, and for irresponsible conduct. The purpose of this discipline is to **train, instruct, and correct**. General school expectations will typically fall into these categories:

- **Put God First**

“And he said to him, ‘You shall love the Lord your God with all your heart and with all your soul and with all your mind.’” ~ Matthew 22:37 ESV

Examples include but are not limited to the following:

- Lack of reverence for God at appropriate times
- Lying or stealing
- Profanity or questionable language
- Pornography
- Direct disobedience or continual defiance
- Cheating
- **Respect for Others**

“And the second is like it: You shall love your neighbor as yourself.” ~ Matthew 22:39 ESV

Examples include but are not limited to the following:

- Disrespect of teachers or other students in words and actions
- Physical or verbal bullying
- Fighting
- Possession of items considered weapons
- Intentional or malicious destruction of property

- **Ready Obedience**

“If you are willing and obedient, you shall eat the good of the land;...” ~ Isaiah 1:19 ESV

Examples include but are not limited to the following:

- Not following the instructions of the teacher or school policies

- **Diligence to Duty**

“And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through Him.” ~ Colossians 3:17

Examples include but are not limited to the following:

- Being unprepared for class
- Not completing assigned tasks in a timely manner

Consequences for Tallies

- A student receiving **3 tallies in one week** must serve detention. Parents will be notified by email concerning the detention.
- Once a student receives **6 tallies in one week**, a conference is called with the father (or mother, if it is a single-parent home), an administrator, and the student.
- In the event of **serious issues**, the school administration will address the situation.
- In School Suspension (ISS) is the equivalent of 6 tallies and the suspension from co-curricular activities including athletics and school trips for the day(s) the suspension is served.

Detention and Suspension

When a student receives a detention, a behavior report is emailed to the parents. Detention is held at the administration's discretion for tallies received the previous week. Students are expected to arrive on time to detention. Tardiness to detention will be considered a missed detention.

Consequences for Missed Detentions

- The first time a student misses detention, parents will be contacted, and the student will serve an additional detention.
- On the second missed detention, the student will serve a half day of in-school suspension.
- On the third missed detention, the student will serve a full day of in-school suspension. (In-school suspension is treated as an unexcused absence.)

Disciplinary Probation

Five detentions in a semester will result in the student being placed on disciplinary probation. A disciplinary plan of improvement for the student will be written and signed by all parties. Disciplinary probation may result in the following:

- Suspension of co-curricular activities, including athletics
- Suspension of extracurricular participation, including school trips
- Potential withdrawal from school

Grounds for Dismissal from TCS

- Firearms, knives, chains, or any items considered weapons are not permitted on campus, on school grounds, or at any school related activities. Items will be confiscated. A violation is grounds for dismissal.
- Possession of materials that represent immoral or controversial topics are not permitted and may lead to dismissal.
- Bullying, hazing, or harassment of any kind, including through social media, may lead to dismissal.
- Any involvement with the possession of, the sale of, or who are under the influence of any type of drug or illegal substance will be subject to dismissal.
- Any behavior or action that is potentially destructive or harmful to any student or staff member may lead to dismissal.

The TCS administration reserves the right to issue additional tallies and/or consequences not explicitly outlined in these guidelines depending on the situation.

Dress Code

As a Kingdom-minded school, TCMS promotes modest and moderate dress at school and at all TCMS events (1 Timothy 4:12; 1 Peter 3:3-4). The TCMS dress code serves to set a foundation of excellence in student appearance that is appropriate in an educational atmosphere. TCMS reserves the right to establish standards of dress, grooming, and appearance at all school related events and functions.

There are clear biblical principles that should cover the choice for dress:

- Dress and grooming styles are deemed inappropriate if they attract undue attention to the outward appearance, detracting from the reflection of Christ, which initiates internally (1 Timothy 2:9-10).
- Dress is to be distinctively masculine and feminine, reflecting a wholesome appreciation for God's creative plan (Deuteronomy 22:5).
- Immodesty in dress is incompatible with the concept of the Christian as one in whom the Holy Spirit, God Himself, lives (1 Corinthians 6:19-20).

When shopping and choosing clothes for school, please consider the following questions:

1. Am I honestly trying to meet the dress code, or am I trying to push the limits? (Philippians 4:8)
2. Have I responsibly chosen my clothing to honor God? (Colossians 3:23)
3. Am I working hard to create an atmosphere of unity for the good of the school? (Romans 14:19)
4. Am I respecting rules that have been established by the school administration? (Romans 13:5)

The dress code outlined below is applicable on campus each school day and any time you represent TCMS outside of the school day or away from school. If necessary, a parent will be called to bring

replacement clothing for a student in violation of the dress code. The administration reserves the right to make a final decision on any dress code questions.

Middle school students will wear coordinated dress. All students must meet TCMS dress code requirements for athletic travel, co-curricular and extracurricular travel, and any time you represent TCMS in our community.

- **Tops**

- TCS t-shirts or sweatshirts
- Red, white, or navy polo shirts with buttons and regular sleeves
- Plain red, blue, black, gray, or white shirts
- Jackets or sweaters may be a student choice.
 - **A TCS shirt must be worn under all sweatshirts, hoodies, and jackets.**
 - **No sports jerseys other than TCS sports jerseys may be worn over sweatshirts, hoodies, and jackets.**
- Jacket hoods, sweatshirt hoods, and hats *may not be* worn on the head while in the school building
- All tops must extend to a minimum of the mid-hip, covering the waist. The shirt should not rise above the natural waistline when the arms are raised. Shirts should fit comfortably without being excessively tight or loose.

- **Bottoms**

- All shorts, skirts, capris, pants, and tailored joggers must be **navy, black, gray, or khaki**.
- **Shorts** should be **no less than 7 inches inseam**. **Skirts** should not be less than 2 inches below fingertip length. Undergarments or spandex shorts may not be used to meet the length requirement.
- **Tailored joggers** have a fit that is neither too tight nor too loose. These are not athletic-style sweatpants or leggings. Acceptable colors are navy, khaki, black and dark gray.
- **Leggings may not be worn as pants** but may be worn under a skirt. If worn under a skirt, the length requirement for the skirt remains no less than 2 inches above the knee in length at the front and back, with arms hanging relaxed at the side.
- **TCS PA and CA athletic uniform shirts and shorts are not appropriate** for the classroom.
- Students may wear jeans or TCS Spirit Shop sweatpants, shorts, or wind suit pants with a TCS t-shirt or sweatshirt.
- Jeans must have no holes or distressing on them.

- **Shoes**

- Shoes must be substantial enough to provide protection to the foot and be closed toe and closed heel.
- No house shoes, thin flip flops, Crocs, or athletic slides.

Game Day Dress

- Members of TCS athletic teams may wear a designated team shirt.
- Coordinated dress bottoms are required during the school day.

Athletic Wear

- All middle school students are required to purchase and wear athletic clothing from the TCS Spirit Shop during the pre-athletic (PA) or competitive athletic (CA) periods.
 - Girls wear TCS athletic shirts with either red or blue shorts, depending on the athletic season.

- Boys wear TCS athletic shirts with blue shorts.
- The only exception is gear that is specifically issued by a team coach.

Retreats and Trips

- Students must meet TCS dress code requirements for all travel. Athletic travel attire designated by the athletic director may be worn by athletes on travel days.
- Students may wear athletic shorts that are fingertip in length at school retreats. Spandex shorts must be worn underneath for modesty.
- Girls will wear a dark colored t-shirt over swimsuits at all school events.
- Boys will wear board shorts as swim suits and a t-shirt at all school events.

Hair and Accessories

- Facial hair is not permitted.
- Extreme hairstyles and hair colors are not permitted.
- Boys may not wear nail polish.
- The only acceptable piercings are in ears.
- Hats, hoods, sunglasses, or other distracting accessories are not permitted in the school building.
- Headphones and earbuds are not permitted during the school day.

Student ID Badges

- Students are required to wear their student ID badge on their person at all times in the school building.
- Students are required to scan their ID badge when they arrive in the morning. If students depart the building during the school day for an appointment, they must scan out using their ID badge.
- Students who fail to wear their ID badge will receive a replacement sticker from the middle school office for the day. They will also receive a dress code tally for being out of dress code.
- If an ID badge is lost, the parents will be charged through FACTS a \$10 fee for a replacement badge.

Dress Code Tallies

Dress code tallies are issued when students are out of dress code. (This includes student ID badges.)

Dress code tallies are treated differently than behavior tallies as they accrue throughout the semester.

- Any faculty or staff member may issue a dress code tally.
- On the 3rd dress code tally, a detention will be assigned to the student. Each subsequent dress code violation for the remainder of the semester will also result in a detention.
- Students with severe dress code violations will be sent to the office.

Campus Procedures

Bell Schedule

Regular Schedule	
R1/N1	8:00 - 9:20
Academic Coaching	9:25 - 9:55
R2/N2	10:00 - 11:20
Lunch	11:25 - 12:00
Study Hall / Break / Chapel	12:05 - 12:45
R3/N3	12:50 - 2:10
R4/N4	2:15 - 3:35

Half Day Dismissal	
Academic Coaching	8:00 - 8:30
R1/N1	8:35 - 9:20
R2/N2	9:25 - 10:15
R3/N3	10:20 - 11:10
R4/N4	11:15 - 12:05

Inclement Weather	
R1/N1	10:00 - 11:00
R2/N2	11:05 - 12:05
Lunch	12:10 - 12:45
Study Hall / Break / Chapel	12:50 - 1:25
R3/N3	1:30 - 2:30
R4/N4	2:35 - 3:35

Inclement Weather

On occasion, school may be called off due to inclement weather. A parent alert text will be sent by school officials via FACTS. The information will also be posted on our Facebook page and communicated to the local television stations (KAMC and KCBD). In case of a two-hour delay, school will begin promptly at 10:00 a.m. for all campuses. (See above 'Inclement Weather' schedule.) This information will also be communicated via FACTS, posted on our Facebook page, and communicated to the local television stations.

Red and **Navy** days are set on the school calendar before the school year begins. In the case of a school cancellation due to inclement weather, refer to the school calendar to see if the next school day is **Red** or **Navy**.

Lunchroom

Students should be respectful, courteous and considerate towards each other and school property. Students are expected to clean up after themselves. "We never leave a place on campus until it's clean."

- Students should provide their own food. They may not sell any food items.
- Parents may bring food for their child only. Food needs to be delivered to the Middle School Office or Central Office no later than 11:10 a.m. **No 3rd party deliveries will be accepted.**
- Students must remain in their designated lunch areas for the entire lunch period.
- Students may not eat with teachers in classrooms unless by special arrangement. Teachers may eat with students in the cafeteria.
- Visitors to the lunchroom must check in at the Central Office and receive a name tag. They may not bring food for a select group of students.

Leaving Campus

TCS is a closed campus; therefore, all students must check out through the office when leaving campus for any reason.

- We request an approved pick-up contact to physically sign the student out at the time the student leaves.

- Parents who are not able to physically sign their student out will need to email the MS office at avaldez@tcsclubbock.org. Please include the following information: child's name, time of check out, where they are going, if returning to school, and when returning to school.
- There is no off-campus lunch for MS students. **We do allow parents to take their own child off-campus for lunch.**

End of School Day Dismissal

When school is dismissed, Middle School students will be released to the designated pick up area for their grade level. Please plan to pick your child up at the designated area.

- 6th grade students will wait on the sidewalk on the east side of the parking lot.
- 7th grade students will wait on the sidewalk on the north side of the parking lot.
- 8th grade students will wait on the sidewalk on the west side of the parking lot.

Middle School students are not permitted in the practice gym at any time, including before and after school, unless participating in practice directly overseen by a coach.

Parking Lot and Traffic

In the school parking lot, practice caution and courtesy even when you are in a hurry. The safety of our students is our number one priority.

- **The use of cell phones is prohibited.**
- **Do not leave your car unattended in the fire lane for any reason.**
- You may drive through to drop off and pick up your child.
- Park in designated parking if you have business in the school. Do not leave your car to enter the school when you are in the flow of traffic.
- Please use crosswalks when walking between the parking lot and the school. If you have younger children with you, please do not allow them to cross the parking lot without a parent.
- Do not park in the designated no-parking areas and crosswalks. Do not drive through the orange cones.

Trips

If a student attends a school sponsored event, the student is under the authority of the school and must comply with all established rules for trip travel. This includes overnight trips, with or without the presence of parents.

- Full time students may participate in 6th grade retreat, 7th grade history trip, and 8th grade retreat.
- Students who are on disciplinary probation will not be allowed to participate in school trips.
- The school dress code applies to school trips.
- No electronics are allowed on school trips. The school will update parents as needed.
- Written permission from a parent to the trip sponsor is required if a student will not be returning from the trip with the school group.

Electronic Devices

Students are **not** allowed to use cell phones or any other personal electronic devices (including but not limited to smart watches, metaglasses, and other devices with recording, broadcasting, or communication capabilities) at any time during the school day (8:00 a.m. - 3:35 p.m.) unless approved on a TCS accommodation plan. This does include the lunch period.

- If communication with parents is necessary, students will be allowed to use their cell phone or office phone only in the middle school office and with permission from the administrative assistant or campus administration.
- Electronic devices (including cell phones) should remain in students' backpacks and not on their person during the school day.
- The faculty and staff may confiscate any unapproved electronic devices. The student will be issued three tallies. There will also be a \$20 fee to retrieve the device after school.
- Any confiscated device may be examined, including phone numbers called, pictures stored, and text messages sent. Inappropriate materials found may result in further disciplinary action.
- Cell phones or any other personal electronic device usage is prohibited in all athletic dressing and locker room areas, including before and after school.
- The school
- All students will be issued a Google Chromebook owned by TCS for use during the school year.

General Information

Conferencing with a Teacher

Most teachers have a daily conference period. It is recommended that parents email a teacher to schedule a meeting during a teacher's conference period. When needed, parents may request that an administrator meet with them and the teacher.

Middle School Open House and Parent Orientation Meeting

The Parent Orientation meeting occurs on the evening of the Back to School Fair. It is held to communicate the basic philosophy, goals, and objectives of the school. All TCS faculty and staff will be involved in the orientation. There will also be a Middle School Open House during the Back to School Fair for parents to come to the Middle School campus and meet the teachers.

Private Fundraising

Students may not attempt to raise funds for non-TCS causes at school or school events.

Section 8: High School

Academics

A full time student is defined as a student enrolled in a minimum of 5 credit eligible classes , of which Bible must be one, each semester at TCS. A full time student may not exceed 8 credits per year.

Online and Distance Learning

Students that need to complete credit recovery for credits for either a semester or year long course, can choose to do that specific class through TTU K-12. Students will be given consideration on an individual basis if they have a consistent and ongoing conflict.

Approval and Participation Requirements

- Any classes taken outside of TCS must be approved by the school counselor **in advance of the start date.**
- Students may obtain 8 credits in one school year; therefore, students taking online or distance learning courses must enroll in an academic study hall during the school year for each online or distance learning course being taken.
- All online and distance learning courses will be counted in the student's grade point average (GPA) as a standard level class worth a **maximum of 4.0 GPA points.**

Course Completion and Documentation of Grades

- Course completion and documentation of grades must be submitted to the counselor's office **by the end of the year in which the class would normally have been taken.**
- Students who do not turn in documentation of grades for an online or distance learning course by the assigned due date will be unable to enroll in the course following until the online or distance learning course documentation has been submitted.
- All candidates for valedictorian and salutatorian who are taking an online or distance learning course during their senior year must have documentation of grades turned into the counselor's office no later than **May 15th or within three days of when college grades are due** (whichever is earlier). If documentation is not submitted by this date, the student will no longer be eligible for the distinction of valedictorian or salutatorian.

Acceptance of Transfer Credits

Upon enrollment, credits from other educational institutions (including home school, online, and correspondence) will be accepted as they match what is currently offered at TCS and upon administrative approval. Advanced credit will not be given for homeschool courses or for courses for which there is not an equivalent course available at TCS. Credit will not be given for core classes taken pass/fail. Full time students must take Bible classes through TCS.

Expectations of Teachers

In most situations, parents should expect:

- Responses to communication within 24 hours
- Grades posted on a weekly basis
- Homework and test returned in a reasonable amount of time
- The opportunity to see a test their student has taken, if requested

Academic Coaching

The academic coaching period is available every day for students to see their teachers for extra help. Students are expected to sign up to see a teacher using the academic coaching Google form. Students not needing to see a specific teacher during this time have a study hall.

Academic Progress Reporting

- Parents may use FACTS to check on their child's academic progress at any time.
- Academic progress reports in all subjects are sent to parents at the end of the 3rd and 6th weeks of the quarter. **A progress report may reinstate eligibility, but it may not initiate ineligibility.**
- If you have a question or concern regarding your child's academic progress throughout the quarter, please contact your child's teacher.

Report Cards

- Quarterly report cards communicate student academic proficiency and will be emailed on the Wednesday following the end of the quarter. **Please note: only a report card may initiate ineligibility.**
- Students who are absent at the end of the quarter may be appropriately assigned an Incomplete Passing (IP) or Incomplete Failing (IF) grade until all work is submitted, and it will be noted in the comment section of the report card.
 - Incomplete Failing grades affect eligibility.
 - Incomplete work at the end of the quarter should be submitted within one week of the end of the quarter. There should be no incomplete work at the end of a semester except in the case of extreme illness

Grade Category Percentages (Assessments/Daily Work)

Grade Weights	9th Grade	10th Grade	11th Grade	12th Grade
On-level Courses	50/50	50/50	50/50	50/50
Advanced Courses	60/40	60/40	60/40	60/40
AP/DC Courses	n/a	n/a	70/30	70/30*

* These weights may vary for dual credit courses. Please refer to the course syllabus.

Grades and Grade Points

Letter Grade	Numerical Average	On-Level Courses	Advanced Courses (Q)	AP/DC Courses
A	90 - 100	4.0	5.0	5.0
B	80 - 89	3.0	4.0	4.0
C	75 - 79	2.0	3.0	3.0
D	70 - 74	1.0	2.0	2.0
F	Below 70	0	0	0

Grade Point Average (GPA) Calculation

TCS employs a weighted 5.0 GPA scale and all classes that meet state and/or college standards count toward that GPA. Advanced (Q), dual credit (DC), and Advanced Placement (AP) courses are weighted as outlined below.

Weighted Courses

TCS offers a variety of advanced level courses. Teacher recommendations, grades, and standardized assessment scores factor into a student's enrollment in advanced courses.

- When available, advanced classes (Q) are prerequisites to AP and DC courses and will be weighed as a 5.0 class.
- Students who take AP courses are required to take the AP exam or submit an AP portfolio.
- Dual credit classes are currently offered through South Plains College.
 - Dual Credit courses offered in the 5 core subjects will be counted as 5.0 classes.
 - In mathematics the following courses will receive 4.5 weighted average
 - Contemporary Math
 - year long Pre-Calculus
 - year long College Algebra
 - See the counselor for more information.

Semester Exams

General Information

- Semester exams will be given in the following subjects: Bible, English, Languages other than English (LOTE), history, math, and science.
- Semester exams count 1/7 of the entire semester grade for these courses.
- Semester exams will adhere to the published finals schedule unless permission is received from the principal to administer an exam early.
- Review material for these exams should be given to the students at least one week before the exam.
- The last Red day and the last Navy day of each semester will be considered 'Dead Days' in order to give these students in high school level courses a reasonable amount of time to prepare for the semester exams. No homework may be assigned, and no quizzes or tests will be given on these days in these courses only. These days are meant for in class review.
- No corrections will be allowed on final exams.

Exemption of Semester Exams

Juniors and Seniors may qualify for semester exam exemptions through a combination of excellent conduct and academic merit.

- **Academic Merit Requirements**
 - The student must have a semester average of 90 or better.
 - Juniors are eligible to exempt 2 exams each semester. **They may not exempt both semester exams for any one class.**
 - Seniors are eligible to exempt all of the semester exams.
- **Excellent Conduct Requirements**
 - May not earn more than 2 detentions for the semester
 - May not have been suspended from school for any reason
 - May not have been caught cheating or plagiarizing in any class
 - Any unexcused absence from a class will result in the loss of privilege of exempting the semester exam in that class.
- **Exceptions**
 - AP Courses: Spring AP exams are required by TCS and may not be exempted as they serve as the end of course exams. Students may be exempt from fall semester exams in these courses.

- Dual Credit Courses: There are no exam exemptions for dual credit courses. Semester exams will be taken based on the college calendar schedule.

Failing Semester Grades

- If a student fails a semester, passing or failing for the year will be determined by averaging the final semester grades. If the average is above 70, the student will pass for the year. Students who earn a final grade below 70 in a core subject will fail the class and will be required to complete a TCS approved credit recovery course.
- All credit recovery courses must be successfully completed by July 31st of the current school year in order for the student to receive credit. All credit recovery must be completed through an approved outside credit recovery program.

Students who fail to meet the TCS academic requirements may be placed on academic probation.

Graduation Requirements

In order to participate in TCS commencement activities, seniors must be full time students and have met all TCS graduation requirements prior to graduation. Graduates noted as 'honor' graduates have attained an overall 3.5 or higher GPA. No other criterion is required.

- Students lacking up to 1 credit may participate in commencement activities if arrangements have been made and administrative approval given to complete the credit requirement during the next 3 months.
- Students who lack more than 1 credit will not be able to participate in commencement activities. They will have 6 calendar months after graduation of their class in which to complete the credits required to receive their TCS diploma. Diplomas will not be available after 6 months.
- Students are required to complete a recognized college readiness assessment prior to graduation. Acceptable assessments include the **SAT** or **TSIA2 (Texas Success Initiative Assessment 2.0)**. Students must either (1) take the SAT or TSIA2 through the school or an approved testing center, or (2) provide official documentation of their scores to the school office.

Valedictorian/Salutatorian

A student who has been enrolled full time at TCS for at least six consecutive semesters before graduation is eligible to become valedictorian or salutatorian of the graduating class.

- The valedictorian and salutatorian are determined by the students' GPA at the end of the 4th quarter of the senior year.
- Candidates for valedictorian and salutatorian must have at least one endorsement.
- In the event of a GPA tie, the average of the semester grades based on a 100 point scale for all classes, sophomore through senior years, will be used to determine the valedictorian and salutatorian.
- All candidates for valedictorian and salutatorian who are taking an online or distance learning course during their senior year must have documentation of grades submitted to the counselor no later than **May 15th or within three days of when college grades are due** (whichever is earlier). If documentation is not submitted by this date, the student will no longer be eligible for the distinction of valedictorian or salutatorian.

Early Graduation

TCS does not endorse early graduation but will support the family if this is what they believe is best for their child.

- If a student chooses to graduate early, the student and parents must meet with the high school counselor and principal. This helps ensure that TCS can continue to assist the family in this endeavor.
- TCS class designation will correspond with the number of years the student has been in high school (ex. 3rd year = junior), and the student may participate in all class activities for their designated class.
- **An early graduate will not receive a TCS diploma or participate in TCS commencement activities.**
- A point to note: 12th grade Bible is a TCS graduation requirement and may only be taken during a student's senior year.



TRINITY CHRISTIAN HIGH SCHOOL

GRADUATION PROGRAM - OVERVIEW

*BASED ON THE TEXAS EDUCATION AGENCY GRADUATION TOOLKIT

FOUNDATION HIGH SCHOOL PROGRAM

The Foundation High School Program is a flexible graduation program that meets the requirements for graduation in the state of Texas.

AT TRINITY CHRISTIAN SCHOOL, THE PROGRAM CONTAINS UP TO FOUR PARTS:

- A 26-credit foundation program: 22-credits which is the core of the Texas high school diploma and 4-credits Bible electives.
- Three endorsement options that allow students to focus on a related series of courses
- A higher performance category called Distinguished Level of Achievement
- Performance Acknowledgments that note outstanding achievement

THE FOUNDATION REQUIREMENTS (26 CREDITS AT TRINITY CHRISTIAN) INCLUDE:

ENGLISH (4 CREDITS) • English I • English II • English III • An advanced English course

MATHEMATICS (3 CREDITS) • Algebra I • Geometry • An advanced Math course

SCIENCE (3 CREDITS) • Biology • Integrated Physics & Chemistry or an advanced Science course
• An advanced Science course

SOCIAL STUDIES (3 CREDITS) • World History or World Geography • U.S. History
• U.S. Government (one-half credit) • Economics (one-half credit)

LANGUAGES OTHER THAN ENGLISH (2 CREDITS) • 2 credits in the same language or
• 2 credits from Computer Programming I, II

BIBLE (4 CREDITS)

PHYSICAL EDUCATION (1 CREDIT) FINE ARTS (1 CREDIT) ELECTIVES (5 CREDITS)*

*4 Elective Credits are met through Bible

ENHANCEMENTS

Additionally, a student may earn the Distinguished Level of Achievement and/or a Performance Acknowledgement for outstanding performance. The Distinguished Level of Achievement must be earned to be admitted to a Texas public university under the Top 10 percent automatic admission law.

DISTINGUISHED LEVEL OF ACHIEVEMENT

- Foundation Program requirements
- 4 credits in math including Algebra II
- 4 credits in science
- at least 1 endorsement

PERFORMANCE ACKNOWLEDGEMENTS

- 12 hours dual credit courses at a B or better
- Bilingualism and Biliteracy
- PSAT, SAT at 1350+, or ACT at 29+
- Advanced Placement Exam at 3 or 4
- Earning a National or Internationally recognized business or industry Certification or License

TCS MISSION

Trinity Christian School will assist parents in providing students with a Biblical worldview education, equipping them to become Christlike leaders in their homes, churches, communities and workplaces.



TRINITY CHRISTIAN HIGH SCHOOL

ENDORSEMENT CHOICES

*BASED ON THE TEXAS EDUCATION AGENCY GRADUATION TOOLKIT

ENDORSEMENTS

Students will be able to earn one or more endorsements as part of their graduation requirements. Endorsements consist of a related series of courses that are grouped by interest or skill set and provide students with in-depth knowledge of a subject area.

Students must select an endorsement in the ninth grade. Districts and charters are not required to offer all endorsements implemented by TEA. If only one endorsement is offered, it must be multi-disciplinary studies. A student entering ninth grade must indicate an endorsement he or she plans to follow. A student may change or add an endorsement at any time. A student may graduate without earning an endorsement if, after his or her sophomore year, the student's parent signs a form permitting the student to omit the endorsement requirement.

Students can earn an endorsement by finishing the required courses, which include a 4th year of math (including Algebra II), a 4th year of science (including Chemistry or Physics), and 2 extra elective credits.

AT TRINITY CHRISTIAN SCHOOL, STUDENTS CAN CHOOSE FROM THREE ENDORSEMENT AREAS:

SCIENCE, TECHNOLOGY, ENGINEERING, AND MATHEMATICS (STEM)

- Career and Technical Education (CTE) courses related to STEM
- Mathematics • Science
- Combination of no more than two of the categories listed above

ARTS AND HUMANITIES (ONE OF THE FOLLOWING)

- 2 levels each in two languages other than English (LOTE)
- Courses from one or two areas in fine arts (music, theater, art, dance)
- Social Studies

MULTI-DISCIPLINARY STUDIES (ONE OF THE FOLLOWING)

- 4 credits in each foundation subject area, including English IV and Chemistry and/or Physics

TCS MISSION

Trinity Christian School will assist parents in providing students with a Biblical worldview education, equipping them to become Christlike leaders in their homes, churches, communities and workplaces.

Course Changes

Schedule Changes

Students may make changes to their schedules during the first two weeks of each semester. After this point, no schedule changes will be permitted. Schedule changes will be made through the counselor's office and are contingent upon class availability and teacher approval.

Level Changes

Level changes can be made through the counselor's office and are contingent upon class availability and teacher approval. In addition, an average of 90 or better must be maintained for the previous semester in order to move to a more rigorous level.

Drop Deadlines

Drop deadlines for high school courses not required for graduation must be approved through the counselor's office. **Dual credit drop deadline dates will coincide with the university drop dates.**

Eligibility

Participation in student activities is a privilege, not a right. Students who choose to participate in school activities agree to be held to a higher standard of conduct, both at school and away from school. And because these students represent the school in public or hold positions of high visibility among their peers, TCS reserves the right to remove a student from any activity if, in its sole discretion, the best interests of the school would be served by the student's removal.

- **Co-curricular and Extracurricular**
 - Students must be passing **all subjects** in order to participate in co-curricular and extracurricular activities. **This includes all athletics, fine arts, and academic competitions and performances.**
 - If a subject is failed or a student receives an Incomplete Failing, the student becomes ineligible on the Wednesday following the end of the quarter as it is the normal date report cards are posted.
 - **Fourth quarter failing grades will result in ineligibility at the beginning of the following school year.** The first 3-week progress report of the new school year may reinstate eligibility.
 - Eligibility can be restored at the 3rd week or the 6th week of the quarter if the student is passing all subjects.
- **Student Leadership**
 - Students must maintain at least a C average in all classes.
 - Students who receive 3 detentions or any suspension become subject to administrative review which may result in removal from the leadership position.
 - Student leadership positions include but are not limited to: Worship Team, SCC, NHS, Class Leadership.
- **National Honor Society (NHS)**
 - Students must be full time students and have been in attendance at TCS for at least one semester.
 - Students must have a cumulative GPA of at least 3.5 on a 4.0 scale.
 - Students who have been placed on disciplinary probation will be removed from membership in the NHS.

- **Homecoming Court or Prom Court**
 - Students are eligible if they are full time students and have been at TCS from the beginning of their junior year.

National Honor Society (NHS)

The National Honor Society chapter of Trinity Christian School is a duly chartered and affiliated chapter of the National Honor Society.

Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Students are selected for membership by majority vote of a 5-member Faculty Council, appointed annually by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each year. The chapter adviser is also appointed by the principal and facilitates all selection procedures and chapter activities during the year. The chapter adviser is not a member of the Faculty Council.

Students in 10th to 12th grades are eligible for membership. Per our chapter by-laws, a student must have a cumulative GPA of 3.5 or better on a 4.0 scale. Those students who meet this criterion are invited to complete a Candidate Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is also required.

To evaluate a candidate's character, the Faculty Council obtains additional professional input. First, official school disciplinary records are reviewed. Second, coach/teacher recommendations are requested to provide their professional reflections on a candidate's service activities, character, citizenship, and leadership. The recommendation forms and the Candidate Forms are carefully reviewed by the Faculty Council to determine whether each candidate meets all four areas of criteria for membership. A majority vote of the Council is necessary for selection.

Following a review of the results of the Faculty Council voting by the principal, candidates are notified regarding selection or non-selection according to a predetermined schedule. Once the notification process is completed, a formal induction ceremony is held at the school.

Homework Expectations

It is assumed that homework will be a regular part of high school life with increasing time and application required as students progress through each grade. In general, homework is for skills practice, enrichment, and more in-depth attention to a given unit of study. Time spent on homework depends on the student's organizational skills, study skills, use of time, homework environment, and other factors.

- Students are expected to use their homeroom and/or academic study hall to work on school work.
- **An assignment due on the day a student is traveling for a school activity should be turned in before the student leaves.**

Late Work and Missing Work Policy

Students are expected to turn in work on time. If a student fails to turn in work when it is due, that student will receive a tally for lack of "diligence to duty." The student will have one week to turn in the

late assignment, for a maximum of 70% of the grade earned. After that one week period, the grade will be recorded as a zero in the gradebook.

Assignment Correction Policy

Assignment corrections allow the student to revisit the material and work towards better knowledge and understanding of the material taught and assessed. Teachers should reteach and correct any misunderstanding of concepts.

All students can correct any daily assignment for up to half of the possible points by filling out the correction form. (This is to encourage learning of the material.) Corrections must be completed within one week from receiving the graded assignment and completed in the presence of a teacher.

All students can correct **one test grade per semester** for up to half of the possible points by completing the correction form. (This is to encourage learning of the material.) Test corrections must be completed within one week from receiving the graded assignment and completed in the presence of a teacher.

Textbook/Student Devices

Students are responsible for all textbooks and student devices issued to them by TCS. A charge will be assessed for any damaged or lost textbooks or student devices and will be billed through FACTS.

Attendance

Regular school attendance is essential in order for students to benefit from teacher-led activities in which direct instruction, guided practice, and independent practice of new skills take place. This, along with review of previously learned skills, help prevent gaps in learning and work to ensure all grade level learning is finished. Excessive absences from any class may result in a serious disruption in skill acquisition and proficiency. Therefore, we strongly encourage you to make every effort to avoid unnecessary absences.

General Attendance Information

- Attendance is taken every day at the beginning of every class period and posted in FACTS.
- A student is considered absent if they miss more than 15 minutes of a class period.
- Parents should notify the school by 9:00 a.m. if their child will be absent for the day.
- The school will send an attendance update to parents at every 3-week progress report. Parents are responsible for monitoring absences to help avoid excessive absences.
- **A student who is out of class due to a school sponsored activity is not considered absent.**
- **All non-school related absences, both excused and unexcused, count toward the total number of absences.**
- Students must be in class **ALL** day in order to participate in co-curricular and extracurricular activities that day. Exceptions to this policy will be handled on an individual basis by the principal or athletic director.

State of Texas Compulsory Attendance Law

- In order to receive credit for a class, 90% attendance is required, which is no more than 5 absences in each class per semester.
- On the 6th absence from a class, a student must attend one hour of Saturday School at the cost of \$50 per hour, which will be billed through FACTS. The same will apply on the 7th absence.

- On the 8th absence, the student will be referred to an attendance committee who will determine if the student may still receive credit for the class.

Non-School Related Absences

- Non-school related absences due to illness, medical or dental appointments, or attending a funeral are allowed. (Documentation from the doctor's or dentist's office is required.)
- If a student is absent for more than 5 consecutive days because of personal illness, parents must provide a statement from a doctor or health clinic verifying the illness or condition which caused the extended absence. Parental communication with the principal will be required.
- We do understand there are unavoidable circumstances that may require students to miss extended periods of time. For those situations, please meet with the principal to discuss an academic plan that best suits your family's needs.

College Days

Junior and senior students are allowed to take **two days per year** in order to visit college campuses.

- Parents are required to notify the office at least 24 hours in advance of the absence.
- Documentation from the college is required or the absence will be counted as an unexcused absence.

Unexcused Absences

- Unexcused absences are any absences that do not fall within the normal absence guidelines, such as truancy or absences due to school suspensions and count toward the total number of allowed absences in a semester.
- Students who knowingly and willingly miss class without permission from the school office are considered truant. This is unexcused and will result in school discipline, which may include suspension, revoking of privileges, and suspension of eligibility for co-curricular and extracurricular activities.

Make Up Work

Makeup work due to school absence is the responsibility of the student. Upon the day the student returns to school, he/she must check with the teachers to see what work was missed.

- The number of days to turn in work missed equals the number of days the student was absent.
This applies to work assigned during the time the student was absent.
- Work that was due on the day of the absence must be turned in immediately upon return to school.
- Tests that are given while the student is absent or are given on the day of return from one absence must be made up on the day the student returns to school.
- A test or quiz being given on the day the student returns to school from an extended absence will be made up at a time arranged by the teacher.
- **Students who miss class due to school sponsored activities are expected to turn in work and pick up assignments before missing classes.**

Tardy Policy

Tardiness is defined as arriving after the bell rings.

- Students late to school or class by more than 15 minutes will be considered absent.
- Teachers will close and lock doors when the bell rings. Students who arrive tardy to class must report to the office for a tardy pass. The office will mark the student tardy.

- Every tardy equals a tally. Three tallies in a week equals a detention.
- A tardy to 3rd period will result in an automatic detention except in the case of a doctor's appointment. A written excuse from the doctor's office is required.

Discipline

Successful classroom management is a key component to the framework created within which students enjoy school and obey normal school rules. TCS teachers work to establish this framework early in the school year so students understand and have practiced the systems put in place for classrooms that are relatively free from confusion and disorder. This allows each student, and the group as a whole, to operate freely within the framework with age-appropriate behaviors and without constant reminders of normal school rules. However, we do understand there are times when student behavior extends beyond the established framework and systems and crosses over into the need for discipline. For times such as this, TCS employs the Tally System.

The Tally System

TCS utilizes the Tally System as a means of efficient and effective discipline. This system incorporates the parents and involves them directly in the discipline of their children. Tallies are small notes given to students in the place of continued verbal warnings for undesirable behavior. This system goes into effect after all rules have been communicated to the students and a brief grace period of student practice has taken place. **Any teacher or staff member may give direction to a student, and the student is expected to comply.**

Tallies are given to students for misbehavior, for failure to observe school rules, and for irresponsible conduct. The purpose of this discipline is to **train, instruct, and correct**. General school expectations will typically fall into these categories:

- **Put God First**

"And he said to him, 'You shall love the Lord your God with all your heart and with all your soul and with all your mind.'" ~ Matthew 22:37 ESV

Examples include but are not limited to the following:

- Lack of reverence for God at appropriate times
- Lying or stealing
- Profanity or questionable language
- Pornography
- Direct disobedience or continual defiance
- Cheating

- **Respect for Others**

"And the second is like it: You shall love your neighbor as yourself." ~ Matthew 22:39 ESV

Examples include but are not limited to the following:

- Disrespect of teachers or other students in words and actions
- Physical or verbal bullying
- Fighting
- Possession of items considered weapons
- Intentional or malicious destruction of property

- **Ready Obedience**

"If you are willing and obedient, you shall eat the good of the land;..." ~ Isaiah 1:19 ESV

Examples include but are not limited to the following:

- Not following the instructions of the teacher or school policies

- **Diligence to Duty**

“And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through Him.” ~ Colossians 3:17

Examples include but are not limited to the following:

- Being unprepared for class
- Not completing assigned tasks in a timely manner

Consequences for Tallies

- A student receiving **3 tallies in one week** must serve detention. The detention slip will be sent to the parents in an email via FACTS.
- If a student receives **6 tallies in one week**, a conference is called with the father (or mother, if it is a single-parent home), an administrator, and the student.
- In the event of **serious issues**, the school administration will address the situation.

Detention and Suspension

When a student receives a detention, a behavior report is emailed to the parents. Detention is held at the administration’s discretion for tallies received the previous week. Students are expected to arrive on time to detention. Tardiness to detention will be considered a missed detention and will result in an additional day of detention for the student.

Consequences for Missed Detentions

A missed detention will result in an additional detention.

Suspension

In school suspension is equivalent to 6 tallies. Out of school suspension is equivalent to 9 tallies. Students serving a suspension are not eligible for co-curricular activities, including athletics

Disciplinary Probation

Five detentions in a semester will result in the student being placed on disciplinary probation. A disciplinary plan of improvement for the student will be written and signed by all parties. Disciplinary probation may result in the following:

- Suspension of co-curricular activities, including athletics
- Suspension of extracurricular participation, including school trips
- Potential withdrawal from school

Grounds for Dismissal from TCS

- Firearms, knives, chains, or any items considered weapons are not permitted on campus, on school grounds, or at any school related activities. Items will be confiscated. A violation is grounds for dismissal.
- Possession of materials that represent immoral or controversial topics are not permitted and may lead to dismissal.
- Bullying, hazing, or harassment of any kind, including through social media, may lead to dismissal.
- Any involvement with the possession of, the sale of, or who are under the influence of any type of drug or illegal substance will be subject to dismissal.
- Any behavior or action that is potentially destructive or harmful to any student or staff member may lead to dismissal.

The TCS administration reserves the right to issue additional tallies and/or consequences not explicitly outlined in these guidelines depending on the situation.

Dress Code

As a Kingdom-minded school, TCS promotes modest and moderate dress at school and at all TCS events (1 Timothy 4:12; 1 Peter 3:3-4). The TCS dress code serves to set a foundation of excellence in student appearance that is appropriate in an educational atmosphere. TCS reserves the right to establish standards of dress, grooming, and appearance at all school related events and functions.

There are clear biblical principles that should cover the choice for dress:

- Dress and grooming styles are deemed inappropriate if they attract undue attention to the outward appearance, detracting from the reflection of Christ, which initiates internally (1 Timothy 2:9-10).
- Dress is to be distinctively masculine and feminine, reflecting a wholesome appreciation for God's creative plan (Deuteronomy 22:5).
- Immodesty in dress is incompatible with the concept of the Christian as one in whom the Holy Spirit, God Himself, lives (1 Corinthians 6:19-20).

Setting Dress Code Expectations

The dress code outlined below is applicable on campus each school day and any time you represent TCS outside of the school day or away from school. If necessary, a parent will be called to bring replacement clothing for a student in violation of the dress code, or the student may be asked to change into alternative clothing from the high school office. The administration reserves the right to make a final decision on any dress code questions.

School Day Dress

No attempt will be made to dictate fashion styles as long as they are in keeping with TCS policies and are deemed modest and appropriate. It is the shared responsibility of the student and parents to see that the student adheres to the dress code.

- Clothing should be neat and clean.
- Clothing should be the appropriate size, length, and fitting to cover undergarments and skin (boys and girls) when the student is standing, raising arms, sitting, stooping, or bending. Crop tops are not permitted.
- Clothing tops should cover the shoulders (cap sleeves are okay), and no cleavage should be showing.
- **Shorts** should be no less than a 7 inch inseam and display an overall sense of modesty.
- **Skirts** should not be less than 2 inches below fingertip length..
- Holes or frayed areas on jeans should show no skin three inches above the knee.
- Leggings, flare leggings, and yoga pants should not be worn to school.
- Avoid wearing clothing with offensive or explicit references or designs that symbolize values contrary to Christianity.
- Avoid clothing that represents other area high schools.
- Hats or sweatshirt and jacket hoods may not be worn on the head inside the school building.
- No house shoes or thin flip flops may be worn at school.
- No pajamas, blankets, or robes may be worn in the school building.

Athletic Wear

- All high school students are required to purchase and wear athletic clothing from the Athletic Department during the competitive athletic (CA) and personal fitness periods.
 - Girls and boys will wear the navy TCS athletic shirts with grey shorts for boys and red shorts for girls during practices and in the weight room.
- The only exception is gear that is specifically issued by a team coach.

Retreats and Trips

- Students must meet TCS dress code requirements for all travel. Athletic travel attire designated by the athletic director may be worn by athletes on travel days.
- Students may wear athletic shorts that are mid-thigh in length at school retreats.
- Girls will wear a dark colored t-shirt over swimsuits at all school events.
- Boys will wear board shorts as swim suits at all school events.

Hair, Appearance, and Accessories

- Mustaches and beards will be kept neatly trimmed, clean, and not be excessive in nature.
- Extreme hairstyles and hair colors are not permitted.
- Hair must not cover eyes.
- Boys may not wear nail polish or make up.
- Extreme piercings are not permitted. The only acceptable piercings are in ears.
- Tattoos must remain covered if offensive or anti-Christian.
- Hats, hoods, sunglasses, or other distracting accessories are not permitted in the school building.
- Headphones and earbuds should not be worn during the school day.

Student ID Badges

- Students are required to wear their student ID badge on their person at all times in the school building.
- Students are required to scan their ID badge when they arrive in the morning. If students depart the building during the school day for an appointment, they must scan out using their ID badge.
- Students who fail to wear their ID badge will receive a replacement sticker from the central office for the day. They will also receive a dress code tally for being out of dress code.
- If an ID badge is lost, the parents will be charged through FACTS a \$10 fee for a replacement badge.

Dress Code Tallies

Dress code tallies are issued when students are out of dress code. (This includes student ID badges.)

Dress code tallies are treated differently than behavior tallies as they accrue throughout the semester.

- Any faculty or staff member may issue a dress code tally.
- On the 3rd dress code tally, a detention will be assigned to the student. Each subsequent dress code violation for the remainder of the semester will also result in a detention.
- Any time a dress code tally is deemed necessary, it will be accompanied by a discussion of the heart and intention behind the clothing chosen for the day.

Special Events Outside the School Day

Students represent TCS at school events occurring outside the school day and are expected to follow TCS dress code when participating in these events. Special events occurring outside the school day are subject to a dress code that is different from the school day dress code. Students not in special event

dress code at these events may be sent home to change clothes. They may return to the event once the dress code has been met.

Dresses need an overall sense of modesty. Please realize a dress can technically meet the guidelines listed below and still be immodest. Approval of dresses rests solely with TCS.

Graduation, Baccalaureate, the NHS Induction ceremony, the High School Awards ceremony, Homecoming, Prom, and school dances are all considered special events that occur outside the school day.

Special Events Dress Code

- **Girls** should wear dresses, skirts, or slacks with shoes for graduation, Baccalaureate, the NHS Induction ceremony, and the High School Awards ceremony. **Leggings may not be worn as pants.**
- Basic dress requirements:
 - Length must be at least fingertip length. This includes slits and underskirts if the overskirt is sheer.
 - Spaghetti straps and one-shoulder dresses are allowed.
 - Spandex or modesty shorts should be worn under all dresses or skirts so you can flip, twirl, and dance the night away.
 - **Not allowed:** crop tops, strapless, backless, cutouts around the front and side waist area. No cleavage showing.
- **Girls** may wear sleeveless garments but no strapless or off-the-shoulder garments.
- **Boys** should wear dress slacks or jeans, collared shirts or suits, and shoes for graduation, Baccalaureate, the NHS Induction ceremony, and the High School Awards ceremony. **Shorts are not allowed.**

Homecoming Court and Prom

- **All dresses MUST be approved by designated high school personnel.** (Non-TCS guests must have their dresses approved as TCS guidelines do apply to them.)
 - Please make an appointment in the high school office no less than two weeks prior to the event as there is a possibility you will be asked to make alterations.
 - All alterations require the dress to be checked again.
- Prom Dress Requirements
 - Length must be at least fingertip length. This includes slits and underskirts if the overskirt is sheer.
 - Spaghetti straps and one-shoulder dresses are allowed.
 - Strapless dresses are acceptable if the bodice is high enough and snug enough.
 - Two-piece dresses are allowed; however, no midriff may show when you raise your arms above your head.
 - Spandex or modesty shorts should be worn under all dresses or skirts so you can flip, twirl, and dance the night away.
 - **Not allowed:** crop tops or cutouts around the front and side waist area.
 - No cleavage may show. Body tape may be used, but it may not be deemed sufficient.
 - **Prom only:** Dresses with straps may be backless to the natural waist. (The natural waist is just above the navel.)
- **Boys** should wear dress slacks or jeans, collared shirts or suits, and shoes.

Campus Procedures

Bell Schedule

Regular Schedule	
Academic Coaching	8:00 - 8:30
R1/N1	8:35 - 9:55
R2/N2	10:00 - 11:20
Block 1	11:25 - 12:00
Block 2	12:05 - 12:45
R3/N3	12:50 - 2:10
R4/N4	2:15 - 3:35

Half Day Dismissal	
R1/N1	8:00 - 8:50
Academic Coaching	8:55 - 9:20
R2/N2	9:25 - 10:15
R3/N3	10:20 - 11:10
R4/N4	11:15 - 12:05

Inclement Weather	
R1/N1	10:00 - 11:00
R2/N2	11:05 - 12:05
Block 1	12:10 - 12:45
Block 2	12:50 - 1:25
R3/N3	1:30 - 2:30
R4/N4	2:35 - 3:35

Inclement Weather

On occasion, school may be called off due to inclement weather. A parent alert text will be sent by school officials via FACTS. The information will also be posted on our Facebook page and communicated to the local television stations (KAMC and KCBD). In case of a two-hour delay, school will begin promptly at 10:00 a.m. for all campuses. (See above 'Inclement Weather' schedule.) This information will also be communicated via FACTS, posted on our Facebook page, and communicated to the local television stations.

Red and **Navy** days are set on the school calendar before the school year begins. In the case of a school cancellation due to inclement weather, refer to the school calendar to see if the next school day is **Red** or **Navy**.

Lunchroom

Students should be respectful, courteous and considerate towards each other and school property. Students are expected to clean up after themselves. "We never leave a place on campus until it's clean."

- Students should provide their own food. They may not sell any food items.
- Parents may bring food for their child only. Food needs to be delivered to the Central Office no later than 11:50 a.m. **No 3rd party deliveries will be accepted.**
- Students must remain in their designated lunch areas for the entire lunch period.
- Students may not eat with teachers in classrooms unless by special arrangement. Teachers may eat with students in the cafeteria.
- Visitors to the lunchroom must check in at the Central Office and receive a name tag. They may not bring food for a select group of students.

Leaving Campus

TCS is a closed campus; therefore, all students must check out through the office when leaving campus for any reason.

- We request an approved pick-up contact to physically sign the student out at the time the student leaves.

- Parents who are not able to physically sign their student out will need to email the HS office at HSattendance@tcsclubbock.org. Please include the following information: student's name, time of check out, where they are going, if returning to school, and when returning to school.
- A parent may call to request a driving student be released to a doctor's appointment. The student will be required to bring a doctor's note to the school confirming the appointment.
- A driving student who is sick may sign out to go home after the parent has been called and approves the student to leave campus.

Off Campus Lunch

An exception to the check out procedure occurs for off campus lunch. Students may exit the building at the appropriate time without checking out through the office.

- Seniors are allowed off campus lunch daily.
- Juniors get one designated off campus lunch day in the fall and two designated off campus lunch days in the spring.
- There is no off campus lunch for freshmen and sophomores.
- We do allow parents to pick up, accompany, and return their own child for lunch.

Driving Privilege

Student driving on the TCS campus is a privilege, not a right. Because the operation of a motor vehicle has serious safety implications, deviation from the following standards will not be tolerated. Students are cautioned not to leave vehicles in the school parking lot overnight. TCS is not responsible for damage to vehicles while in the school parking lot.

- **Drivers MUST observe the following rules:**
 - All student drivers must complete a **Student Driver Vehicle Registration** form and return it to the high school office. **It is the responsibility of the parents or guardians to ensure that the student driver is properly insured and their vehicles comply with all Texas laws.**
 - All student drivers must have a valid driver's license.
 - Student drivers must park in their assigned areas at all times.
 - Students are not allowed to go to their car during school hours.
 - Student drivers must drive and park in a safe, courteous, and responsible manner.
- **The following infractions may result in suspension of driving privileges:**
 - Use of a cell phone or any other electronic device while driving
 - Reckless driving (including speeding)
 - Parking inappropriately

Trips

If a student attends a school sponsored event, the student is under the authority of the school and must comply with all established rules for trip travel. This includes overnight trips, with or without the presence of parents.

- Full time students may participate in school trips.
- Part time students taking any number of classes are allowed to participate in local academic field trips, local mission activities, and high school retreat.
- Students who are on disciplinary probation will not be allowed to participate in school trips.
- School dress code applies to school trips.
- Electronic usage is under the discretion of the school sponsor on trips.

- Written permission from a parent to the trip sponsor is required if a student will not be returning from the trip with the school group.

Electronic Devices

All students will be issued a Google Chromebook owned by TCS for use during the school year.

- Students are **not** allowed to use cell phones or any other personal electronic devices (including but not limited to smart watches, metaglasses, and other devices with recording, broadcasting, or communication capabilities) at any time during the school day (8:00 a.m. - 3:35 p.m.) unless approved on a TCS accommodation plan.
- Electronic devices (including cell phones) should remain in students' backpacks and not on their person during the school day.
- The faculty and staff may confiscate any unapproved electronic devices. Confiscation will result in automatic detention (3 tallies), and there will be a \$20 fee to retrieve the device after school.
- Any confiscated device may be examined, including phone numbers called, pictures stored, and text messages sent. Inappropriate materials found may result in further disciplinary action.
- Cell phones or any other personal electronic device usage is prohibited in all athletic dressing and locker room areas, including before and after school.
- Students are allowed to contact parents from the high school office with permission for the administrative staff.

General Information

Conferencing with a Teacher

Most teachers have a daily conference period. It is recommended that parents email a teacher to schedule a meeting during a teacher's conference period. When needed, parents may request that an administrator meet with them and the teacher.

Parent Orientation

The Parent Orientation meeting occurs on the evening of the Back to School Fair. It is held to communicate the basic philosophy, goals, and objectives of the school. All TCS faculty and staff will be involved in the orientation. There will also be a High School Open House during the Back to School Fair for parents to come to the High School campus and meet the teachers.

Food and Drink in the Classroom

Drinks with lids are permitted in the classroom. Food is not permitted in the classroom.

Private Fundraising

Students may not attempt to raise funds for non-TCS causes at school or school events.

Section 9: Athletics

Philosophy

“Whatever you do, work heartily, as for the Lord and not for men, knowing that from the Lord you will receive the inheritance as your reward. You are serving the Lord Christ.” ~ Colossians 3:23-24 (ESV)

The development and demonstration of Christ-like character in our student-athletes is the foundation of our athletic program. On and off the field, at every level of play, TCS student-athletes should exhibit a servant’s attitude, leadership, discipline, teamwork, and sportsmanship. Coaches, athletes, and fans must understand that they are ambassadors for Christ in our community and in every community in which we participate.

The athletic program at TCS is an integral part of the school's total educational program. The allocation of time for athletics within the normal school day demonstrates that we value the unique potential within each TCS student. We are committed to developing this potential in our student-athletes through participation, competition, and application of sportsmanship in a Christ-like environment.

What We Believe

The principles and lessons learned in the classroom, at home, and through the local church can be put into practice through athletics. Pressure and adversity exist within the arena of athletic competition, and as the athlete is tested, their true character is often revealed. Consequently, the opportunity for character growth readily presents itself through athletic competition.

Our Commitment

The motto of the TCS athletic program is “Raising the Standard.” As Christ-followers, we should be good stewards of the talent God has given us and give maximum effort in all we do. We strive to win state championships in every sport in which we compete; however, that is not our purpose. Our purpose is to grow in relationship with the Lord and each other as we remain committed to doing our best in the arena of competition. We may not always be the best, but doing our best is a must.

Coaching Standards

TCS coaches are a critical component to the excellence of our athletic program. Coaches are responsible for instructing and modeling Christ-like behavior and attitude and expecting the same from their athletes. In addition, TCS coaches must be knowledgeable in their sport, capable of motivating their athletes to do their best, and able to make adjustments during competition. Through athletics, TCS coaches shape the lives of student-athletes.

Working with Student-Athletes

It is the goal of TCS to address three aspects of our student-athletes: physical, intellectual, and spiritual.

Physical

“For the moment all discipline seems painful rather than pleasant, but later it yields the peaceful fruit of righteousness to those who have been trained by it.” ~ Hebrews 12:11 (ESV)

Athletes must understand the need to be students of their sports in order to maximize their potential.

Intellectual

"And now, O sons, listen to me: blessed are those who keep my ways. Hear instruction and be wise, and do not neglect it." ~ Proverbs 8:32-33 (ESV)

TCS athletes are people who can start a mental task and finish strong because of their physical capabilities. TCS coaches have taught them and modeled for them how to be overcomers of life's adversities and how to work well with others, even those who are difficult. They have an understanding of when it is time to lead and when it is time to follow. TCS athletes have a strong will guided by an informed, focused, and calm mind.

Spiritual

"Remember also your Creator in the days of your youth..." ~ Ecclesiastes 12:1-3 (ESV)

TCS athletes must know they were made by God, and they have been blessed with talents and ways to display those talents. It is the responsibility of the coaches to help the athletes come to the realization that they are blessed with those talents for the purpose of bringing glory to God, on and off the playing field, and in season and out of season.

Fundamentals of Good Sportsmanship

- **Show respect for the opponent at all times.** Good sportsmanship is the Golden Rule in action.
- **Show respect for the officials.** Good sportsmanship implies the willingness to accept and abide by the decisions of the officials.
- **Know, understand, and uphold the rules of the contest.** Good sportsmanship suggests the importance of conforming to the spirit, as well as the letter, of the rules.
- **Maintain self-control at all times.** Good sportsmanship means proper behavior by all involved in the game.
- **Recognize and appreciate skill in performance, regardless of affiliation.** The ability to recognize quality in performance and willingness to acknowledge it without regard to team membership is one of the most commendable gestures of good sportsmanship.

Discipline for unsportsmanlike behavior will be administered by the coach, and incidents will be reported to the athletic director and principal.

Sportsmanship

Players, parents, and spectators should strive to exemplify Christ-like behavior as they represent TCS and their families. Competitive rivalries do exist, but honor, proper conduct, and sportsmanship are still expected. TCS will not tolerate any player, parent, or spectator behaving in a disrespectful manner toward opposing players, coaches, or spectators. Players, parents, and spectators will respect and abide by decisions officials make regardless of agreement. Verbal exchanges with opposing players, coaches, spectators, or the officials will not be tolerated.

Athletic Participation Policy

Athletes are discouraged from quitting a team while in season. Athletes who believe they have extenuating circumstances which should allow them to quit an in-season sport should submit their case in writing to the athletic director within 48 hours of quitting the team. The athletic appeals committee will review and act on the request. If the request is denied, athletes will be restricted from joining other teams who are currently in-season. Also, they will not be allowed to begin working out with

out-of-season teams until the conclusion of the season of the sport they quit. **The athletic director reserves the right to review all cases on an individual basis.**

Expectation of Parents

The goals of the TCS athletic program are best achieved when there is support and cooperation from the parents. Parents can contribute to their child's success and growth as an athlete in many ways:

(Please see the Parents' Code of Conduct.)

1. **Pray regularly for your child, coaches, and team.** Ask the Holy Spirit to work all things together for good in the lives of your child, the coaches, and the team as they navigate the circumstances of the season.
2. **Be a positive fan and a positive witness for Christ.** Cheer loudly and positively for your child and the team. Respect the officials, even when you disagree. And keep this question at the forefront of your mind, "Would my behavior as a fan make it possible for me to share the gospel message with those who observed and listened to me in the stands?"
3. **Follow athletic department rules.** Each team will have its own rules, but there are two rules true for all teams:
 - At least one parent must attend the team pre-season meeting. **If both parents miss the meeting, the athlete will not be allowed to play until at least one parent meets with the coach.**
 - The coaching staff should be informed in advance of any medical issues that might adversely impact your child's safety and performance.
4. **Adhere to the complaint procedure.** Due to the intense nature of competitive athletics, the best time to voice a complaint or concern to a coach is during the coach's planning period. Please contact the coach the following day to schedule an appointment. **It is not appropriate to confront a coach immediately following an athletic event.**

Expectations of Student-Athletes

Athletes should be diligent in preparation, demonstrate personal discipline, be respectful, maintain self-control, show humility, aggressively pursue excellence, and give 100% regardless of the score, opponent, time, referee, or situation.

Academic Eligibility

- Students must be passing **all subjects** in order to participate in athletics.
- If a subject is failed or a student receives an Incomplete Failing, the student becomes ineligible on the Wednesday following the end of the quarter as it is the normal date report cards are posted.
- **Fourth quarter failing grades will result in ineligibility at the beginning of the following school year.** The first 3-week progress report of the new school year may reinstate eligibility.
- Eligibility can be restored at the 3rd week or the 6th week of the quarter if the student is passing all subjects.

Attendance and Tardy Eligibility

Athletes must show commitment to the team as evidenced by daily, punctual attendance to practices. Leaving at the beginning or during 4th period athletics is prohibited unless there is prior approval from the head coach.

- Athletes must be in school all day to be eligible to practice or play in a game. Exceptions to this policy will be reviewed on an individual basis by the athletic director and high school principal.
 - One unexcused absence will result in missing the next game.

- Two unexcused absences are cause for dismissal from the team.
- Athletes who miss practices or games due to family trips accept the possibility of their playing position being filled by another player. **Please give the coach sufficient notice when family trips will interfere with practice and game schedules.**

Complaint Procedure

An essential part of the growth of a student-athlete is their ability to communicate with their coach; therefore, if an athlete has a question about what is expected of them or their role on the team, the athlete should first go to the coach for answers. If the athlete is still unclear after speaking with the coach, a meeting with the athlete, parents, and coach may be scheduled. If this meeting does not bring resolution, a meeting with the coach, parents, and athletic director will be scheduled. Parents may not discuss playing time or other members of the team. Conflict resolution will follow the clear biblical standard of **Matthew 18:15-17**.

Conduct

The behavior of TCS athletes should reflect the privilege it is to represent TCS. If there is inappropriate attitude or behavior before, during, or after an athletic event, the coach, athletic director, and school administrators will address the situation. Athletes who fail to meet these expectations will be subject to disciplinary actions, including but not limited to, game suspensions or suspension from the team.

- On overnight trips, athletes may not enter a hotel room belonging to a person of the opposite sex.
- Athletes who break curfew on overnight trips may be sent home at the parents' expense and face team suspension.

Disciplinary Eligibility

Athletes who are under serious school disciplinary action are not eligible to participate until the athlete has been released to participate by the school administration.

Game Day Dress Code

Athletes will be required to wear travel attire that has been approved by the athletic director for all road games.

General Information

Trinity Christian High School is a member of the Texas Association of Private and Parochial Schools (TAPPS). TAPPS is the largest private athletic organization in the nation. Currently, TAPPS has six classifications. TCS is classified as a 4A or Division III school. The TAPPS manual, TAPPS directory, and all other TAPPS information can be found online at www.tapps.biz or <https://trinityathletics.rankone.com/Website/Main>.

Awards

The TCS Awards Ceremony is held each spring. Two special athletic awards given are the Academic Athlete of the Year award and the Lion's Heart Scholarship. Qualifications are as follows:

- The Academic Athlete of the Year awards are presented to the senior varsity male and female athletes who have the highest grade point average and compete in at least one varsity sport.
- The Lion's Heart Scholarships are given to the male and female athletes who best exemplify Christ-like character while participating in athletics. Juniors and seniors who compete on the

varsity level and have previously won the Lion's Spirit award for their sport are eligible for scholarship consideration.

Emergency Procedures

Emergencies will happen during the year in practices and games. TCS will have first aid and medical supplies at all athletic events. An athletic trainer will be present at most home events. All full-time and adjunct coaches have current CPR certification and meet all other TAPPS requirements. In the event of an injury away from home (or at a home game for which parents are not present), the following protocol will be followed:

- Proper first aid procedures will be initiated by the coach or athletic trainer.
- If immediate medical evaluation is required, parents will be contacted to arrange transportation for the athlete.
- A coach will remain with the athlete until parents arrive. If necessary, a coach will accompany the athlete and parents to the preferred medical facility.
- **If a head, neck, or spinal cord injury is suspected, the coach will call 911 and wait for EMS professionals to provide treatment.**

Forms

All forms must be completed prior to practicing for or competing in a sport. There are no exceptions.

All forms can be found online at <https://tapps.biz/forms/> . Forms must be updated annually and turned into the athletic office or downloaded to the Rank One website. For login information, please contact the athletic office at 806-791-6583.

- Required forms: sports physical, medical history, and TAPPS acknowledgment of rules
- Athletes must have a current physical (within the last 12 months) prior to participating in work outs or practice. In the spring, TCS will provide an opportunity to obtain physicals for a minimal fee which will be sufficient for all summer camps and the following school year.

Lettering Policy and Letter Jackets

A letter award should require serious sacrifices on the part of the student athlete. The school letter should be a symbol of not only school pride, but also of hard work and dedication in the classroom and on the playing field.

In order to receive a letter award, each student athlete must participate on the varsity team at the listed level.

- | | |
|-------------------|--|
| • FOOTBALL | 5 or more games |
| • VOLLEYBALL | 14 or more games |
| • BASKETBALL | 14 or more games |
| • BASEBALL | 14 or more games |
| • SOFTBALL | 10 or more games |
| • TRACK | 4 or more meets (including the district meet) |
| • CROSS COUNTRY | 3 or more meets (including the district meet) |
| • TENNIS: | 50% or more matches (including the district tournament) |
| • GOLF | 50% of matches (including the district tournament or recommendation of head coach) |
| • CHEER | Recommendation of head coach |
| • STUDENT MANAGER | 2 years at varsity level or recommendation of head coach |
| • ONE ACT PLAY | Recommendation of theater director |

- ACADEMICS Recommendation of TAPPS academic coach

Letter jackets may be purchased by student athletes who have successfully completed the requirements to receive a letter award.

Multiple Sport and Dual Sport Athletes

TCS is unique because we are a small school that offers a full athletic program. Our students are encouraged to try different sports, so no coach will encourage strict specialization in a single sport. In-season sports will always have priority. Athletes who play multiple sports should work with their coaches and parents to develop a plan for practice and competition. If problems arise in creating a workable plan for the athlete, please contact the athletic director.

High School Teams and Sports

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
11-man Football (boys) Football Cheerleading (girls) Football Pom (girls) Volleyball (girls) Cross Country (boys and girls) Match Play Golf (boys and girls) Team Tennis (boys and girls)	Basketball (boys and girls) Basketball Cheerleading (girls) Basketball Pom (girls)	Baseball (boys) Softball (girls) Tennis (boys and girls) Golf (boys and girls) Track (boys and girls) Powerlifting (boys and girls)

Transportation/Bus Policies

TCS will provide safe transportation to and from athletic events. School buses or vans will be used when available. All appropriate laws and safety regulations will be adhered to. In the event TCS transportation is not available, parents may be responsible for transporting their athlete to and from the game.

- Once on the bus, cell phones may be collected in accordance with the technology use policy. Coaches may allow use for school work purposes. (Cell phones will continue to be collected at curfew when traveling for overnight competition.)
- Every athlete must return to school on the bus unless they are riding home with their parents or have permission to ride home with the parent of another player. Parents must notify the head coach via text or email if their child is not returning to school on the bus. Students may not ride home with a student-driver unless the head coach has received permission from the parents of all students involved.

Tryouts and Cuts

Some sports require tryouts designed to select the optimal number of athletes for effective practice and/or competition. Cutting athletes after tryouts is one of the most difficult tasks any coach faces. It is also one of the most sensitive issues for our athletes and their parents. Here are some suggestions that may help with this process:

- No tryouts or cuts can be made before the TAPPS mandated starting dates for official practice.
- Tryout schedules and procedures will be publicized and clarified with athletes and parents.
- Coaches will be present in the tryout, evaluation, and selection process. (Cheerleading team selections are made by third party judges.) Parents will not be involved in the selection process.
- A wide variety of evaluation drills and measurements will be used so that every athlete has an opportunity to demonstrate their skills.

- Once a sport begins, a minimum of three days will be given for athletes to demonstrate their skills. Coaches will speak to every athlete who is cut so they know the areas in which they need to improve.
- Coaches will never post a list for athletes to check to see if they have made the team.

Uniforms and Equipment

Uniforms and equipment are the property of TCS and should be worn and treated with respect. TCS colors are navy blue, red, white, and gray.

- Accountability for uniforms and equipment is the responsibility of the student. The replacement cost of any lost or damaged uniforms or equipment will be the responsibility of the student.
- Athletes are expected to return their uniforms clean and in good repair upon completion of the season. Please wash uniforms separately to ensure quality appearance. Hang dry to promote longevity.
- Any items parents need to purchase will be communicated to the parents prior to practice beginning. These items will be kept by the athlete.

Middle School Athletics

The same character traits we hope to see in our high school athletes are the same traits we are working to instill in our middle school athletes: leadership, team work, discipline, and sportsmanship. Coaches are also working to create interest in and enthusiasm for each sport.

Middle school is a time when students should try many sports; however, not every student who tries out for a team will make the cut. Every player will see some playing time; however, this does not mean every player will receive equal amounts of playing time. The TCS Middle School competes independently in the Lubbock area.

Middle School Teams and Sports

<u>Fall</u> 11-man Football (boys) Football Cheerleading (girls) Volleyball (girls) Cross Country (boys and girls)	<u>Winter</u> Basketball (boys and girls) Basketball Cheerleading (girls)	<u>Spring</u> Track (boys and girls) Golf (boys and girls) Tennis (boys and girls)
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