

Trinity Christian High School 2019-2020



Handbook

For Students and Parents

680 Belden Street
Monterey, CA 93940
www.trinityhigh.org
831.656.9434

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I. GENERAL INFORMATION

This Handbook is designed to familiarize parents, current and prospective students with the vision and goals of Trinity Christian High School (TCHS). We ask that both parent and student **read this handbook carefully** to help in the understanding of our purpose and guidelines.

A. Office Hours and Office Contacts

| | |
|-----------------------|---------------------------|
| School Days: | Weekdays 7:30am-4:00 pm |
| Phone: (831) 656-9434 | Fax: (831) 656-9670 |
| www.trinityhigh.org | bespinoza@trinityhigh.org |

Our primary means of communication is **via email** for information and **phone** for attendance. All families are expected to regularly check their email every day and have access to the internet to use our web services through RenWeb to check on attendance and Schoology for grades. Students must check their emails (*@trinityhigh.org account*) daily.

Authenticated messages (notification of illness, doctor's appointments, etc.) must be communicated via telephone or hand-written notes for verification purposes. It is required that all families notify us of absences or scheduled absences before 8:30 am. (see Section IV. Attendance Policy)

B. School Hours

Classes begin at 8:00 a.m. and end at 3:00 p.m. on Mondays, Tuesdays, Thursdays and Fridays. School ends at 2:00 p.m. on Wednesdays to allow time for our weekly Staff Meeting. The School building opens at 7:30 a.m. and closes at 4:00 p.m. daily. There is no direct supervision of students before 8:00 a.m. and after 3:00 p.m. While students can arrive earlier than 7:30 a.m. and be admitted into the building if a staff member is present, there is no supervision of students until 8:00 a.m.

C. Faculty & Staff

The school employs a faculty and a staff who serve as role models in the Christian walk and who are maturing in both their professional life and their Christian faith (2 Peter 3:18). Staff members have an incredible responsibility when working with God's children. With our commitment to His excellence (Psalm 8:1, 8:9, Proverbs 8:6-7), TCHS will screen and hire only those people who have been transformed by the love of Jesus, and, in response, have a love for the Lord and for each student. Spiritual, academic and personal qualifications must be met before an individual can join the TCHS team.

D. Students

TCHS students are young people who desire greater wisdom, further knowledge, and be willing to be challenged to grow in a personal relationship with the Lord. It is the responsibility of the student to use all available school and home resources and to perform at his/her highest level in order to take full advantage of the educational program. Student's originality and creativity are encouraged within the organized framework of the classroom. Students will be challenged to excel spiritually, physically, socially, and academically. Every student is expected to strive and give their best effort.

E. Non-Discrimination Policy

Trinity Christian High School admits students of any race, color, gender, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, financial aid, and athletic and other school-administered programs. We view every individual as a person whom God has created and loves (Romans 2:11).

F. Accreditation

TCHS is accredited by both the Association of Christian Schools International (ACSI) as well as by the Western Association of Colleges & Schools (WASC). Core academic courses are University of California (UC) certified and fulfill the “a through g” requirements for UC and Cal State universities.

G. Mission Statement

The mission of Trinity Christian High School (TCHS) is to cultivate a stimulating environment, in partnership with the home and local church, which develops the whole student through a Biblically-based curriculum and through Christ-centered relationships in order to prepare the student to follow Jesus and to positively impact his/her community and the world.

H. Our Vision

The vision of TCHS is to inspire students to discover their purpose, passion and potential in Christ.

I. Philosophy of Education

*“Train up a child in the way he should go and when he is old he will not depart from it”
(Proverbs 22:6).*

The purpose of Christian education is to reveal God, His love and His purpose to students, and to invite them into a personal relationship with Him. Christian education serves a higher purpose than earthly gain; We at Trinity Christian are here to show students that God calls all of us to love Him with all our hearts, and to love our fellow man (Matthew 22:37-40).

Through the love and relationships with faculty and staff, students are built up through prayer and God’s Word. Students grow exponentially (both emotionally and academically) when they know that they are loved, and when they experience the grace of God. By providing a sound academic education integrated with a Biblical view of God and the world, students are challenged to apply what they learn to their daily lives at every moment.

J. Statement of Faith We believe...

1. That all Scripture is verbally inspired by God and that it is the supreme and final authority in faith and life. (II Peter 1:20, 21 & II Timothy 3:16, 17)
2. In one God, eternally existing in three Persons -- Father, Son, and Holy Spirit. (John 14:16, 17; Matthew 28:19; & Deuteronomy 6:4)
3. In the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His substitutionary and atoning death through His shed blood, in His bodily resurrection and in His second coming.
4. That man is created in the image of God, that he sinned and must be saved, and that man's only hope of redemption is through the shed blood of Jesus Christ, the Son of God. . (Romans 3:23 & II Peter 1:18, 19)
5. That the Christian is saved by grace through faith wholly apart from human merit and works and that all who receive the Lord Jesus Christ by faith are born again. (Ephesians 2:8-9)
6. In the resurrection of both the saved and unsaved; they that are saved unto the resurrection of life and they that are unsaved unto the resurrection of condemnation (Daniel 12:2)
7. That Christians are to be separated unto God, living holy lives pleasing to Him, and witnessing to His glory.
8. That God directly created the heavens and the earth and all that lies therein.
9. That all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Psalm 139)

K. Statement on Marriage, Gender, and Sexuality We believe . . .

1. That we are fearfully and wonderfully made. (Psalm 139:13-15) Each person not only has dignity, but also has immeasurable value because Jesus loves us and was willing to suffer and die for us.
2. That God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of God's intention of the image of God within that person.
3. That the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of marriage between a man and a woman.
4. That any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) deviates from

God's design, purpose and provision for us. (Matt 15:18-20; 1 Cor 6:9-10.)

5. That on the issue of Same-sex Attraction and Identity, we believe there are no labels and no stigma as one wrestles with one's identity and sexuality. There are never any bad questions. Students can be open and honest without judgment and criticism. High school life is challenging and confusing enough! However, non-Biblical views on life decisions and sexuality will not be promoted nor demonstrated in any public forum.
6. That God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)
7. That 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 not acceptable as they are not in accord with Scripture nor the doctrines of TCHS. Protection of all TCHS students are of utmost importance.

We do accept students from parents who do not subscribe or live a Biblical morality, and we will continue to provide Biblical counsel unreservedly.

L. Final Authority for Matters of Belief and Conduct

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For the purposes of TCHS – the School Board of TCHS is our final interpretive authority on the Bible's meaning and application.

II. ADMISSIONS POLICIES

A. Procedures

Parents or legal guardians of all prospective students should be aware of the admissions procedure when applying for student enrollment at TCHS.

1. Parents or legal guardians must submit an application for approval, two letters of recommendation forms, and a copy of the most recent report card. Transfer students must also provide an official copy of their transcripts for any high school work already completed.
2. After reviewing the completed application packet, the school office will schedule an appointment for the prospective student to be interviewed and evaluated for curriculum readiness and placement.

B. Withdrawal Procedures

A student that is withdrawing from enrollment must submit a written request from his/her parent 30 days prior to withdrawal. This will help expedite the transfer of appropriate files to the next school and provide a smoother transition. An exit interview is requested by TCHS with the student and parents to provide constructive feedback. Families who choose not to participate in an exit interview will not be considered for re-admittance. **All fees paid are non-refundable.**

III. ACADEMIC INFORMATION

A. Tracking Student's Progress

RenWeb (FACTS) is our Student Information System (SIS) and *Schoology* is our Learning Management System (LMS). Both are accessible via the web. All parents are required to have an active email address. Please check your student's grades regularly. Grades will be posted within five (5) working days of the end of a quarter or semester, unless otherwise noted. Once posted, please access your student's grades through your RenWeb (FACTS) account as paper report cards are not sent home.

B. Quarter Grades

Quarter grades are an evaluation of the student's progress for each grading period. These grades are recorded on the student's report card after the end of the first and third quarters. Although these grades are not part of the permanent academic record, they do reflect progress for a significant part of the semester's assignments and student participation.

C. Semester Grades

Semester grades are an evaluation of the student's accomplishments and class participation for two quarter grading periods. These grades include mid-term and/or final exam grades. These grades are recorded on the transcripts, which become part of the permanent record. It is on the basis of semester grades that a student earns credit and grade points.

The academic year consists of two semesters. Each semester includes two quarterly grades and a final semester Report Card. Credit for classes is given on the basis of semester work grades. Credit is received only for courses with a minimum of a "D" grade or better for the semester; however, a "C" grade is required for any student to qualify for financial aid from TCHS and for eligibility to attend a CSU or UC. Please refer to the class syllabus for calculation of semester grades.

D. Late Assignments / Missing Assignments Policy

Students are to submit their assignments, completed and on-time, in order to develop responsibility and good habits.

- All assignments not turned in by the due date will have a “0” entered in the gradebook.
- Assignments can be turned in one (1) day late for maximum of 75% credit.
- Assignments can be turned in one (1) week late for a maximum of 50% credit.
- Students who are absent have the same number of days to turn in missing work to receive full credit (i.e. if you missed two (2) days of school due to illness, you will have two (2) days to turn in all missing work for full credit).

E. Academic Probation

A student whose Grade Point Average (GPA) falls below 2.0 (equal to a “C” average), will be placed on academic probation for the following quarter. If the student’s GPA remains below 2.0, have more than one “D” grade or lower for two consecutive grading periods, the administration will decide whether the student shall continue enrollment at TCHS. Also, any student who has earned an “F” grade will automatically be placed on academic probation and be subject to withdrawal. Administrators will also have the option of placing a student on probation for problems concerning attitude, behavior and homework.

F. Exam Policy

Exams are a regular part of academic measurement. Besides those exams that are given as part of daily instruction, we require Semester Exams in all of our academic classes at the end of each semester. Those students not taking final exams will receive an “incomplete” for that course until the Final is made-up. Students will not be permitted to take a Semester Exam early. Students with outstanding balances will not be permitted to take Semester Exams until their account is paid in full.

G. Grading

The TCHS grading scale is as follows:

| Percentage | Grade | Grade Point |
|-------------------|--------------|--------------------|
| 97-100 | A+ | 4.0 |
| 93-96.9 | A | 4.0 |
| 90-92.9 | A- | 3.7 |
| 87-89.9 | B+ | 3.3 |
| 83-86.9 | B | 3.0 |
| 80-82.9 | B- | 2.7 |
| 77-79.9 | C+ | 2.3 |
| 73-76.9 | C | 2.0 |
| 70-72.9 | C- | 1.7 |
| 67-69.9 | D+ | 1.3 |
| 63-66.9 | D | 1.0 |
| 60-62.9 | D- | 0.7 |
| Below 60 | F | 0.0 (No Credit) |

I = Incomplete
(No grade posted and no credit received.
Time is allowed for student to make-up
work before a final grade is posted.)

*Honor Courses earn an additional point for grades of “C” or better.
(e.g. an “A” in Honors English would earn a Grade Point of 5.0)

H. Standardized Testing

In April, standardized tests are administered to all students each year in order to help parents and counselors evaluate their progress. These tests are mandatory for all grade levels and are part of each student's permanent record. All students, including seniors, are required to take the exams. Please do not schedule vacations during these exams. Results from these exam help guidance evaluate a student's progress.

I. Honor Roll

At the completion of each semester, a list of students who have achieved academic distinction will be recognized.

Merit Roll – 3.0 to 3.49

Honor Roll – 3.5 to 3.79

Dean's List – 3.8 to 4.0+

Dean's List Special Recognition– 4.0+ with no grade lower than a 4.0

J. Valedictorian and Salutatorian

The positions of Valedictorian and Salutatorian are determined by administration based on students' character, academic achievement and contribution to the community. Criteria for this and other awards are available in the office upon request.

K. Access to Cumulative Records

Parents may review individual records of their student/s by making a request to the administration. Parents may also receive a copy of any information in the records at a reasonable cost per page. If a student moves to a new school, records will be forwarded upon the request of the new school with written authorization of the parents.

L. Graduation Requirements

| Departments | Unit Requirements |
|-----------------------------|-------------------|
| English | 40 units |
| Social Science | 40 units |
| Science | 40 units |
| Math | 40 units |
| Foreign Language | 20 units |
| Electives* | 40 units |
| P.E. or other T-Th Elective | 20 units |
| Bible | <u>20 units</u> |
| Total Units Required | 260 units |

(*10 units need to be Visual or Performing Arts)

Graduation Ceremony Requirements (in addition to the above):

- Camp Hammer
- Senior Trip
- Community Service** 24 hours/year as a student at TCHS

(**Students are expected to complete 24 hours of community service per year. Hours to be served with a recognized non-profit organization and to be verified in writing by an unrelated adult. All paperwork to be submitted by May 15th and within 90 days of performing the community service. Students are encouraged to serve communities they are unfamiliar with. Students lacking service hours will be noted on their transcripts should they transfer.)

Attendance each year at Camp Hammer, the Senior Trip and fulfillment of Community Service hours are required for seniors to participate in the graduation ceremony.

IV. ATTENDANCE POLICY

Attendance at school provides a student with the classroom experience we believe is crucial to their comprehension of material. This experience is composed of participation in class activities and direct instruction conducted by the classroom teacher. The instructional program designed by each teacher is a progressive and sequential experience. It is generally impossible for that experience to be “made up”. For this reason, failure of a student to attend class (defined as “absence”) severely compromises his/her educational experience. Therefore, please plan your family vacations during school vacations.

When your student must miss school, parents are required to contact the school office **BEFORE** 8:30 a.m. on the day of absence. Parents may call the school (831-656-9434) and leave a message at any time prior to the start of school.

ABSENCES

When your student must miss school, their absence may be classified with one of the following three (three) designations: “Absent”, “Warranted Absence”, or “Truant”. Please refer to the definitions below to determine the category of absence.

1. **Absent:** an absence with the knowledge and consent of the parents and school staff.

All Absences must be called into the school office by 8:30 a.m. each day. Warranted Absence: **an absence which is approved by the school to be for:**

- a. School events
- b. Funeral services for family members*
- c. Court proceedings*
- d. Educational activities that involve active participation*

Warranted absences are not counted towards the student’s total absences for each semester.

***In order for the school to consider and approve an absence as “Warranted”, the parent must complete and submit an Advanced Absence Form no later than 24 hours prior to the absence.**

Please note: We expect parents to contact the school office by phone **prior to 8:30 a.m.** for each day’s absence. **If we do not hear from you, your student will be considered “Truant” (see below)**

2. **Truant.** A student will be deemed Truant if absent from any class in which he/she is enrolled without the knowledge and consent of the parents and school staff (meaning that the school has not received a phone call from the parents, which confirms the absence.) Students that are truant will receive a referral or suspension depending upon the circumstances. Further incidents of this type may result in possible suspension or expulsion.

School policy dictates that parents will receive a phone call when their student is not in class and we have not received notification by 8:30 a.m.

3. **Consequences of Non-Warranted Absences:** Student participation and engagement are highly valued at TCHS. As such, students will lose one-point in their participation grade (P.A.B.E) each time they are absent from class (excused or unexcused). Students with more than five (5) absences in a quarter are subject to having their grade lowered to reflect their significant non-participation in class activities.
4. **When students leave early from school:** If your student has an appointment during the

school day, which will require that they leave early (either by driving themselves or by being picked up by a parent / guardian), a parent or guardian must notify the school office before/ by 8:30am on the day of the appointment. You can communicate this one of two ways:

- 1.) Send your student with a note to be turned in at the front desk before school starts.
- 2.) Call the school and either speak with Mrs. Espinoza or leave a message at any time prior to the start of school.

We do not consider email to be an authentic source of communication when your student needs to leave early.

Students must be signed out in the office by the parent or guardian who is picking them up. Student drivers can be given permission to sign themselves out.

TARDIES

1. **Tardy to school.** We believe that students need to be at school on time, ready to be in Homeroom (or Period 1 on Wednesdays) by the beginning bell at 8:00 a.m. If you arrive after 8:10 a.m., you must come to the office to receive a pass before going to class.
 - a. **Consequences of Tardies to School:** Students are allowed three (3) tardies per quarter without penalty. Students with more than three (3) tardies in a quarter will receive the following consequences: Fourth (4th) Tardy – PAR (Parent Assistance Request) is issued and a detention is to be served. Student is subject to losing their Student Government office / eligibility to run for office.
 - b. Fifth (5th) Tardy – A referral is issued, a meeting with the Principal is required, a detention will be served and two demerits will be issued.
 - c. Sixth (6th) or more Tardy – The student will receive a one-day suspension.
2. **Tardy to Class:** Students should arrive on time for each individual class. (Refer to the Bell schedule provided)
3. **Consequences of Tardies to Class (per quarter):**
 - Loss of P.A.B.E. (Participation/Attitude/Behavior/Effort) points on each tardy for the day in that class.
 - Third and Fourth (3-4) Tardy: PAR form sent home and detention is to be served
 - Fifth (5) Tardy: Meeting with Administration and a Referral with detention.
 - Sixth (6) or more Tardy: Will result in a suspension and a one grade deduction in quarter grade.

V. STUDENT LIFE

A. Statement of Conduct and Cooperation

TCHS is dedicated to providing an environment conducive to the spiritual growth and development of young people. Therefore, it is necessary to have a campus that encourages spiritual and intellectual curiosity. A campus where students feel comfortable to step out of their “comfort zone” and do their best and not have the fear of failing.

Student Outcomes:

Every day at TCHS we strive to be:

Christ-Inspired
Critical Thinkers
Creative
Communicators
Conscientious
Compassionate

B. Culturally Relevant Classroom Environment

In order to maintain a classroom environment, which allows for maximum learning, teachers establish those standards (i.e., classroom rules) they deem necessary. However, the following standards are for all classes:

1. Students must always demonstrate respect for and cooperation with teachers.
2. Students will be on time to each class and prepared with the necessary materials and mental attitude that indicates a readiness to learn.
3. Communication of any kind between students that is disruptive to the teacher or classmates is unacceptable. (Including, but not limited, to iChat, email, etc.)
4. Personal grooming is inappropriate during class sessions and is not permitted.
5. Students leaving class for any reason must first be granted permission by the instructor and will be issued a pass that will remain in the student’s possession while the student is out of class.
6. Food and beverages have the potential to be very distracting. Therefore, permission for students to bring food and beverages into the classroom is at the discretion of the teacher. Filled-water containers are encouraged.
7. Students may not be in classrooms or offices unless a teacher or staff member is present. Students must respect the instructor’s area (desk, work area) and belongings (briefcase, grade book, computer, etc.)
8. Students are not permitted to chew gum or have sunflower seeds on campus at any time.

C. Conduct

Because we believe that “everything should be done in a fitting and orderly way” (1 Cor. 14:40), TCHS has established expectations for behavior. The violation of these requirements will not be tolerated by the school. Appropriate disciplinary action will be taken immediately. The following conduct is not permitted *on or off campus*:

- Disobedience or disrespect to authority
- Disrespecting, bullying or intimidating others
- Abusive language, either in verbal or non-verbal form including (but not limited to) gossip, cursing, swearing, and obscenities
- Inappropriate public display of affection (PDA)
- Vandalism; destruction of school or personal property or any form of graffiti
- Tampering with lockers, their contents, or anyone’s property
- Fighting or causing injury to others
- Any conduct which is not in keeping with the philosophy of the school
- Any involvement with alcohol consumption, with sexual activity, with pornography, with smoking, with illegal drug use, or with bullying (personally, messaging, or on social media)
- Cheating, plagiarism, lying & stealing

Cheating includes, but not limited, to the following:

- A. Copying some other student’s work to submit as one’s own (including class work, homework or other written assignments)
- B. Giving or receiving answers or stealing tests or answer keys.
- C. Plagiarizing, i.e. copying other people’s material and not attributing it to them.
- D. Having another student do work for you.
- E. Forgery of any signature will result in immediate suspension.

All of your work must be your own unless you have the teacher’s permission as in the case of group assignments.

D. Contraband

Because TCHS is a sanctuary for the purpose of education and spiritual growth, certain items are not allowed on campus. If these items are found on campus or at any school function, they will be confiscated and appropriate disciplinary action will be taken. The following items are not permitted:

- Tobacco, vaping materials, alcohol, non-prescription drugs, or drug paraphernalia*
- Firearms, knives, guns or weapons of any kind
- Paintballs, air-soft pellets, or ammunition of any kind
- Any item not in keeping with the philosophy of the school
- Pornographic materials
- Glass bottles or containers (for safety reasons)

**Students using doctor approved prescription drugs must notify the school office before attending classes.*

E. Mobile Devices (phones, smart watches, texting devices, web browsers, gameboys, etc.)

1. Personal headphones and earbuds must be out of sight and not used unless permission is granted by instructor during a class for study and/or for productivity to be used with their Macbooks. Headphones and earbuds may not be used or seen during break, lunch, or social time. Music permitted during these times must be either Christian music, have no lyrics, or classical.
2. Mobile devices are not to be used during the school day (8 a.m. until 3 p.m.) In “use” includes but not limited to: making or receiving a phone call, making a call, texting, taking photographs, using the phone as a watch/calculator. ***Parents: please do not text your student as they will receive a consequence if they retrieve your message. Instead, leave messages with Main Office or email your student.***
3. Mobile Devices must be kept out of sight and be powered **off**. We highly recommend students keep all non-Macbook electronic devices locked inside their lockers during school.
4. Smart watches must be kept in a backpack or locker while taking any class or standardized test.
5. iPads and other personal computing devices are not permitted to be used or in sight during the day by students.

Violation of the Mobile Device Policy per semester:

1st time a student is found using his/her mobile device. The mobile device is taken, held in the office for 24 hours, and returned to the student upon request at the end of the next school day. 1-point referral issued.

2nd time: the mobile device is taken for 1 week, held in the office, and returned to student at the end of the school day. 2-point referral issued.

3rd time: the mobile device is taken for 30 days, held in the office, and 2-point referral issued with a conference.

Administration retains the right to verify mobile device usage by checking use log.

NOTE: Students found using another student’s mobile device will receive a referral. The mobile device they used is subject to the rules listed above.

F. Computers, Cameras, Camcorders, etc.

- Students are required to have a Macbook computer and have access to the internet at home.
- Students are only permitted to use authorized Macbooks on campus and may not use any of the following as a substitute (PCs, ipads or mobile devices)
- Recording devices (audio or visual) for educational purposes may only be used with prior permission from the teacher. Students are responsible for the content and usage of this equipment.
- Computers may only be used on campus if the student abides by the Responsible Use Policy (RUP) and administrative authority given to the school to monitor usage and content. Specific policy usage and guidelines are outlined in the RUP. Every family should develop written media guidelines of their own and look for resources online. Students are never to tamper with user settings or have administrative rights to their computers.
- All computers must be insured as outlined in our RUP.
- Students are not permitted to play electronic games during class time (when instruction is taking place) and are never to be using the network’s bandwidth for personal entertainment during class.
- Students are not to be on any social media sites during class time. These sites include but are not limited to: Facebook, Instagram, Twitter, Skype, Tumblr, google plus, reddit, imgur etc.

G. Counseling

The purpose of TCHS Counseling Dept. is to foster a safe environment for students to share struggles and personal, emotional, or spiritual issues with trusted staff who have been trained and have a deep passion to provide Biblical and discerning counsel. Our hope is for students to develop healthy habits of honesty, discernment, wise decision-making, repentance, accountability, a deeper understanding of oneself and one's identity in Christ. We want students to know that in trusting a School Counselor, they are "safe." We hope to develop stronger mentoring relationships between students and adults.

In an effort to establish trust with students, we uphold the policy of confidentiality, except for the following circumstances:

- Harm to self or others (suicide plan, cutting, eating disorders, addictions, physical violence, etc.) It is our job to assume that if a student shares one of these issues with us, he/she is asking us to step in and take the necessary actions to get help.
- Abuse or neglect (if there is any suspicion of physical, emotional, verbal, sexual or other abuse we are required by law to report it to Child Protective Service)
- Court or other legal proceedings – by law, if we are subpoenaed (required by law to attend a hearing or other court proceedings), we cannot guarantee that your information will be kept confidential. We will only reveal information that is necessary to the case, but we must always cooperate with the police, CPS, and the courts.

If there is a need to reveal information shared by a student to anyone (parent, Principal, police, etc.), we will let the student know in advance, and work with him/her to handle the situation in a way that respects his/her feelings and needs in the greatest way possible.

For more information on our guidelines in counseling, please contact our Student Life Director, Mrs. Megan Ryan at mryan@trinityhigh.org

H. "Pathways"

Students should take advantage of our Pathways Director to explore and develop their future plans by communicating regularly and creating both short-term and long-term goals for their growth as an individual and to seek God's direction in their lives.

VI. STUDENT DISCIPLINE

The writer of Hebrews tells us "no discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it." (Hebrews 12:11) In order to produce this harvest, TCHS has developed a program of disciplinary action.

A. Merit Form

Students may receive a Merit Form for going "above and beyond the expectations of a student" in the area of behavior, actions and/or attitude. One may also receive a Merit Form for significant improvements. These recognitions will be entered into the student's records and will earn 1-3 merit points. Each Merit Point will offset a Demerit.

B. Parent Assistance Request

In any case where the school needs to communicate with parents and ask for their help, a Parent Assistance Request (PAR) will be issued. These are official notifications of areas of concern. Conferences and/or disciplinary action may follow if concerns are not resolved. A PAR may be accompanied by a detention.

C. Referrals

A referral is a more severe disciplinary measure than a PAR and results in an automatic detention. It indicates an ongoing problem or a serious offense that merits involvement of the administration. A referral issued will be accompanied by an email to parents for notification. Each referral is issued a value ranging from 1 to 3 demerits. Most referrals are 2 demerits. Students who receive 7 demerit points in one semester will be placed on disciplinary probation and/or suspended.

D. Detentions

Detentions are held every Wednesday morning from 7:00 a.m. to 7:55 a.m. A missed detention will result in a referral, a demerit and an additional detention to be served.

E. Disciplinary Probation

Probation may be imposed for up to nine school weeks. The student will not be permitted to participate in extracurricular activities and will relinquish all positions of trust and responsibility for the duration of the probation. At the end of the probation, the administration will determine if the student should be returned to full status. If the problem(s) persists or recurs, the administrator may extend or re-impose the probation, impose additional restrictions, suspend the student, expel the student or ask the family to withdraw their child.

F. Suspension

When a student is suspended, he or she may not participate in any academic or extracurricular activities for the duration of the suspension. Suspension may be for the remainder of the school day (including afternoon or evening functions) or up to five days in length. A suspension may terminate with the student readmitted to full status, readmitted under probation, asked to withdraw, or expelled. Work missed due to a suspension will receive a grade no higher than 50%.

G. Expulsion

Students may be expelled by administration on their first referral if the offense is of a degree that merits expulsion. Those expelled may not return to TCHS during the school year they are expelled, nor may they participate in TCHS events unless restoration has taken place. Restoration involves the student accepting full responsibility and consequences of actions, behavior, and/or attitude and having a repentant attitude. Restored students can be readmitted after a minimum of one semester has passed, and upon re-admittance will be placed on probationary status. The Principal, in lieu of expulsion, may recommend withdrawal. However, all fees and deposits paid are forfeited

VII. STUDENT DRESS

A. Purpose

We believe there is a definite relationship between good dress habits, good work habits, and proper school behavior. We require students to dress modestly and appropriately without drawing undue attention to themselves. We believe that proper student dress in association with continual effort for good attitude and behavior are important elements of our campus culture and learning environment. The administration reserves the right to deem any outfit inappropriate and, therefore, unacceptable.

Parents: Please read the expectations carefully and then encourage and guide your student(s) to have acceptable dress at school. We appreciate your cooperation in this area. Students not in compliance of the dress code will be asked to notify parents so that parents can provide appropriate clothing, offered school clothing to change into for the remainder of the day, or sent home if the student is uncooperative.

B. General Guidelines

This dress code is not all-inclusive; any situation not specifically covered herein will be resolved by the administration in accordance with the general intent and purpose of the code. Unless otherwise noted, the dress code applies to all student activities at school, at school events on or off-campus (i.e. sporting events, school plays, graduation, etc.), and any activity on our campus.

All clothes must fit properly and must accommodate a wide range of motion without exposing flesh or undergarments. Torn, excessively worn and/or dirty clothing is not acceptable. Pants with holes or distressing below the knee are allowed. Picture or slogan shirts, blouses, etc. which depict or speak of activities not in line with the purpose of the dress code and the school's values (including anything related to a group or gang) are not permitted.

Hats, caps, hoods, and any headgear need to be removed during class.

Hair should be clean and combed (not in eyes). You may not have extreme or questionable hairstyles as determined by Administration.

Shoes or sandals must be worn at all times. No indoor/bedroom slippers will be allowed.

Girls:

Girls should be neatly dressed at school. They may wear dresses, pants, jeans, shorts, capris or skirts. Clinging or thin fabric and anything that exposes undergarments are not permissible. Skirts, dresses, shorts, etc. need to be at mid-thigh or longer (front and back). Tight fitting pants without pockets or fly-closure are allowed if worn with a top that comes down to at least mid-thigh. No words are allowed across the rear of any pants.

Polo shirts, blouses, T-shirts are permitted. Printed shirts are acceptable, but any questionable slogans, symbols, or placement of images should be avoided. Sleeveless tops are allowed as long as there is a minimum of 3 inches of material from neck to shoulder and may not have large, open sleeve holes. Clothing that exposes cleavage is not permissible. Tank tops are not allowed.

Jewelry and make-up should be worn in moderation and should not be distracting. Avoid questionable jewelry (e.g. that which could be potentially dangerous or portraying controversial symbols).

Boys:

Boys should be neatly dressed at school. They may wear pants, jeans, or shorts. They must be of appropriate size--not too baggy or too tight and should not reveal any undergarments. No words are allowed across the rear of any pants.

Polo shirt, collared shirts, T-shirts are permitted. Sleeveless tops are allowed as long as there is a minimum of 3 inches of material from neck to shoulder and may not have large, open sleeve holes (no muscle shirts). Tank tops are not allowed. Avoid questionable jewelry (no wallet chains, dog collars, etc.).

Piercings and Tattoos

Each person should prayerfully consider how God would want him/her to manage his/her own body as a "temple of the Holy Spirit" (1 Cor 6:19-20). The following guidelines apply to all student activities at school, at school events on or off-campus (i.e. sporting events, school plays, graduation, etc.), and any activity on our campus.

Earrings are allowed, but must be worn in moderation. Nose-piercing is permitted, but must be a small stud. Any other visible body jewelry/piercings are not permissible.

Enrolled students who wish to get tattoos, must have written parental permission and realize that unedifying or inappropriate tattoos may not be exposed during school or at school events.

For both tattoos and piercings, make sure that you understand our policies beforehand and consult with administration to ensure that we develop a strategy that would anticipate any issues. Otherwise, they might not be in accordance with our guidelines and may affect enrollment at TCHS.

VIII. CAMPUS OPERATION**A. Closed Campus Policy**

TCHS is a closed campus. All students are required to remain on campus until the end of the school day. (Seniors have off-campus lunch privileges on Tuesdays with provided that they have permission slips and are back by Period 5). No student will be allowed to leave the campus during the school day without permission from the parent. If the student must leave the grounds for a valid reason such as a doctor appointment, family emergency, etc., the student should bring a note to the school office. If the parent is not present to sign the Sign-out Sheet a phone call to the parent will be made, in addition to the note presented. A parent must be available for the phone call in order for the student to leave..

1. Always "sign-in" if you arrive on campus after homeroom.
2. Always "sign-out" if you are leaving campus before the end of your school day and to ensure that your departure has been pre-approved.

B. On-campus Visitors

All visitors must obtain a Visitor's Pass from the school office. Students are to identify to a staff member anyone not enrolled at TCHS and not part of the staff who are not wearing a Visitor's Pass immediately. Alumni are always welcomed and should pick-up a Visitor's Pass upon arrival.

C. Emergency Health Procedures

The school office offers immediate first-aid to all injured or ill students.

1. If a student is injured on campus, the student should report this injury to a teacher or staff

member. An Accident Report will be filled out by a staff member.

2. If a student becomes ill during school hours, he/she should request a pass from his/her teacher to the school office. Parents will be notified of all students who leave class due to illness.

3. If a student is advised to leave campus, the parent or emergency contact will meet and check out the student at the TCHS office. The “Sign Out Sheet” must be completed by the person picking up the ill or injured student. Remember, a student leaving campus for *any* reason without the consent of the school will be considered truant and result in serious consequences due to safety concerns.

D. Chapel

Chapel is an important part of campus life at TCHS. It is an opportunity for students to hear outstanding speakers and singing groups. We trust that many of our students will come to a deeper and richer commitment to Christ during Chapel. Come expectantly looking for God to use the time to help you grow.

1. Each student is encouraged to bring his/her Bible to Chapel. Students will be responsible to show their Bibles upon entering Chapel (see supply list for approved versions of the Bible).

2. Students should demonstrate proper courtesy and Christian hospitality to all guest speakers by listening carefully and behaving properly. Student’s attitude toward the speaker should be respectful and attentive. Although note taking isn’t required during chapel, it is a good practice and shows interest and participation. Students may dress-up as the Spirit leads on Chapel days!

3. At no time will studying or doing homework be allowed.

4. There is to be no unnecessary talking, disturbance, or distracting others. As a courtesy to others, use the restroom during the other times of the day unless it is of urgency.

5. Only water is permitted in the gym.

Allow God to speak to you and those around you!

E. Fire Drills and Intruder Drills

It is required by law that the school conduct fire drills. In keeping with recommended civil defense procedure, disaster drills and intruder drills will also be conducted. Students are expected to become familiar with the instructions so that all drills can be conducted with a minimum of confusion.

F. Lost and Found Procedures

All personal belongings that have been turned in as lost will be kept in a designated place on campus. At the end of each week, unclaimed items will be given to a Christian charity organization. If you lose something, it is important to claim the item as soon as possible, including textbooks. Please put your name on all valuable items.

G. Lockers

Students will be assigned TCHS locks and lockers on the first day of school. The lock must be kept on their locker at all times and locked – especially at the end of the day. Personal locks are not allowed. The student is responsible for keeping their locker neat and clean and all items must be removed from locker at the end of the school year. A locker check will be conducted at least once per month by the Principal and if the locker is not neat and clean a detention will be issued. TCHS reserves the right to inspect lockers at any time for any reason. Any problems with locks or lockers should be reported immediately to the school office. There is a \$25 charge for lost locks. The school is not responsible for any items lost or stolen.

H. Off-Campus Behavior

TCHS desires to develop positive character traits both on and off-campus in each student's life. Some behaviors are only held in account during campus hours (cell phone non-usage, promptness, language, etc.) while some behaviors are held in account even when you are off-campus (sexual purity, refraining from drugs, smoking, vaping, alcohol, bullying or harassment, inappropriate internet activity, etc.). **Students unwilling to be held accountable in these areas off-campus should reconsider their enrollment at TCHS.** We are convinced that these behaviors are destructive to you and to those who love you and will affect the person you are on our campus.

I. Yearbooks

Yearbooks are included in your tuition and fee payments. Many features of our yearbook are offset thanks to funds raised through local advertisements. If you would like to place an ad, please contact our school office. Yearbooks will be distributed in May at a Yearbook Signing Party during the school day.

J. Telephone Policy

The telephone is for faculty and staff use only, or if a student needs to call home in an emergency. If you need to use the phone, please come into the Main Office for permission to use the phone. All mobile devices are to be turned off during the school day (see Section V. E.).

K. Photography Release

Activities in and around the TCHS campus are often photographed and/or videotaped. By enrolling your child in our school you hereby release TCHS to photograph and/or videotape your child while participating in daily activities, and to use the photographs and/or videos in photograph displays, other publications, or video promotions showing these daily activities.

L. Restrooms

Students should plan on using restrooms during non-instruction time (e.g. before school, after school, Break, Lunch). During class times, only one student may use the restroom at a time. The student must carry the classroom bathroom pass at all times. Please notify the office immediately if there are any supply needs or service that is required for the restrooms.

M. Backstage Area or Supply Closets

Students may not be in the backstage area or any supply closets without permission. Students may not play with or borrow costumes without written permission from the Performing Arts Dept.

N. Senior Trip

Attendance on the senior trip is required to participate in the graduation ceremonies. The purpose of senior trip is to encourage seniors to develop deeper relationships with each other and with the Lord, to bond, and to appreciate one another. The senior trip is a 3-day/2-night (Tuesday through Thursday) retreat at a Christian camp during the last full week of school before Finals. Seniors have Monday and Friday off to prepare for their Senior Presentation.

O. Statement on Halloween

Due to the controversial nature of Halloween, TCHS does not celebrate this day.

P. Payments with Credit Card

An additional \$5 processing fee will be assessed for all credit card transactions.

Q. Student Government

TCHS encourages all students to take advantage of the tremendous opportunities to be involved at school. That is why we offer so many different ways to be engaged and make every effort to be as inclusive as possible. In the area of student leadership, students do need to have made a personal decision to follow Jesus (1 Tim 3:1-7), subscribe to our statement of faith, marriage, gender and sexuality by signing and affirming their testimony. Students running for the office of Student Body President, VP, Events Coordinator and Chaplain must also be approved by the Administration due to the responsibilities of those roles.

R. Student Union

Food and drinks are not permitted on the carpeted side of the Student Union at any time.

S. School Safety

In order to maintain our campus security and safety, the following guidelines are to be followed:

1. Students must enter through designated areas. HS Students through the front doors (i.e. no hopping the fence or entering through other exterior doors).
2. Students are not permitted to sit on the counters, table tops, or railings at any time.
3. Students are not permitted to prop doors open at any time.
4. Students are not to bring any glass containers or glass bottles at any time.
5. Students are not to allow access to our campus to anyone other than a TCHS student or staff member. (For example, do not open the front door because someone is knocking. Allow a TCHS staff member to make the decision.)

IX. ATHLETICS AND EXTRACURRICULAR ACTIVITIES

All students are encouraged to participate in TCHS' athletic program and/or extracurricular program to maximize their educational experience.

A. Athletic Schedule

The respective coaches will inform the teams of game schedules and if additional practice time is necessary. Transportation to practices and to games will not be provided by the school. Carpooling is always encouraged. High School sports programs usually run outside of school hours.

Students are notified of practices and game times regularly, so parents should be aware of these times via the calendar on our website and email. Games can be found on our googlecalendar that is linked to our website that provides game times, practices, and other valuable information in real-time. Students must be picked up within fifteen minutes of the scheduled completion time of any activity.

B. Probation and Extracurricular Activities

Students who are placed on academic and/or behavioral probation are ineligible to participate in extra-curricular activities.

X. TRANSPORTATION

A. Transportation to Activities

When traveling to school-sponsored activities in personal vehicles there may not be more occupants than seat belts provided. Students are to obey the driver's instructions without question or hesitation. They should refrain from listening to questionable music, and their conversations should always be edifying. When rented buses or vans are being used for transportation, proper care and conduct by the students is essential.

B. Traveling Guidelines

1. Occupants must always wear a seatbelt and remain seated at all times during the ride. No part of the body should ever be extended outside the vehicle.
2. No students are to be in vehicles without the driver being present.
3. Students are to obey the drivers and/or sponsor's instruction without hesitation.
4. Eating or chewing gum is not permitted in the vehicles.
5. Students should keep their conversation at a level that allows them to hear the instruction of the driver at any time.
6. Students should ask permission from adults before using any mobile communication devices.
7. All occupants should check before leaving the vehicle that all belongings are taken and that the vehicle is clean.
8. Students should refrain from listening to personal audio devices through headphones unless permission is granted.
9. Students with probationary licenses may not drive other students at any time.

C. Student Parking

Students are to park in parking spaces around our campus on "our side" of Belden Street. Please do not park in other spaces even though they are available to be considerate to our neighbors. Student drivers should always plan on arriving early and anticipate unexpected traffic and delays in order to not be rushed and to drive safely. Do not park in the loading zone areas.

XI. GENERAL DISCLAIMER

The administration reserves the right to amend these procedures at their discretion.

XII. PARENT INVOLVEMENT

A. Get involved!

This is a great way to plug-in and meet other parents who would like to participate in a variety of ways:

Moms In Prayer: join us on Tuesday mornings to pray for the school

Spring Musical: Assisting in the promotion and marketing of our Spring Musical

Team Parents: Support our Athletics through coordinating rides and refreshments.

Reaching Beyond: Our annual auction banquet – will be held on April 5, 2020. Contact Board Member Lori Davidson at ldavidson@trinityhigh.org for more details on how to help.

If you are interested in any of these groups, or would like to volunteer in any other way, please contact Principal Rick Fitzgerald (rfitzgerald@trinityhigh.org).

Know what is coming up! Subscribe to our google calendars for TCHS Main and Athletics on our website to get real-time updates.

We appreciate everyone's involvement to reach our goals each year to keep tuition affordable and the education at Trinity Christian accessible through our fundraisers. Please prayerfully consider your participation to help us reach our annual goals.

B. Events for Parents Only

Back-2-School Night (August 28)

Parent-Teacher Conferences (Oct. 16)

Moms In Prayer (weekly Tuesday mornings)

Key Student Events

Calvary Chaos (first week of school) – Fun games & activities organized by Student Government to kick-off the school year

Student Dances (subject to change by Student Government)

Tickets for these events are purchased prior to the events from Student Government during lunch hours only. Students must present permission slip and payment prior to the event(s). Each TCHS student may invite a guest from another school with permission slip with approval from parents and their school.

Homecoming

Prom

Winter Ball

Sadie Hawkins

Camp Hammer (September)

Annual all-school Thanksgiving potluck (November)

Spirit Weeks – (Fall/Spring)

Operation Christmas Child (organized by National Honor Society in November)

Outreach/Missions Trips

SF City Impact (December)

Las Vegas in Spring

Spring Musical (April)

Passion Week – (April)

Graduation – Everyone is invited and no tickets are required.

TC Prep 8th Grade Graduation – Held in our Gym. Reception sponsored by 7th grade parents (5-29-20)

High School Graduation – Held at Shoreline Church. Reception sponsored by the Junior class parents (5-30-20)

PARENT-STUDENT AGREEMENT FORM

Please sign where indicated below and return it to the office with all your school forms no later than 8am, Friday August 16 2019.

(First and Last Name)

I, _____, have received, read and reviewed with my parents the 2019-2020 TCHS Handbook for Students and Parents.

I understand that **all fees paid** are non-refundable. *(Section II B)*

I read the standards of conduct contained in this Handbook. I am willing to abide by them whether in school, at home or elsewhere.

Student Signature _____ Date _____

Parent Signature _____ Date _____

“Whatever you do, put your whole heart into it, as if you were doing it for the Lord and not for men.” (Colossians 3:23)

