

Trinity Christian High School



Handbook

For Students and Parents

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

TABLE OF CONTENTS

_Toc52198045

SECTION 1: INTRODUCTION	5
I. General Information	5
II. Students	5
III. Non-Discrimination Policy	5
IV. Accreditation	5
V. Mission Statement	5
VI. Our Vision	5
VIII. Our Philosophy of Education	5
A. Statement of Faith	5
B. Statement on Marriage, Gender, and Sexuality	6
C. Final Authority for Matters of Belief and Conduct	6
SECTION II: DAILY OPERATIONS AND PROCEDURES	7
I. Office Hours and Office Contacts	7
II. School Hours	7
III. Admissions Policies	7
A. Procedures	7
IV. Attendance Policy	7
V. Student Dress	9
A. Purpose	9
B. General Guidelines	10
Girls:	10
Boys:	10
Piercings and Tattoos	10
VI. Access to School Campus, Property and Events	11
A. Closed Campus Policy	11
B. On-campus Visitors	11
VII. Student Parking	11
VIII. Fire Drills and Intruder Drills	11
IX. Lost and Found Procedures	11
X. School Property	12
A. Lockers	12
B. Care of School Property	12
C. Searching School Property Including Lockers/Locker Rooms, Desks	12
XI. Restrooms	12

XII. Backstage Area or Supply Closets	12
XIII. Student Union	12
XIV. Distance Learning Policy	12
SECTION III: ACADEMIC INFORMATION	14
I. Tracking Student’s Progress	14
II. Grading Policies	14
A. Quarter Grades	14
B. Semester Grades.....	14
C. Grading.....	14
III. Late Assignments / Missing Assignments Policy	15
IV. Academic Probation.....	15
V. Exam Policy	15
VI. Honor Roll.....	15
VII. Valedictorian and Salutatorian	15
VIII. Access to Student Records	15
IX. Academic Integrity.....	16
X. Graduation Requirements.....	16
SECTION IV: STUDENT CONDUCT	17
I. Statement of Conduct and Cooperation	17
II. Policy Against Harassment, Discrimination and Retaliation	17
III. Bullying Policy	18
IV. Culturally Relevant Classroom Environment	18
V. Code of Conduct	19
VI. Smoking/Tobacco Use	20
VII. Drugs and Alcohol Policy	20
VIII. Contraband.....	21
I. “Pathways”	21
II. Counseling	21
III. Policy on Student Counseling Records	22
SECTION V: ELECTRONIC COMMUNICATIONS RESOURCES AND TECHNOLOGY USE.....	23
I. Electronic Communications Resources and Technology Use.....	23
II. Telephone Policy.....	23
III. Mobile Devices (phones, smart watches, texting devices, web browsers, etc.)	23
IV. Computers, Cameras, Camcorders, etc.	24
SECTION VI: STUDENT DISCIPLINE.....	25
I. Merit Form	25
II. Parent Assistance Request.....	25

III. Referrals	25
IV. Detentions	25
V. Disciplinary Probation	25
VI. Suspension	26
VII. Expulsion	26
SECTION VI: HEALTH AND SAFETY	27
I. Emergency Health Procedures	27
II. Student Health Records Policy.....	27
III. Communicable/Infectious Diseases Policy	27
IV. Medications and Medical Devices	27
V. Student Immunization Records Policy.....	28
VI. Custody Arrangements and Rights of Non-Custodial Parents	28
VII. School Safety	28
SECTION VII: STUDENT ACTIVITIES.....	29
I. Athletics	29
B. Probation and Extracurricular Activities.....	29
II. Transportation	29
A. Transportation to Activities.....	29
B. Traveling Guidelines.....	30
III. Student Government.....	30
IV. Chapel	30
V. Senior Trip	31
VI. General Disclaimer	31
SECTION VIII: EVENTS!	32
I. Parent Involvement	32
A. Parent Involvement and Volunteerism	32
B. Get involved!.....	32
C. Events for Parents Only	32
Key Student Events.....	32
II. Yearbooks	33

SECTION 1: INTRODUCTION

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” or “School”). We ask that both parent and student **read this handbook carefully** to help in the understanding of our purpose and guidelines. Current parents and students are required to comply with all School policies and to sign and return the Agreement Form on the back page prior to beginning school.

II. Students

TCHS students are those who desire greater wisdom, further knowledge, and are 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 his or her best effort.

III. 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.

IV. 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.

V. Mission Statement

The mission of Trinity Christian High School 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.

VI. Our Vision

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

VII. Expected Student Learning Outcomes

Every day at TCHS we strive to be:

Christ-Inspired	Conscientious
Critical Thinkers	Compassionate
Creative	Culturally Relevant
Communicators	

VIII. Our 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. We provide a sound academic education integrated with a Biblical view of God and the world, so that students are challenged to apply what they learn to their daily lives at every moment.

A. 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)

B. 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.

C. 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.

SECTION II: DAILY OPERATIONS AND PROCEDURES

I. Office Hours and Office Contacts

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

II. School Hours

Classes begin at 8:00 a.m. and end at 3:00 p.m. on Mondays and Fridays. School ends at 2:10 p.m. on Tuesdays and Thursdays and at 1:00 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 the end of classes. While students can arrive earlier than 7:30 a.m. and be admitted into the courtyard if a staff member is present, there is no supervision of students until 8:00 a.m.

III. 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.

IV. Attendance Policy

Student attendance is critical to academic performance and student citizenship. All students are required to be in attendance during school hours, unless they are absent for one of the following reasons: illness, bereavement, school events, court proceedings, college visits and educational activities.

In the event that a student will be absent, late for School, or needs to leave School early or

during the School day, a parent must notify the School as follows:

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”. All Absences must be called into the school office by 8:30 a.m. each day. Warranted absences, (bereavement, school events, court proceedings, college visits and educational activities) are not counted towards the student’s total absences for each semester.

- 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).**
- **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.
- **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.
- Parents should avoid making travel plans that take place during school days and travel plans should only be made for weekends, school holidays, and school recess periods. Medical and dental appointments should be scheduled outside of school hours if possible.
- When a student is absent the following procedure students should refer to Schoology for missed lesson information and homework assignments.
- **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 8:30 a.m. 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: Students who arrive after 8:00 a.m. are considered tardy, which is disruptive both to the student and the class. When a student is tardy without prior notice, the following procedure must be followed:

1. **Tardy to school.** We believe that students need to be at school on time, ready to be in their Period 1 class by the beginning bell at 8:00 a.m. If you arrive after 8:10 a.m., and your tardiness was not excused, 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 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 do one of three steps: contact a parent to bring

appropriate clothing; change into school clothing or be 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. Please do not wear pants with holes or distressing above the knee. 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-piercings are permitted, but must be a small stud. Any other visible body jewelry/piercings are not permissible.

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.

VI. Access to School Campus, Property and Events

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.

VII. 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 if they are available in order 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.

VIII. 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.

IX. 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.

X. School Property

A. 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 periodically 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.

B. Care of School Property

Theft and careless or intentional destruction of School property, such as the defacing of walls and desks and other acts of vandalism, will not be tolerated. Specified eating areas, classrooms and locker areas should be kept clean and free of trash. Absolute respect for the property of students, faculty, administrators and staff is also required.

C. Searching School Property Including Lockers/Locker Rooms, Desks

School property, including lockers, locker rooms, cubbies, and desks are the property of TCHS and are subject to search at any time without notice. Students do not have any expectation of privacy in the use or storage of belongings in these locations. TCHS reserves the right to inspect any lockers, desks, or any school property on the campus and grounds of the School. TCHS may also search student book bags, backpacks, purses, clothing, and other property on campus or at off-campus school activities, if the School has reasonable suspicion that a student has violated any school rules. In the case of reports that a student has engaged in conduct which threatens the safety of the School and its students, TCHS may confiscate a student's personal property and turn it over to law enforcement.

XI. 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.

XII. 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.

XIII. Student Union

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

XIV. Distance Learning Policy

In the event of an emergency, TCHS may be required to cease or change all or part of the School's operations. An emergency includes, but is not limited to, any fire, flood, act of God

(earthquake, tsunami, volcanic eruption, hurricane, tornado, lightning, etc.), governmental action, or acts or threats of the following: terrorism, epidemic, pandemic, viral outbreak, war, revolution, natural disaster, riot, strike, lockdown, or any event beyond the School's reasonable control, or that makes performance inadvisable, impracticable, illegal or impossible in the School's sole determination.

If an emergency occurs and when necessary to comply with local, county, and state orders, TCHS has the sole discretion to activate an emergency plan that calls for a distance learning program. Students may be required to transition to a learning format that calls for digital or remote learning services.

SECTION III: ACADEMIC INFORMATION

I. *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.

II. *Grading Policies*

A. Quarter Grades

Quarter grades are an evaluation of the student's progress for each grading period. 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.

B. 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.

C. 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 or Science would earn a Grade Point of 5.0)

III. Late Assignments / Missing Assignments Policy

Students are to submit their assignments, completed and on-time, in order to develop responsibility and good habits. Unless a student has specific permission from the School for an extension of time for an approved reason, such as illness, all assignments must be turned in on time and are subject to the following policy when turned in late:

- 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 will not receive credit if they turn in the assignment more than a week late.
- 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).

IV. 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.

V. 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.

VI. Honor Roll

At the completion of each semester, students may achieve these academic distinctions:

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

VII. 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.

VIII. Access to Student 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.

IX. Academic Integrity

TCHS is committed to cultivating an atmosphere of mutual trust, concern and respect among students, teachers, and administrators. Our community values and recognizes the importance of academic integrity to our overall mission as a school. Therefore, all work must be the student's own work.

A. Cheating

Cheating includes copying from another student, whether on a test, quiz, homework assignment, or any other student work, as well as allowing another student to do so from one's own work. Unauthorized use of notes, books, internet resources or other aids, or giving out information about tests or quizzes to other students, are also examples of cheating.

B. Plagiarism

Plagiarism involves claiming the work of another as one's own. Students must carefully document the sources of their information and distinguish between their ideas and the ideas of others. Presenting either the language or the ideas of another as one's own is plagiarism. Unless otherwise directed (such as with group projects), any work submitted by a student is to be the original work of that student.

C. Consequences for Violations of Academic Integrity Policy

Students who violate the Academic Integrity Policy may be asked to redo their assignment, receive no credit, or may be subject to other discipline, up to and including suspension or expulsion. Parents will be notified when a student has been found to have violated this policy. Parents may monitor their child's school efforts and provide appropriate assistance but should take care not to complete students' work for them.

X. Graduation Requirements

Departments	Unit Requirements		
English	40 units	Foreign Language	20 units
Social Science	40 units	Electives*	40 units
Science	40 units	P.E. or Sports Equivalent	20 units
Math	40 units	Bible	<u>20-40 units</u>
		(*10 units need to be Visual or Performing Arts)	

Graduation Ceremony Requirements (in addition to the above):

- School Retreats (all years)
- 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.)

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

SECTION IV: STUDENT CONDUCT

I. 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.

II. Policy Against Harassment, Discrimination and Retaliation

TCHS is committed to maintaining a working and educational environment that is free of harassment, including sexual harassment, discrimination, and retaliation. This may include behavior that occurs off-campus or via social media, or other electronic communications, that impacts or affects the School community.

A. Harassment

This policy prohibits harassment, discrimination or retaliation based on sex, race, color, religion, ancestry, national origin, physical or mental disability, medical condition, or any other applicable basis protected by federal, state or local law (“Protected Classifications”), as applicable. This Policy prohibits both harassment by students and parents towards students and employees, and harassment by others in the community towards students and employees. Harassing conduct by students and/or parents will result in appropriate corrective action, and corrective action includes discipline up to and including suspension or expulsion from School. Harassment of students by employees will result in appropriate corrective action, up to and including termination of employment, and is addressed in a separate Policy in the Employee Handbook.

B. Complaint Procedure

Students and parents who believe that they have experienced, witnessed, or have relevant information about harassment should immediately report the matter to the School, either orally or in writing. Students and parents may report the matter to the Principal, teacher, coach or counselor, all of whom must report the matter to the Principal under this Policy. While the School does not limit the time frame for reporting, immediate reporting is important as the School may not be able to investigate as thoroughly or consider as wide-range of corrective actions the longer the time that has passed between the alleged misconduct and the report.

C. Confidentiality

Reports of harassment will be kept confidential, except as needed to conduct an investigation, to take interim measures, to take corrective action, to conduct ongoing monitoring, or as necessary in relation to any administrative or legal proceedings or as otherwise required by law.

D. Remedial and Disciplinary Action

TCHS will determine if the conduct violates School policy and if so, the appropriate corrective action. Any student determined to have violated this policy will be subject to disciplinary action, up to and including expulsion.

III. Bullying Policy

Purpose

TCHS believes that all students should have a safe and inclusive school environment. Bullying is inconsistent with the values and principles of the School.

1. Scope

This policy covers conduct that occurs both on and off of the School campus, and includes use of technology that is not owned by the School. This policy applies to all students and prohibits other students, and any other member of the school community, including teachers, staff, parents, and volunteers from engaging in conduct towards students that is prohibited under this policy.

2. Prohibited Conduct

Bullying is defined by this policy as:

Any physical or verbal act or conduct, including communications made in writing or electronically (including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, online games, chat rooms, and posting on a social network), directed toward one or more students.

3. Student Reporting

Students are encouraged to and should immediately report any incidents of bullying that they either observe or that is directed towards the student or others, to the Principal, or to any teacher or administrator.

4. Investigation

After the School receives an oral report or written complaint, or otherwise learns of an alleged potential violation of this Policy, and also receives any clarification requested, the Principal or designee, will determine the appropriate course of action, which may include initiation of an investigation. If the School initiates an investigation, it will conduct the investigation, as it deems appropriate, in its sole discretion.

The School will make reasonable efforts to protect students' privacy and confidentiality. Information reported will be shared only on a need-to-know basis with School personnel directly involved in an investigation or to the extent necessary to conduct an investigation and/or to take effective corrective action and any appropriate remedial action including any interim support or protective measures.

5. Remedial and Disciplinary Action

Any student determined by the School, in its sole discretion, to have violated this policy will be subject to disciplinary action, up to and including expulsion. Any violation of this policy by a parent will be considered a violation of the School's parent behavior expectations, and may be grounds for expulsion of the offending parent's child(ren).

IV. 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.

V. Code of 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. TCHS expects students to abide by its conduct policies, and will take disciplinary action, as appropriate, and in the sole discretion of the School. If a student behaves in a manner, both on and off campus, that is not consistent with the Christian principles.

Violations of School policies as well as the following behavior listed below, which is a non-exhaustive list, may result in student discipline, including and up to suspension and/or expulsion:

The following non-exhaustive list of conduct is not permitted:

- 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
- Use, possession, or distribution of any illegal drugs, intoxicants, marijuana, alcohol or other controlled substances.
- Any involvement with sexual activity, with pornography, or with bullying (personally, messaging, or on social media)
- Bringing weapons to School of any kind, real or imitation, or any hazardous materials or objects.
- 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.
 - F. All of your work must be your own unless you have the teacher's permission as in the case of group assignments.

Please be advised that students may be disciplined for off campus conduct that is not consistent with the School's philosophy or Christian principles, values or morals, or any off-campus conduct that impacts the School's operations.

VI. Smoking/Tobacco Use

Consistent with the provisions of California state law and also in compliance with the School's own prohibitions against smoking on the School's campus and by all enrolled students, the following provisions apply:

- Students may not smoke/vape at or near the campus, or during School sponsored activities, even if such use takes place off campus. They also may not bring nicotine products to School and to School sponsored activities including School sponsored events off campus. This includes e-cigarettes/"vaping" equipment.
- Any failure to abide with the School's no-tobacco/smoking policy may result in discipline up to and including expulsion.

VII. Drugs and Alcohol Policy

Possession and/or use of illegal drugs and/or alcohol on campus, or attending School or class, including School activities, under the influence of illegal drugs or alcohol, is absolutely forbidden and will result in immediate discipline up to and including expulsion.

Illegal drugs include prescription drugs without a valid prescription and the use of prescription drugs not in compliance with a valid prescription. Illegal drugs also include marijuana and any other cannabis product, which may not be possessed, used or cultivated in or near schools.

A student that the School has reasonable cause to believe to be selling or providing any illegal drugs or alcohol to other students – either on or off campus – may be subject to immediate

discipline up to and including expulsion.

Any failure to abide with the School's Drug and Alcohol Policy will result in discipline up to and including expulsion.

VIII. 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, prescription drugs that are not yours or drug paraphernalia*
- Firearms, knives, guns or weapons of any kind
- Paintballs, firework materials, air-soft pellets, or ammunition of any kind
- Pornographic materials
- Glass bottles or containers (for safety reasons)
- Any item not in keeping with the philosophy of the school

**Students using doctor approved prescription drugs that must be administered or taken when they are on campus during the school day must notify the school office before attending classes.*

COUNSELING SERVICES OFFERED:

I. "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.

II. 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.

Other than legally required reporting, such as CPS reports, 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

III. Policy on Student Counseling Records

For any students age 12 years or older, any notes, records, or information relating to the student's treatment shall not be part of the student's records and shall remain confidential. The information shall only be released for the following reasons:

- Legally required reporting of suspected abuse or neglect;
- Discussion with psychotherapists as defined by Section 1010 of the Evidence Code, other health care providers, or the school nurse, for the sole purpose of referring the student for treatment;
- Reporting information to the Principal or parents of the student when the school counselor has reasonable cause to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the student or the following other persons living in the school community: administrators, teachers, school staff, parents, student, and other school community members;
- Reporting information to one or more persons specified in a written waiver after this written waiver of confidence is read and signed by the student and preserved in the student's file;
- Reporting information, as necessary, to the parents of the student, or the Principal when the student indicates that a crime, involving the likelihood of personal injury or significant or substantial property losses, will be or has been committed; or
- Disclosing information to law enforcement agencies when ordered to do so by order of a court of law, to aid in the investigation of a crime, or when ordered to testify in any administrative or judicial proceeding.

Information may be withheld from parents if the counselor believes the disclosure would result in danger to the student. Counselors may use information disclosed by the student to assist the School in responding to the student's academic and social needs.

SECTION V: ELECTRONIC COMMUNICATIONS RESOURCES AND TECHNOLOGY USE

I. Electronic Communications Resources and Technology Use

The ultimate responsibility for appropriate use of TCHS Network resides with the user. All users of TCHS Network are required to report violations of this policy to the Technology Department or TCHS Administration. TCHS takes reasonable precautions to protect the network from harmful content. TCHS is not liable for any damage to user systems incurred while connecting to TCHS Network or the Internet.

II. Telephone Policy

The school 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.

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

1. Mobile devices are not to be used during the school day. 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: If you need to contact your student, please leave messages with the Main Office or email your student.***
2. Mobile Devices must be kept out of sight and be powered **off**. We highly recommend students keep all electronic devices locked inside their lockers during school.
3. 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 lap tops. 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.
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.

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.

IV. Computers, Cameras, Camcorders, etc.

- Students are required to have a Macbook computer and have access to the internet and a printer 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 Electronic Communications Resources and Technology Use Policy and 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 Electronic Communications Resources and Technology Use Policy and 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.

V. Social Media

This policy applies to all students of the School in their use of the Internet, social media, and electronic communications, regardless of whether that use is through devices and resources of the School or any other devices or resources.

Adhere to School Policies and Regulations

To the extent a student's Internet, social media, and electronic communications use affects other School students or employees, School families, or their participation in the School community through work, education, or otherwise, students are required to follow School rules, including but not limited to the provisions of this Policy, the School's Code of Conduct, the School's Harassment, Discrimination, and Retaliation policy, and the School's Policy Against Bullying. If a student engages in any use of the internet, social media, or electronic communications that creates a substantial disruption at School or materially interferes with School activities, that reasonably leads the School to foresee such disruption or interference, or which interferes with the rights of students, employees or School families, the School may take steps to address the disruption, including disciplinary action against the student. This includes, but is not limited to, any statements, comments, photographs, images, videos, or audio recordings that are posted online or distributed via social media. Distribution or posting of potentially embarrassing or mean-spirited electronic communications can cause the target or subject severe emotional and psychological harm and damages the sense of community that the School strives to maintain.

SECTION 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. Please note that the School is not required to follow progressive discipline, and has the sole discretion to determine at any time what disciplinary consequences are merited. The School may also require a student to remain at home while the School investigates and considers disciplinary incidents.

I. 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.

II. 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.

III. 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.

IV. 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.

V. 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.

VI. 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 for several days or weeks. 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%.

VII. Expulsion

Students may be expelled by administration on their first referral if the offense is of a degree that merits expulsion as determined by the School in its sole discretion. 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.

SECTION VI: HEALTH AND SAFETY

I. 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 go the school office.
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. , 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.

II. Student Health Records Policy

Both the California Constitution and the Confidentiality of Medical Information Act protect citizens' privacy. Student Health Records are private medical information and the School treats such records accordingly. The School maintains forms for collecting student medical information. Medical information should only be shared within the School community on an "as needed" basis related to the proper care of the student or the proper accommodations for a student. The School will only provide a student's medical records with an individual or entity outside of the School with the written consent of the applicable student's parents or the student if 18 or over, or as otherwise required by law.

III. Communicable/Infectious Diseases Policy

The School is required by law to report at once to the local Health Office the presence or suspected presence of any communicable disease. The School must also exclude from school any student or employee affected with a disease that is presumably communicable until that person's doctor has given written permission for him or her to return to School or until the expiration of the prescribed period of isolation for that particular disease. The School may prohibit a student or employee who has been in a quarantine area from returning to school until he or she has been cleared by the local health officer.

The School will require that a student who is suspected to have a communicable disease is immediately picked up by a parent, guardian, or other authorized individual and taken home. The School may choose to inform the School community that someone in the School community, without disclosing that person's identity has been diagnosed with the communicable disease and recommend the parents and/or employees speak to their doctor if they have any concerns about exposure.

IV. Medications and Medical Devices

The following procedures must be adhered to before the School can administer medications to students. Students that require medication to be administered at School must have signed authorizations on file permitting the School to administer medications. This includes non-prescription medications. Containers should be clearly labeled from the pharmacy with the child's name and instructions for disbursement.

In general, prescription medications will be kept in the school office.

V. Student Immunization Records Policy

California's Health and Safety Code sections 120335 and 120375 require students to be immunized from many communicable diseases in order to enroll in school. Immunization records, or a valid medical exemption, must be provided for the following diseases: (1) Diphtheria (2) Haemophilus influenza type b (3) Measles (4) Mumps (5) Pertussis (whooping cough) (6) Poliomyelitis (7) Rubella (8) Tetanus (9) Hepatitis B (10) Varicella (chickenpox) or (11) Any other disease deemed appropriate by the local Health Department.

In order to comply with the requirements of the law, the School requires that all students must have a current official California Immunization Record (signed, dated and stamped) or immunization exemption form, on file with the School on or before the first day of enrollment. Only medical exemptions will be accepted. Students who had personal belief exemptions on file before January 1, 2016, will not be required to comply with the immunization obligation until their next grade span change (entry into 7th grade).

VI. Custody Arrangements and Rights of Non-Custodial Parents

TCHS requires all parents/guardians to keep the School informed about changes to a student's home location, family contact information, custody arrangements, or other changes that might impact the Student's educational experience.

VII. 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 to permit 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.)

SECTION VII: STUDENT ACTIVITIES

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

I. Athletics

Participation in athletic programs is open to all eligible students with the intention that the program be both inclusive and competitive. In order to be eligible to participate in athletic programs, students must maintain minimum GPA of 2.0.

Every student on an athletic team must submit a Sports fee of \$200.00 per season as well as a Consent to Participate and Waiver and Release Form signed by his/her parents and provide a signed acknowledgment of his/her obligations to comply with all athletic program rules and policies, before participating in practices, games, and any other athletic team activities. The on line forms can be found on our website.

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 Google calendar 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.

A. Concussion Policy

In the event that a student sustains or is suspected of sustaining a concussion or a head injury, the student will be immediately removed from the athletic activity for the remainder of the day, and prohibited from returning to the athletic activity until the athlete is evaluated by a licensed health care provider trained in the management of concussions, and acting within the scope of his or her practice, and the student receives written clearance from the licensed health care provider to return to the athletic activity.

If the licensed health care provider determines that the student sustained a concussion or other head injury, the student must also complete a graduated return-to-play ("RTP") protocol of no less than seven days in duration under the supervision of a licensed health care provider before competing in an athletic activity.

B. Probation and Extracurricular Activities

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

II. 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.

Students with probationary licenses may not drive other students at any time.

IV. 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.

V. 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!

VI. Senior Trip

Attendance on the senior trip is required to participate in the graduation ceremonies. The purpose of the 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.

VII. General Disclaimer

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

SECTION VIII: EVENTS!

I. *Parent Involvement*

A. Parent Involvement and Volunteerism

TCHS relies on the generosity of its parent volunteers in nearly all facets of its operations. Parents are highly encouraged to assist in the education of their child(ren) by taking an active interest in their child(ren)'s School experience and getting to know classmates, teachers, and other parents through volunteer activities, class events and field trips throughout the school year. The School recognizes that a parent's ability to contribute time is impacted by many demands and encourages parents to contribute time at a personally meaningful level and in a way that best fits their individual schedules.

When volunteering at the School, especially in functions that require interaction and/or supervision of students, the School requires parents to be fully present and engage with students and their activities. The School requests that cell phones remain on silent and out of sight while parents are volunteering and that all parent volunteers refrain from using their cell phones except in the case of an emergency. If transporting students, the School requires that a parent driver not use a cell phone, even with a hands free device, and only use a cell phone in the case of an emergency.

All parent volunteers must comply with all School policies and directives, and comply with all COVID screening requirements prior to providing any volunteer services.

B. 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; collecting tickets and selling concessions at the event.

Sports Boosters: Support our Athletics through coordinating rides and refreshments; selling tickets and concessions at sporting events.

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.

C. Events for Parents Only

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 in order to purchase a ticket. Each TCHS student may invite a guest from another school with permission slip with approval from

parents and their school. Generally, we hold four dances each year: Homecoming, Winter Ball, Sadie Hawkins Dance and Prom.

- The High School Retreat (September)
- Spirit Weeks – Fall and Spring
- Annual All-School Thanksgiving Potluck (November) Alumni are encouraged to attend!
- Operation Christmas Child (organized by our National Honor Society in November)
- Mission Trip to SF City Impact (December)
- Spring Musical (April)
- Passion Week (the week prior to Easter)
- Graduation – Everyone is invited and no tickets are required.

TC Prep 8th Grade Graduation – Held in our Gym. Reception sponsored by the 6th and 7th grade parents

High School Graduation – Held at Shoreline Church. Reception sponsored by the Junior class parents

II. Yearbooks

A Yearbook is 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.