

**TRINITY
CHRISTIAN
SCHOOL**



**2024-2025
SAINTS
HANDBOOK**

Dress Code

Refusal to comply with this request will be considered insubordination. Violations may constitute grounds for suspension or expulsion. The following list is not inclusive but gives general guidelines for determining proper school attire:

- 1) Closed shoes and a full top must be worn. Tank tops, halters, spaghetti strap tops, strapless tops, and bare midriffs are NOT considered to be full tops.
- 2) Wearing gloves, head bands, caps, hats, or headgear of any kind is not permitted in the building except under school personnel direction or when health and safety necessitate use.
- 3) Pants and skirts that are not able to provide appropriate coverage always are prohibited.
 - i) Dresses must have shorts or leggings underneath.
- 4) Non-athletic shorts (except for stated below) are allowed until Fall Break and may be worn again after Spring Break.
 - i) Non-athletic shorts must be longer than finger length.
- 5) Students will not be permitted to wear jewelry or clothing that advertises or promotes the use of alcohol, drugs, tobacco, or other substances that, if used by a minor, would be illegal. Students will not be permitted to wear jewelry or clothing that is lewd, vulgar, or sexually suggestive in language or design. Additionally, jewelry and clothing will not be permitted which advertises or promotes behaviors not conducive to a positive school climate or that is disruptive to the educational functioning and purpose of the school.
- 6) Tattoos that are inappropriate must be covered always and are discouraged.
- 7) Vulgar or inappropriate clothing are not allowed.
- 8) Leggings, jeggings, sweatpants, and/or torn jeans/jeans with holes are not allowed.
- 9) Hoodies (other than TCS hoodies, plain hoodies, and university/college wear), large jackets, sweatshirts (other than plain sweatshirts and university/college wear), and outerwear are not allowed.
- 10) Polos, sweaters, school t-shirts, plain shirts, and button up shirts are required, as well as jeans and khaki style pants.
 - i) Polos and sweaters are to be a solid color or striped

design.

- ii) School t-shirts may be worn every day.
- iii) Graphics on shirts must be kept to small logos.

1. First offense: a verbal warning will be administered to the student
2. Second offense: Student will be placed in ISS and parent/guardian will be notified. Parent/guardian may provide a change of school dress code acceptable clothing and student may return to regular class
3. Third offense: Student will be placed in ISS and parent/guardian will be notified. Student will remain in ISS
4. Fourth offense: Parent/guardian will be asked to pick the student up and a behavior conference will be arranged.

Behavior Conference will discuss:

1. The student daily checking in for dress code approval
2. Student expectations of classroom behavior
3. Signing of behavior contract

Wireless Communication Device Policy

Per Indiana law, schools are to adopt and implement a wireless communication device policy that governs student use of wireless communication devices. The law prohibits use of a wireless communication device during instructional time. Included in this list are cell phones, smart phones, smart watches, earphones with Bluetooth speaking capability, tablets, laptops, gaming devices, or any other technology that allows communication. Exceptions are an event of emergency, to manage student's health care, or school-issued devices for educational purposes.

TCS permits students to bring personal laptops or other computing devices to school for academic purposes, only after having received permission and going through a reviewal process for permission. Use of these devices is at the discretion of the teacher and administration. The purpose of this policy is to ensure that students and their parents/guardians understand the obligations and limitations associated with the use of personal laptops or other devices. These guidelines are a supplement to the school's Internet

Acceptable Use Policy, which applies to the use of any computing device in school, including personal laptops and other devices. Per Indiana law, students are prohibited from using wireless communication devices unless approved by administration for school academic purposes. Students are otherwise to keep WCD turned on and in lockers.

Students will need to leave all devices in their lockers. If students bring them to class, they must place them in a lock box (or place of teacher discretion) at the beginning of class. If a student is seen with one in class, the student will be asked to turn it in.

If the student fails to comply:

1. First offense: a verbal warning will be administered to the student (failure to comply will lead to further disciplinary actions)
2. Second offense: student will be instructed to turn WCD into front office and will be able to collect at the end of the day (failure to comply will lead to further disciplinary actions)
3. Third offense: student will be placed in ISS, parent will be notified, and parent must come pick up phone from front office or teacher (phone will not be returned to student) (failure to comply will lead to further disciplinary actions)
4. Fourth offense: Parent/guardian will be asked to pick the student up and a behavior conference will be arranged.

Behavior Conference will discuss:

1. The student daily turning in phone into front office or leaving phone at home
2. Student expectations of classroom behavior
3. Signing of behavior contract

Attendance Policy For Students Earning High School Credits

TCS encourages all students to attend school daily. The Indiana Department of Education defines a "model attendee" as a student whose attendance rate is greater than or equal to 94%. Students who fall below 90% attendance are considered habitually truant. Student attendance will be reviewed frequently by the Administration. Appropriate consequences may be issued if a student's attendance

rate falls below 90%, which may include a loss of credits. Student attendance will be reviewed by the Administration and a meeting will take place between the student and the Principal or Dean to discuss strategies for improving attendance. Appropriate consequences may be issued at that time. Students that continue to accumulate absences will need to provide documentation and there may be a loss of credits.

Excessive Absences

It is believed that students who miss more than ten days per semester have missed a significant amount of classroom interaction as well as instruction. Parents will be notified when a student has accumulated five absences in a class. Should the student continue to be absent, prior to the tenth absence, the parent, student, and administrator of academics will work together to resolve the situation. This conference will include an attendance contract that identifies the future responsibilities of each party and allows the student to remain in good standing in the class. Unless extenuating circumstances exist, if the contract is violated, students may be referred to the juvenile judge due to excessive absences.

To promote clear, fair attendance procedures, TCS has adopted the Indiana Attendance Codes as its standard for determining whether a student's absence is excused or unexcused. TCS is fully compliant with the rights and responsibilities that are offered for students who receive services under Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973. Should a student reach this ten (10) day limit, they may lose their credits for the semester.

Tardy Policy

Students are expected to be in class on time. Students are to arrive at class before the passing period chimes. Students are not to wait until it rings to go to class. Students will be allowed three tardies per quarter before receiving disciplinary action.

If the student fails to comply:

1. If tardiness exceeds three (3) in number during the nine weeks/quarter, the school will submit a warning notice to the

- parent/guardian.
2. On the fourth (4th) and fifth (5th) tardiness to school during the nine weeks/quarter, an In-School Suspension (ISS) will be assigned.
 3. On the sixth (6th) and seventh (7th) tardiness to school during the nine weeks/quarter, an Out-of-School Suspension (OSS) will be assigned.

Student Driver Tardiness

Students who provide their own transportation to school or ride to school with others who are tardy will be required to correct the problem. Failure to comply with this requirement could result in loss of driving privileges and/or suspension from school. Car problems, bad weather, oversleeping and difficulties of a similar nature will NOT be excused. It is the responsibility of the students to assure that they arrive to class on time.

Late to School Policy

Arriving late to school is disruptive to the educational process and is considered to be a serious matter. Whenever a student arrives late to school, s/he should report directly to the attendance office. Students are to sign in on the late arrival form located in the attendance office and will receive a pass to class. A student who arrives late to school four or more times (per nine weeks/quarter) will begin to receive disciplinary consequences. Some examples of unexcused reasons include: headaches, not feeling well, oversleeping, school closing assumptions, personal business, etc. Medical issues that result in a student being habitually tardy for school would require medical documentation from the attending physician to be marked as excused.

Bathroom Policy

Students are expected to be in class learning. Students are to remain in class unless a bathroom emergency is presented. Students will be allowed five (5) bathroom visits per quarter before receiving disciplinary action. Bathroom visits should not be taken advantage of or a means to get out of the classroom. Students should be responsible with their time and properly use their

passing period for bathroom usage. If a student has a medical issue, medical documentation must be provided.

If the student fails to comply:

1. First offense: Parent or guardian will be notified and the student will be placed in ISS
2. Second offense: Parent or guardian will be notified and the student will be placed in ISS
3. Third offense: Parent or guardian will be asked to pick the student up and a behavior conference will be arranged.

Backpack Policy

Students are not allowed to carry backpacks throughout the day. Students are to keep backpacks and bags and other carrying items in their lockers. Clear backpacks will be given to students who fail to follow vaping and WCD policies.

Classroom and Cafeteria Location Policy

Students will remain in their assigned classroom and/or cafeteria. Students are not allowed to leave a classroom or the cafeteria to go work in another teacher's classroom. The only exception is if a student needs to complete work or a test and both supervising teacher and receiving teacher previously agreed upon said arrangement.

Lunch Policy

Students are not allowed to warm up food in the cafeteria or classrooms. Students are allowed to bring a home prepared lunch to school. If they want to have a warm lunch, students should use a hot thermos that will maintain heat until lunch time. Students are not allowed to order food or drinks or have food or drinks delivered.

Public Affection Policy

Students are expected to refrain from affectionate expressions toward others while in school. Notification of parents and disciplinary action shall be taken against students who do not cooperate with the rule.

School Dances

At school dances, students are expected to dress appropriately and to maintain appropriate dress throughout the dance. A student requesting to bring a guest or friend who is not a TCS student must have a Student Guest Form completed and returned to the main office prior to the event. This form requires the signature of the administrator of operations or administrator of academics of the guest's school. The minimum grade level for all guests is ninth grade, and all guests must be under the age of twenty-one. All guests must attach a photocopy of their current school I.D., Driver's License, or State I.D. to this form. Guests must also present their I.D. to be admitted to the dance. A student requesting to bring a guest or friend to Prom or a school dance who is not a TCS student must complete the "School Dance Guest Request Form" and return it to the main office before the end of school on the day prior to Prom. This form requires the signature of the principal or administrator of the guest's school and approval of TCS administration. The minimum grade level for all guests is ninth grade and the maximum age is twenty.