

TRINITY
CHRISTIAN SCHOOL
A Classical and Christian Academy

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SCHOOL HANDBOOK
2025 – 2026

TRINITY CHRISTIAN SCHOOL

School Handbook

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Section 1: Philosophy and Structure

1.1 Introduction

“Behold, children are a heritage from the Lord, The fruit of the womb is His reward.
Like arrows in the hand of a warrior, So are the children of one’s youth.”

Psalm 127:3-4

Trinity Christian School is honored that you have chosen to entrust your children to us for a portion of their spiritual and academic training.

The program at Trinity Christian School is based upon God’s written Word, is presented from a Christian perspective, and is administered with loving discipline. These characteristics provide your children with an excellent, unique learning opportunity.

The school handbook is intended to provide a statement of the basic perspectives of Trinity Christian School. It seeks to answer the most frequently asked questions about the policies and procedures of the school. However, it does not cover all of the areas of the school’s operations. Commitment to the handbook by parents and students enables the school to run in a smooth, safe and orderly manner. We ask that you read the entire handbook with your child. Your child needs to know and understand several portions of the handbook specifically those concerned with discipline and dress. Consistent support of these standards contributes to the production of lasting accomplishments for the students.

Successful educational experiences for your children are dependent upon your involvement as parents. Your support and suggestions as parents are vital for a healthy, growing program. Please feel free to share thoughts on matters close to your heart with the teachers and administration.

We hope that you are as enthusiastic as we are about the role Trinity Christian School has in influencing hearts, wills and minds of the youth that God sends to its classrooms. Trinity Christian School enjoys an excellent reputation, but this will remain true only so long as we all acknowledge that our responsibility is first of all to glorify the true and living God. May we jointly affirm our commitment to this important task.

1.2 Vision Statement

Our desire is to help parents cultivate in their children an enduring love of learning, a commitment to serve others, and a dedication to the pursuit of truth, goodness, and beauty, forged from historical models of orthodox Christianity. We aim to graduate virtuous scholars who think clearly, listen carefully, discern wisely, reason persuasively, and articulate precisely — all with an eagerness to glorify God and enjoy Him forever.

1.3 Mission Statement

The Mission of Trinity Christian School is to work for the advancement of the Kingdom of God by providing parents in our community with a full-orbed educational experience for their children through rigorous academics, unique opportunities in the fine arts, and the discipline and training of athletics.

With a full reliance on God, our Lord and Savior, Jesus Christ, and the Holy Spirit, we have purposed to fulfill our mission in the following ways.

1. By offering students a classical Christian education in the grammar (fundamental facts and knowledge), logic (understanding of ordered relationships) and rhetoric (recognition and expression of ideas in speech and writing) of each subject taught. Further, these subjects will be taught without apology or compromise from a distinctly Biblical worldview and consistent with our statement of faith.
2. By providing qualified educators and staff who, with a view to pleasing God, are committed not only to teaching truth, but also to refuting error.
3. By providing our students with peaceful and pleasant surroundings, in which their spiritual and academic growth can be nurtured not only by what they hear, but also by what they see. Our campus and classrooms will be ordered and maintained in a way that reflects what is good, true and beautiful.

4. By actively partnering with families in all aspects of the education and training of their children, always expressing our humility and gratitude for their trust in allowing us to serve *in loco parentis*.
5. By encouraging in our faculty, students and their families, an attitude of respect, loyalty, and consideration towards one another, worthy of those who are called by the name of Christ.
6. By maintaining a strong financial foundation for the school in order that this ministry may continue through the generations until our Lord comes again.

1.4 Statement of Faith

1. We believe in the Scriptures of the Old and New Testaments as the inspired, inerrant Word of God, the only infallible rule of faith and life.
2. We believe in one true and living God existing in three persons: Father, Son, and Holy Spirit, co-equal and co-eternal.
3. We believe that the heavens and the earth and all things in them were created by God.
4. We believe God created man in His image, and the first man, Adam sinned against God incurring physical and spiritual death for himself and for all who descended from him by ordinary generation.
5. We believe all human beings are born with a sinful nature and need the Savior, Jesus Christ, to be reconciled to God.
6. We believe in one Lord, Jesus Christ, the eternal Son of God, truly God and truly man, begotten of the Holy Spirit and born of the Virgin Mary.
7. We believe Jesus Christ by His righteous life and obedient death obtained redemption for all His people.
8. We believe in the bodily resurrection of Jesus Christ from the grave, His ascension into heaven, His session at the right hand of the Father, and His personal and visible return to this earth at the end of this age.
9. We believe all who are born again of the Holy Spirit receive the Lord Jesus Christ by faith, become children of God by adoption, are indwelt by the Holy Spirit, are enabled more and more to die to sin and to live righteously, and do persevere to the end.
10. We believe that God wonderfully and immutably creates each person as either male or female, and that these two distinct, complementary sexes together reflect the image and nature of God (Genesis 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.
11. We believe the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). We believe that marriage between one man and one woman, for life, uniquely reflects Christ's relationship with His Church (Ephesians 5:21-33). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18; 7:2-5; Hebrews 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality is sinful and offensive to God (Matthew 5:16; 1 Corinthians 6:9-10).

We believe that in order to preserve the function and integrity of Trinity Christian School and to provide a biblical role model to the student body and the community, it is imperative that all families enrolling students in the school as well as all persons employed by Trinity Christian School in any capacity, or who serves as volunteers, agree to and abide by this Statement of Marriage and Sexuality (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22).

We believe 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; Romans 10:9-10; 1 Corinthians 6:9-11).

We believe 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 to be repudiated and are not in accord with Scripture nor the policies of Trinity Christian School.

12. We believe 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 physical 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).
13. We believe in the bodily resurrection of all persons, the judgment to come, the everlasting blessedness of the saved, and the everlasting punishment of the lost.

This 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 purposes of Trinity Christian School's faith, doctrine, practice, policy, and discipline, the Session of Trinity Presbyterian Church is Trinity Christian School's final interpretive authority on the Bible's application.

Trinity Christian School is a ministry of Trinity Presbyterian Church, a congregation of the Presbyterian Church in America (PCA). Membership in the denomination requires that we follow the constitution of the church, which is outlined in the *PCA Book of Church Order*, and includes a clear definition of marriage in *The Westminster Confession of Faith* (esp. chapter XXIV), along with the other authoritative statements by the denomination. As a church in the PCA, we are obligated to comply with these constitutional definitions and statements.

1.5 Philosophy of Education

Classical:

Going beyond merely assimilating and restating facts, a classical model of education aims to teach values, truth and critical thinking. Widely used until the mid-twentieth century, this approach educated most of the great thinkers and artists of the Renaissance, Reformation, and early American historical periods. A classical model also best respects the developmental stages of a child's learning abilities, and seeks to build upon the natural stages of cognitive maturation. The grammar stage involves the mastery of fundamentals and facts when elementary grade children naturally love to recite, sing, chant, and memorize. The logic stage emphasizes critical thought at a time when middle school students naturally begin to question, challenge and test things for themselves. Finally, the rhetoric stage focuses on persuasive style and clear expression when young adults are becoming formidable forces in the expansion and enrichment of Christ's kingdom.

Christian:

We believe that all truth is God's truth, and that all subjects should be taught as part of a divinely ordered whole. Our goal is to train children in a world and life view that is distinctly Biblical, giving them the necessary foundation to serve God in every aspect in His world. Trinity students are challenged to bring every thought into captivity for Christ and to use the skills and knowledge they master for glorifying God in all spheres of life. The staff of the school is comprised of individuals of proven Christian character and commitment, who seek to provide a clear model of the Biblical Christian life. Far from merely tacking on religious features, all of our subjects are taught through an organically integrated curriculum, pedagogy, and culture that are specifically Christian.

Education:

Trinity Christian School exists to assist parents in their God-given responsibility of educating their children in the nurture and admonition of the Lord. Under the delegation of the family (*in loco parentis*), we seek to teach and discipline in a secure Christian environment of classical academic excellence. In addition to science, history, and mathematics, our curriculum emphasizes the mastery of English, a working knowledge of classical languages, an appreciation of music and literature, and the disciplines of formal logic and rhetoric.

1.6 Trinity Christian School Alma Mater:

Words by I.R.M.
Tune – LAUDA ANIMA

Southern skies spread wide above you
Southern stars shine overhead,
Laud to thee our alma mater
Blessed by God, by Spirit led.

Laud to thee our alma mater
Blessed by God, by Spirit led.

Flames of truth with wings like eagles
Virtue, strength, you've taught us well,
Duty, honor, guide us forward
Strong against the gates of hell.

Duty, honor guide us forward
Strong against the gates of hell.

Future flights now lie before us
Guided by your faithful light,
May we keep the truth you've taught us
May God keep us in the right.

May we keep the truth you've taught us
May God keep us in the right.

Heaven's skies spread wide above you
Heaven's stars blaze overhead,
Trinity, our alma mater
Father, Son, and Spirit led.

Trinity, our alma mater
Father, Son, and Spirit led.

Section 2: Admission and Withdrawal Policies and Procedures

2.1 Admission:

1. The school admits students of any race, color, and national or ethnic origin to all the privileges, programs, and activities at the school.
2. Parents seeking admission for a student must not be the student's temporary custodian.
3. The school requires that in the home in which the student resides at least one parent be active in a local, evangelical, Christian church and that no one in that home may engage in practices that are immoral or inconsistent with a positive Christian lifestyle. Practices considered inconsistent include, but are not limited to cohabitating outside the bonds of marriage, involvement in same-sex marriage, or being involved in a homosexual relationship.
4. Priority for student registration for a new school year is given in the following order:
 - a. children currently enrolled and reapplying during pre-registration for current families
 - b. siblings of currently enrolled students who apply during pre-registration
 - c. new children applying for admission (applications will be considered in the order received).
5. Applications for enrollment will be accepted at any time.
6. Payment of the application fee is necessary to begin the admission process.
7. Minimum age requirements for admission are:
 - a. Kindergarten: 5th birthday by August 1
 - b. First Grade: 6th birthday by August 1
8. Being toilet trained is necessary for admittance.
9. An immunization certificate issued by the local health department is to be submitted.
10. Student academic records from former school are to be submitted.
11. Testing will be required of an applicant to determine placement in the program or if the school can meet the child's needs. A student interview may take place during this testing session.
12. Both parents are required to attend an interview conducted by the administration.
13. If it is determined that the needs of the child can be met and space is available, the child may be admitted if the parents affirm their support for the school's Christian philosophy of education and rules and procedures. If no space is available, the child's name will be placed on a waiting list. Notification of acceptance is done by letter. The school is not obligated to honor the registration of children if there are not sufficient numbers to fill a class. Projected enrollment for kindergarten is twenty-four students and approximately twenty students for grades one through twelve. The administration has final authority on class size.
14. To be able to complete courses required for a Trinity Christian School diploma, students should enroll in the school no later than the beginning of their ninth grade year. A plan will need to be formulated to complete pre-requisite courses from earlier grades. Exceptions may be granted by the School Committee in some cases.

2.2 Church School Enrollment Form:

Alabama Code Section 16-28-7 requires that a Church School Enrollment Form be filed with the office of the public school superintendent by the parent of any child age seven to sixteen enrolled in a church operated Christian school. This requirement is completed for first grade students prior to the opening of school because several of the students will turn seven during the school year. For convenience, local school superintendents allow Trinity Christian School to issue this form.

2.3 Tuition and Fees:

A schedule of registration fees and tuition is available on a separate form obtainable in the school office and is also available on our school web site at www.tcsopelika.org under "Admissions".

Tuition is due the first (1st) of each month and is considered late after the tenth (10th) of the month. A ten-dollar (\$10.00) late fee is assessed after the tenth (10th) of the month for each child enrolled.

Arrangements must be made to pick up your child at scheduled dismissal times. Teacher supervision ends 15 minutes after dismissal times. A late fee of \$5.00 is assessed for pick up during the first five minutes after supervision ends. After the first 5 minutes, \$1.00 per minute per child is assessed for a child picked up beyond the five-minute grace period. There will be no early dismissals on a regular basis for music lessons, etc., or for other extra-curricular activities.

2.4 Financial Responsibility:

Parents of students at Trinity are expected to fulfill financial obligations to the school. Timely payment of tuition and fees, due on the first day of each month, is to be made in accordance with terms specified in writing and supplied to parents.

1. By turning in a registration form to the office the family is agreeing to remain current in paying all tuition and fees for the entire school year.
2. Once a month a statement will be emailed to all families. Late charges will be added the 11th of each month.
3. If an account becomes one month delinquent, the child may be suspended from school until the balance is paid unless satisfactory arrangements for payment have been made with the administrator.
4. Should a family elect to withdraw a child from Trinity, for any reason, it is that family's responsibility to inform the school in writing and to fulfill all financial obligations. The withdrawal fee is \$1500 per child from the time you enroll until November, or \$1250 per child from December through the end of the school year. In addition, the family will be expected to pay all tuition due through the month of withdrawal. This fee is due immediately upon withdrawal.
5. Trinity Christian School does not accept state funding. This includes vouchers.
6. Damages to school property made by a student are the responsibility of the parents of that student.

2.5 Withdrawal from School:

When a student is withdrawn from the school, a withdrawal form must be secured from the school office, completed and signed by the parent, and returned to the office. Withdrawal does not necessarily entitle the family to refund or reduction of fees or tuition. (See *Financial Responsibility*)

2.6 Re-enrollment:

1. In order to be registered for the next school year a family's financial account must be current.
2. Payment of the re-enrollment fee is required.
3. Each year, invitations to re-enroll children will be based on academic performance, conduct expectations, and parental support for the school's Christian philosophy, rules and procedures, programs and staff.

Section 3: Christian Worldview and Curriculum

3.1 School Hours:

Full Day Program:

Kindergarten:	7:50 – 11:45 AM
Grades 1-6:	7:50 AM – 2:45 PM
Grades 7-12:	7:50 AM – 3:00 PM
Kindergarten Enrichment Program:	noon until 2:45 PM

Teacher supervision will begin at 7:15 AM. Children will be admitted to their classrooms at this time. Arrangements must be made to pick up children at scheduled dismissal times. Teacher supervision ends 15 minutes after dismissal times. A late fee of \$5.00 is assessed for pick up during the first five minutes after supervision ends. After the first 5 minutes \$1.00 per minute per child is assessed. There will be no early dismissals on a regular basis for music lessons, etc., or for other extra-curricular activities.

3.2 Teachers:

Selection of teachers is based on their experiential religion, practical experience and specialized education. The school requires that teachers be active in a local, evangelical, Christian church and may not engage in practices that are immoral or inconsistent with a positive Christian lifestyle. Practices considered inconsistent include, but are not limited to cohabitating outside the bonds of marriage, involvement in same-sex marriage, or being involved in a homosexual relationship. All teachers are required to abide by our statement of faith.

3.3 Curriculum:

One of the distinctives of Trinity Christian School is the manner in which Christian worldview and Biblical principles are taught integrated with the curriculum, as opposed to segregated as a separate Bible class. Teachers work towards developing their own Christian understanding of all subjects such that students receive the over flow of knowledge, wisdom, and application. The following guide should provide a basic outline for teaching Christianly in all classes. The Foundational Framework: Creation – Fall – Redemption – Restoration

Math

- Math was created by God for His own glory and for our discovery.
- Math reflects God's unchanging, objective nature.
- Math helps us understand objective Truth in a subjective society.
- Math does not solely exist as a rung on the ladder to higher standardized test scores and future employment.

History

- History is the story of humankind. Every human is created imago Dei- in the image of God. Humans were created by God and for His glory and purposes. Humans are born into Adam's family line and are thus born into sin. Human sin greatly affects the events of history.
- We believe God's purposes extend to all events throughout history.
- God is sovereign in all areas of history – not just the events of the Old and New Testaments.
- Since God is greatly concerned with humanity, so we, too, must greatly concern ourselves with humanity; the study of history is the study of humanity – facts, timelines, maps, etc. are but a necessary tool and a means to an end and not the end itself.
- Christians must filter all history through a Biblical worldview and aim to understand pagan and Christian history accordingly.
- Humans err in their accounting of history, yet objective truth is knowable and attainable. For this reason, Christians must read history with a discerning mind.

Christian Studies

- Teachers should apply all educational philosophies of Trinity Christian School.

- When teaching Scripture teachers should take a theological approach, seeking to understand the entire Bible as many historical accounts, prophecies, letters, and poems, each telling the one story of God's redemptive plan for humankind.
- Teachers seek to help students see all of Scripture through the lens of Jesus Christ and His redemptive work on the cross (Gen. 3:15-Rev.21).
- Bible stories are not reduced to simplistic moral tales for children.
- All Biblical teaching is God-centered and not man-centered.

Science

- God's creation includes both a natural and supernatural world.
- Science is the study of God's glory as revealed in the natural world in which He has placed us. (Romans 1:19-20)
- God created nature with fixed laws but has chosen at various times in history to intercede and overrule those laws.
- All things were created through Christ and for the glory of God.
- We currently live in a culture which embraces naturalistic and materialistic philosophies, which exclude the existence of the supernatural world.
- All Creation declares the glory of God, and He is glorified by our discovery and enjoyment of it.

Fine and Performing Arts

- God is the objective standard for truth, goodness and beauty; therefore, all artistic endeavors should seek to reflect this truth as it seeks to meet the standard of the Creator.
- All men are made in God's image and are thus capable of producing good, true and beautiful works of art, regardless of whether they are pagan or Christian.
- Christians have the responsibility to "mine for Egyptian gold" as they seek to redeem the arts.
- Creating excellent art and music require the development of technical skills and hours of practice. Students and teachers must not be content with a first attempt.
- Teachers seek to train their students in the appropriate responses to study art with maturity, purity, and respect towards their teachers and peers.

Reading/Literature/Writing

- Christians are people of the Word and therefore must become people of words. Christians must seek to become competent readers and writers.
- God is the objective standard for truth, goodness and beauty; therefore, all writing should seek to reflect this truth as it seeks to meet the standard of the Creator.
- Creativity, while necessary for good writing to take place, does not reign as the supreme standard.
- All men are made in God's image and are thus capable of producing good, true and beautiful works of literature, regardless of whether they are pagan or Christian.
- Christians have the responsibility to "mine for Egyptian gold" as they seek to redeem the literary arts.
- Creating excellent literature requires the development of technical skills and hours of practice. Students and teachers must not be content with a first attempt.
- Teachers seek to train their students in the appropriate responses to study literature with maturity, purity, and respect towards their teachers and peers

Curriculum in each school division:

- The Kindergarten program is designed to help your children develop positive attitudes toward the school setting, exposing them to the important readiness skills that prepare them for first grade instruction. In Kindergarten the children will be exposed to number concepts and to sound/letter relationships and word recognition skills preliminary to reading. Kindergarten students are reading simple words and sentences by the end of the school year.
- The core subjects in the **Grammar** curriculum are grammar, spelling, reading, literature, penmanship, mathematics, science, history, geography, Latin, music, physical education, and Bible. Phonics is utilized as the main tool for helping students learn to read. All courses are taught from a perspective that insures that the

school's philosophy is implemented in the classroom. Love and appreciation for America is stressed, but care is taken not to present Christianity and Americanism as synonymous.

- The **Logic and Rhetoric** curriculum includes literature, mathematics, science, history, geography, computer keyboarding, computer applications, art, Latin, formal logic, formal rhetoric, and Bible. Students who are enrolled full time at Trinity from 9th – 12th grades receive an advanced (college preparatory) diploma. Trinity does not offer a basic or vocational diploma.
- The Bible curriculum emphasizes the fundamental truths of historic Christian orthodoxy. We recognize that a variety of viewpoints will naturally exist in an interdenominational setting, and we encourage dialogue among students and faculty, while showing tremendous Christian respect, fairness, and kindness. We encourage our parents to emphasize the distinctives of their own church or denomination at home with their children.

3.4 Graduation Requirements:

English at least 4½ credits

- 9th Grade – Roman and Medieval Literature & Composition
- 10th Grade – Modern Literature & Composition
- 10th Grade – Rhetoric I (½ credit)
- 11th Grade – American Literature & Composition
- 12th Grade – Rhetoric

Mathematics at least 4½ credits

- 8th Grade – Algebra I
- 9th Grade – Geometry
- 10th Grade – Algebra II or Algebra II–A
- 11th Grade – Pre-Calculus with Trigonometry or Algebra II–B
- 12th Grade – Calculus (1 credit), Pre- Calculus with Trigonometry, **or** Personal Finance (½ credit)

Science 4 credits

- 9th Grade – Biology
- 10th Grade – Anatomy
- 11th Grade – Chemistry
- 12th Grade – Physics

History 4 credits

- 9th Grade – Medieval History
- 10th Grade – Modern History
- 11th Grade – American History
- 12th Grade – Government/Economics

Logic 1 credit

- 8th Grade – Logic I (½ credit)
- 9th Grade – Logic II (½ credit)

Fine Arts 2 credits

- 11th Grade – Survey of Art
- 11th Grade – Survey of Music (If not satisfied by taking Band or Choral Ensemble)

Electives at least 4 credits (Electives listed in **bold** receive a full credit. Electives not bolded receive a half credit)

- 9th Grade – PE/**Yearbook-Journalism/Advanced Band**/Jazz Band/Choral Ensemble/Art/*Athletics
- 10th Grade – PE/**Yearbook-Journalism/Advanced Band**/Jazz Band/Choral Ensemble/Art/*Athletics
- 11th Grade – PE/**Yearbook-Journalism/Advanced Band**/Jazz Band/Choral Ensemble/Art/*Athletics
- 12th Grade – PE/**Yearbook-Journalism/Advanced Band**/Jazz Band/Choral Ensemble/Art/*Athletics

Foreign Language 3 credits

- 9th Grade – Latin III
- 11th Grade – Spanish I or French I
- 12th Grade – Spanish II or French II

Bible at least 4½ credits

- 9th Grade – Old Testament Survey A
- 10th Grade – Old Testament Survey B **and**
- 10th Grade – Seminar in Christian Worldview (½ credit)
- 11th Grade – Intro to Christian Doctrine
- 12th Grade – Apologetics

Computer ½ credit

- Keyboarding & Computer Applications (Excel, Power Point, Word)

Each student needs at least 31 credit hours to graduate from Trinity Christian School. In addition, the student must be a full time student at Trinity Christian School for his 9th – 12th grade years to receive a Trinity diploma.

***Athletic options that receive a full credit are as follows: Cross Country, Soccer, Basketball, Volleyball, and Baseball**

***Athletic options receiving a half credit are as follows: Tennis, *No credit for football this first year.**

3.5 Associations and Accreditations:

Trinity Christian School is a member of The Association of Classical and Christian Schools (ACCS) and is accredited by the ACCS. The education your child receives at Trinity Christian School is recognized by the state of Alabama and thus is generally transferable to other institutions. By choice Trinity Christian School is not accredited by the state. Additionally, Trinity Christian School does not accept government funding or do we accept voucher funding.

3.6 Textbooks and Supplies:

Both school-owned and consumable textbooks are used. Textbooks are property of the school while consumable books become the property of the children.

Children are responsible for the safekeeping of school-owned books. If loss or damage occurs, the family's financial account will be assessed the replacement cost for the book.

Textbooks are selected for use based upon good teaching principles, appropriate reading level, and content. The use of Christian textbooks in each field is preferred. When it becomes necessary to use secular textbooks, teachers are intentional in giving a Biblical perspective to the material, especially any section that may not clearly align with God's Word.

Supplies are furnished for the children in grades K – 4. Families with students in grades 5 – 12 will be furnished with a list of supplies to be purchased for their students for the year.

3.7 Technology Usage:

Trinity Christian School encourages the responsible use of technology in support of the mission and goals of the school. Technology usage must be in support of educational objectives. Proper codes of conduct and exemplary behavior regarding technology usage must be exhibited as Christ's representatives. Students are only allowed to use computers at school when a teacher has requested them for a whole-class project, or a teacher has requested permission from an administrator. They should endeavor to complete assignments involving computer usage at home as much as possible. As a rule, students are not allowed to bring personal computers or other technological devices to school. Cell phones are required to be checked in at the school office as students arrive at school, and they can be picked up at the end of the school day. Smart watches that have texting, messaging, calling, or internet features are not allowed on campus.

3.8 Field Trips:

Field Trips are taken when they enhance learning goals and objectives. Parents are always notified in advance of a planned excursion away from the campus. However, the signed permission of a parent is not necessary for each trip since the school registration form contains a parent permission provision whereby the child may be included in field trips.

3.9 Chapel:

Chapel is held once a week for all full-time students in grades 1-12. This required chapel is a time for spiritual refreshment and encouragement through corporate singing and the hearing of God's Word from selected speakers. Occasionally, a particular class may take the responsibility in presenting the chapel program.

3.10 Student Evaluation:

The evaluation of students is ongoing on a day-to-day basis. The purpose of evaluation is to ascertain strengths and to identify weaknesses for remediation. Evaluation is never an end in itself. The school's reporting system is designed to keep parents regularly informed regarding the progress of their children.

1. Progress Reports are issued for grades 1-12 mid-way through each grading period, indicating whether the child is doing satisfactory work. (Satisfactory work is defined as grade C or higher.)
2. Report Cards are issued three times per year. The evaluation reflects the child's performance in relationship to grade-level expectation.

3. Parent – Teacher Conferences are scheduled with parents shortly after the middle of the first grading period as deemed necessary. Additional conferences may be scheduled at any point in the school year at the request of the teacher or parent. A parent desiring a conference should contact the teacher to set up an appointment that is mutually convenient.
4. The Grading Scale used at Trinity Christian School is as follows:

A ...Excellent.....	90% - 100%
B ...Good	80% - 89%
C ...Fair.....	70%-79%
F ...Failure	69% and below
5. Credits toward graduation are given for classes taken using the following criteria:
 - ½ credit is awarded for classes meeting for 50 – 99 hours
 - 1 credit is awarded for classes meeting for 100 or more hours.
6. Standardized Tests are administered yearly in grades 3through 9, giving an objective assessment of student performance in relation to students in the same grades throughout the country. Results of the tests are supplied to parents. Such tests also serve to assess the school's program of instruction. Trinity Christian School uses the CLT (Classic Learning Test) for standardized testing. The PSAT is administered to all tenth and eleventh grade students in October of each school year.
7. Promotion to the next grade level is dependent upon a child's satisfactory completion of grade level expectations and the teacher's recommendation. Not receiving a passing grade in two or more classes indicates that a student should be retained.
 - a. Retention: The decision to retain a child in the same grade for the next school year is made by the Head of School. Such a decision will be rendered out of concern for the success of the child, the demands upon the teachers, and the integrity of the school. The teacher will inform the parents that a child may be retained as early in the school year as possible.
 - b. Provisional promotion to the next grade level may be granted by the Head of School conditioned upon the child's satisfactory completion of a summer course of remedial study or tutorial instruction. The family is financially responsible for summer courses.
8. Certificates and Diplomas A certificate of completion, printed on the report card, shall be awarded to each student who satisfactorily completes the requirements of each grade. A diploma will be awarded those students who satisfactorily complete the graduation requirements. Unless a student is full time from ninth grade through twelfth grade, he/she will not be included in the class ranking calculation to include special honors such as valedictorian, etc.

3.11 Homework:

The general objectives of homework are to reinforce classroom instruction, practice mastery of skills, and apply acquired skills and knowledge. Homework is not necessarily assigned each day.

The school does not have fixed time guidelines for homework. Teachers are encouraged to assign homework necessary for students to meet general objectives and pursue academic excellence while engaging in outside interests.

Section 4: Attendance

4.1 Philosophy:

Regular attendance in class is essential for a student's success in school. No one can ever truly make up or compensate completely for absences from class. When absences must occur it is important that the parents and student attempt to bridge the gap created by the absence. The absence of a child for more than ten days in a given semester may result in retention in grade level or in some cases expulsion from school. Every effort should be made to have a child in school during the school year. Trinity Christian School has several holidays during the school year as well as a long summer vacation. Vacations and family trips should be taken during scheduled school holidays.

4.2 Absentee Policy:

In keeping with the above philosophy students should consistently be in class. The following policy applies to excused and unexcused absences. Please note: absences for a school related event (sports or fine arts activities) are not counted against the student as an absence from class.

1. Should a student accrue more than 10 absences before Christmas break or more than 10 absences after Christmas break, whether excused or unexcused, he/she may fail the class(s) missed for the year due to excessive absences.
2. Additionally, students in the 7th – 12th grades who miss more than 5 classes in any term will be unable to exempt finals at the end of the school year for the class in which he/she missed more than 5 times. Should a student miss more than 5 days of school in any term he/she will be unable to exempt any of his/her finals at the end of the year.
3. Please review the tardy policy below as it applies to absences.

4.2 Checking Students Out of School:

Occasionally a child must leave school early because of an appointment that must be scheduled during school hours. When this is necessary the parent should send a note to the child's teacher on the day of the appointment telling the time that the child is to be checked out and for how long he is expected to be away from the school. The parent must come to the office at the designated time and sign the child out of school. If the child will be returning to school that day, the parent should return with the child and sign him back in to school. Students who drive to school may check themselves in and out with permission from their parents. Parents should send a note with the student granting such permission and stating the length of time the student should be expected to be away from school. This note should be sent on or before the day during which the check-out will occur.

Please note: We do not allow students to check out for lunch or study halls. Absences for these times will be unexcused and will also be counted in the absence policy.

4.3 Excused Absences:

1. Please remember that all absences are counted against the student's attendance record, even excused ones.
2. Excused absences include those caused by illness or injury, doctor, dentist or other professional appointments, and family emergencies such as a death in the family.
3. Excused absences may also include those that are planned, e.g., when a student must accompany the family on out-of-town business or other special family occasions. Approval must be sought from the Head of School no later than two weeks prior to the absence. Since success in the classroom takes precedence, students who are performing poorly in a particular subject could be denied an excused absence. Parents are asked to be prudent and use great discretion in this area. As a rule, such absences will not be excused.
4. If a student is absent he/she is to bring in a note from home stating the reason for the absence. Until this note is received and channeled through the office for approval the student will have an unexcused absence recorded. Parents should send a note asking for their student to have an excused absence well before the actual absence occurs so that the Head of School will have time to make a ruling and notify the teachers involved. Parents should send a note back to school with their student the day he returns to school after an unexpected absence. (sickness) Class work and tests missed during an unexcused absence are recorded as a 0, so it is very important for the school to receive notes for all absences. Since the responsibility of turning in an excuse note lies with the student and his family teachers will not be expected to repeatedly remind students to bring in notes.
5. The make-up of missed work is the responsibility of the student. The teacher will decide which work must be made up. The time given a student to make up work will be determined by the teacher. Any assignments or tests not made up within a maximum of two weeks following an absence will receive an "F". In the case of an absence coming at the end of the grading period the make-up work should be completed no later than one week following the end of that grading period.
6. Parents of students in grades K – 6 may call the school to request missed work for days of unexpected absence for their child. Teachers should send work to the office, and the school receptionist will notify parents when work

is ready to be picked up. This will normally be the end of the school day giving teachers time during transition periods to assemble the work for the day. Students in grades 7 – 12 are responsible to call a classmate to find out about missed work. When coming back to school after an absence the student is responsible for communicating with the teacher about turning in his missed work or rescheduling missed tests. Missed tests should be made up as soon as possible. If a student is absent the day before a test but was aware of the scheduled test before the absence, he should take the test with his classmates at the scheduled time.

4.4 Unexcused Absences:

1. Any absences other than those mentioned above are considered unexcused.
2. Consequences of unexcused absences are as follows:
 - a. The student will receive an “F” for all graded assignments and tests administered on days during which the unexcused absence occurred.
 - b. If a pattern of unexcused absences emerges the Head of School will seek the parents’ cooperation in obtaining the student’s regular attendance. If a pattern continues the student’s continued enrollment may be jeopardized.

4.5 Tardiness:

Being on time helps develop personal discipline, allows preparation for instructional time and demonstrates an interest in the importance of others over self. The children are expected to be present and prepared to begin class when school begins at 7:50 each morning. Students not in the room and ready for class to begin will be considered tardy when the tardy bell rings. A record of tardiness will be maintained. Families will receive a warning letter if a child is tardy three times in a given term. Being tardy five times in a given term will result in 1 absence being recorded for the student. The previous count of tardy four times will remain on the book as well. Each tardy over four in each term will result in an additional absence being recorded. (Ex. If a child is tardy six times one term his report card would reflect the following: Tardy 4 and Absent 2.)

If the morning greeters are still in front of the school when you drop your child off in the morning you may drop them off in front of the school. If the greeters have already gone inside your student is tardy and you need to come check them in at the office. Please do not drop them off and leave if the greeters are already off duty.

Section 5: Parent/School Relations

5.1 School Communications:

From time to time notices from teachers, the Head of School, the Administrator, or the School Committee will be sent home with the students or published electronically. Teachers will primarily communicate using Parent Square. They will supply parents with notices relative to classroom activities and other important information. Parents should take time to familiarize themselves with the Parent Square platform, and should be alert so that they receive all such notices. Submission of a frequently used email address is requested for all families on the registration form. These addresses will only be used to inform parents of this important information electronically. Also, certain items will be posted on the school web site at www.tcsopelika.org. Parents are encouraged to subscribe to the school’s Google calendar and read the emailed Sunday evening newsletter to stay abreast of current school events. Please make a habit to check the web site frequently. Lastly, messages that are time-sensitive (which may include messages about inclement weather) will be sent through Parent Square Alert. Parents are asked to keep most used email address and best cell phone information up-to-date in RenWeb.

5.2 Classroom Visitation:

Parents are welcome to visit the classrooms. These visits should be cleared in advance with the teacher. Anyone visiting campus must first check in at the school office. All visitors must abide by school rules and dress appropriately.

5.3 Organizational Structure:

Trinity Christian School is a ministry of Trinity Presbyterian Church and operates under the leadership of a committee of appointed by the church’s Session. The organizational structure of the school is outlined below:

1. The Trinity Presbyterian Church Session
2. The School Committee
3. Head of School, who executes the Committee's initiatives and directives for Trinity Christian School
4. The employees and staff serving under the Head of School

5.4 Conflict Resolution:

Occasional misunderstandings may arise between the parent and the school. Lack of communication between those involved make problems more difficult to resolve. The school committee has adopted the following policy, derived from Matthew 18, to address misunderstandings or perceived offenses:

1. All questions, problems or complaints should be brought to the individual involved to seek a resolution.
2. If the situation is not resolved through direct contact, the problem should be brought to the person(s) next in authority in the school. (The appropriate Dean or the Head of School)
3. The school committee will serve as the final mediator in any difficulties that may arise. A letter may be written to the school committee and submitted to the school office describing the problem and the steps taken to resolve it. The school committee will review the letter and contact the person(s) submitting it.

Section 6: Policies and Procedures

6.1 Lunch Program:

Local restaurants cater lunches at Trinity each day. Families should keep up with days that their child has not ordered lunch from a vendor and send lunch from home on those days. Student lunches brought from home should not require refrigeration or heating. The kitchen facility at Trinity is not adequate to provide these services for the entire student body. When lunches are brought from home eating utensils, napkins, etc. should be brought as well. Soft drinks are not to be brought to school. Lunches may be ordered in one of the following ways.

- 1) Lunches may be ordered through Family Portal by Friday at 8AM each week for the following week. Additionally, you may choose to order for one month at a time based on notification from the school office. When ordering through Family Portal payment is due at the time the order is submitted.
- 2) Should you choose to order lunches using envelopes, your lunch envelopes/orders for the following week will be due during homeroom on Friday morning. Envelopes will not be accepted after homeroom on Friday.
- 3) Should a parent need to bring a lunch to the school for any student please leave the lunch in the office to be picked up by the student and please refrain from bringing soft drinks or milkshakes with the lunch.

Milk/juice may be purchased for a week or longer time period based on notification from the school through RenWeb when ordering lunches. Alternately, tokens will be sold to the students during homeroom on Friday. Milk and juice cost \$0.50 each.

6.3 Student Records:

The school maintains a permanent cumulative file for each student. Records of health, grades and standardized tests make up the main content of this file. The confidentiality of these records is guarded. Access to a student's cumulative file is given to a member of the faculty or staff only as needed under conditions specified by the administrator.

Trinity Christian School will release copies of the content of these files to another school system only upon written request authorized by the child's parent.

6.4 Telephone Use by Students:

Student use of the telephone is limited to calls that appear to be emergencies. The use of cell phones and smart watches by students on campus during school hours is prohibited. Cell phones and smart watches will be confiscated if seen by faculty or staff.

6.5 Messages for Students:

Plans should be made with students before arriving at school each day. If the need arises to get an urgent message to a student parents may contact the school receptionist who will see that the child receives the message. Please limit the

number of calls to the school office with messages for your children. Messages between parents and their students **should not be sent** through text messages on cell phones and smart watches.

6.6 Lost and Found:

Found items are kept in a box in the school administrative building. Students and parents should check this location to reclaim lost items. Please label your child's jackets, lunchboxes, and other personal items so that they will be easily recognized as belonging to him. Items not reclaimed in a reasonable amount of time may be given to those in need.

6.7 Health:

Current Telephone Numbers:

It is imperative that parents notify the school office of any changes in home, work or emergency telephone numbers. Those numbers are kept in our database for immediate reference by our office staff. Lack of any one of the current numbers could affect a child's welfare in the event of an emergency.

6.8 Immunization Form:

A Certificate of Immunization and a Certificate of Second MMR from a physician, the health department or a former school must be on file for a child to begin classes. These immunizations should remain current with Health Department Guidelines.

6.9 Administration of Medicine:

The school does not keep nor dispense over-the-counter or prescription medications unless parents provide a note giving permission and send the medicine to school. All efforts should be made to schedule medication times for times when the student is at home. We understand that some medications, such as antibiotics, must be given throughout the day. The parent should indicate correct dosage and time for the school to administer medications in the note to the school. As a general rule teachers do not dispense medications to students. Students must turn all medicine in to the office. (The only exception is inhalers and epi-pens.)

6.10 First Aid:

First aid treatment will be rendered for minor injuries. If there is the slightest indication of serious injury the parents will be contacted. If an emergency medical situation arises and the office fails in its attempts to reach the parents medical treatment for the child will be secured in accordance with the information on the registration form or from qualified medical personnel through local emergency services.

6.11 Illness:

An ill child should not be sent to school because his body is not capable of meeting the demands of the classroom and his classmates run the risk of catching the illness. A child who has had a fever should remain home until he has been **fever free without the aid of medicine for twenty-four hours**. If antibiotics are prescribed the child should stay out of school until he has been taking them for twenty-four hours.

The Head of School may prohibit a child's attendance because of a contagious illness or condition and may outline to the parents the conditions under which the child may return.

Students who become ill at school will be cared for temporarily while parents are notified. Parents are expected to come to the school immediately to pick up the sick child.

6.12 Traffic Patterns:

In order to insure maximum safety for all the children during drop off in the morning and dismissal in the afternoon traffic patterns are established by the administrator. These patterns will be supplied to the parents before the opening day of school. For the safety of your children please observe the procedures and stay in the line even after your child gets into or out of the car. Do not pass in line.

6.13 Inclement Weather:

From time to time it may be necessary either to cancel school or to delay its opening because of hazardous driving conditions due to inclement weather. When such conditions exist information will be supplied through the following means:

School Web Site – www.tcsopelika.org
Parent Square Alert

6.14 Severe Weather:

There are certain procedures that Trinity Christian School must follow when the local area is under a severe weather alert. The school has been instructed by the Lee County Emergency Management Agency not to dismiss school if the local area is under a tornado warning. In order to assure the safety of your child, the school will put all children in the more secure shelter areas of the school when a tornado warning is received. The Lee County EMA communicates directly with the schools in the area via radio in order to assure no delays in receiving all watches and warnings. Only when the alert expires or is downgraded to a watch will the school be dismissed.

6.15 Emergency Drills:

Fire, severe weather, and emergency lockdown drills are conducted periodically giving both teachers and students a greater sense of security from knowing what to do in times of emergency.

Section 7: Discipline

7.1 Philosophy:

The Bible clearly teaches that parents are primarily responsible for the discipline, training, and instruction of their children. While Trinity Christian School can assist parents in their God-given responsibilities it cannot assume the task that God has given to parents. The school can only serve parents as their appointed and authorized representatives in a child's training during the school day.

In formulating a philosophy of education and discipline, the school has attempted to align itself as closely as possible to the Bible's instructions to parents to discipline their children in the nurture and admonition of the Lord (Proverbs 3:11, Proverbs 13:1, Ephesians 6:4, Colossians 2:5, Hebrews 12:11, and Revelation 3:19 are just a few examples of instructions for discipline out of many found in the Bible). In this way, we seek to reinforce and support at school the training children should receive at home. Administrators and teachers value each opportunity to shepherd the hearts of students through conversations with them about social, academic, and spiritual matters.

God expects parents and other authorities to discipline children so as to produce children who become more self-disciplined, requiring less supervision as they mature. God's ultimate purpose in charging parents and authorities with this task is to prepare children to respond to God in faith unto salvation and to live in harmony with His commandments as set forth in the Bible.

God-given responsibilities in the discipline process exist not only for parents and teachers, but for students as well. During school hours and at school-related and school-supervised functions students are to respond to school faculty and staff members with the same obedient and respectful spirit that should be present when they respond to their parents. Keeping in mind Christ's call for His children to be truthful, students should be careful to be forthcoming with the complete truth immediately when asked about any situation. Students should take correction with a thankful and willing spirit understanding that the purpose of godly correction is always to encourage the student to be more Christ-like, providing the way to enjoy the peaceful fruit of righteousness.

The school expects parental support in these disciplinary actions as we serve *in loco parentis* during the school day and at school events. While operating within this philosophy of discipline, only then can the educational process at Trinity Christian School reach its potential.

7.2 Specific Rules:

1. Students are forbidden to possess, consume, supply or sell any restricted substances including tobacco, alcohol and drugs.
2. Malicious or careless defacing, or damaging of school property is not allowed. In addition to appropriate disciplinary action the replacement or repair of such property by the student and/or his parents will be required.
3. Disrespectful conduct or attitude, disruptions in class, unruly behavior, stealing, profanity, vulgarity and physical or verbal abuse of others is prohibited.
4. Dangerous items such as knives, etc., are not permitted on campus.
5. Should students in grades 7-12 need to bring a cell phone to school, the cell phone must be turned into the office upon arrival to school. It may be retrieved by the student when leaving the school in the afternoon. Students in grades K-6 are not to bring cell phones to school.
6. Personal technology devices (including smartwatches, airpods, etc.) are not to be brought to school.
7. Because of potential damage to carpets and furniture gum chewing is prohibited on campus.
8. Students may keep water in the classroom throughout the day. We ask that their water bottles not be glass and that they close well so as not to easily spill if turned over. Students should not bring other drinks to school. Seniors may have coffee in their first and second period classes but should not take coffee to other classes.
9. There may be no public displays of affection (e.g., holding hands, sitting in laps, etc.) between students during school or at school events.

7.3 Violation of Rules:

Violation of these and any other school rules or conduct expectations rules shall subject a student to disciplinary action. Failure to maintain a Biblical attitude of respect and obedience to school standards may result in disciplinary action when appropriate. Appropriate disciplinary action requires the admission of error, restitution and/or reconciliation, and appropriate censure. In every case we seek to shepherd the heart of the student.

7.4 Means of Discipline:

1. Individual teachers will handle discipline in their own classes for the most part. Methods often include natural consequences (e.g. having the student miss a recess, complete unfinished work or a chore). When the teacher's corrective measures have not achieved the desired ends, the cooperation and assistance of the parents is sought. If the undesirable behavior continues the child will make a disciplinary office visit. Parents will be notified if this occurs. During this office visit, the administration speaks with the child about repentance and obedience and warns him that further disobedience will result in corporal punishment.
2. Mandatory Office Visits (The following offenses typically result in an office visit and may result in corporal punishment or suspension)
 - Disrespect shown to any staff member. The staff member will determine whether or not disrespect has been shown.
 - Dishonesty in any situation including lying, cheating and stealing
 - Rebellion, i.e. outright disobedience in response to instructions
 - Fighting, striking in anger
 - Obscene language or conduct
 - Disregard of personal technology policy
3. Corporal punishment is a Biblical method of discipline permitted at Trinity Christian School. It is used upon repeated office visits for a child not responding to other corrective measures or the first visit for a child using profanity, disrespecting a teacher, or engaging in physical fighting. Corporal punishment is administered privately by the administration and witnessed by the teacher or another staff member. Parents will be notified when a child has received this form of correction.
4. Suspension: The school may suspend any student for transgressing its rules. Suspension is a serious matter and will be handled by the Head of School. The Head of School may also suspend a student when he intends to recommend that a student be expelled (permanent dismissal). All work missed during a suspended absence must be made up, but is ineligible for credit.

5. Expulsion: Expulsion (permanent dismissal) from school may be administered only by the school committee. It may be administered among other reasons when:
 - a. Specific Rules 1 – 4 are violated.
 - b. The assault or battery of a member of the faculty or staff occurs.
 - c. Other serious moral offenses occur.
 - d. The parents of a student are unwilling to cooperate with the school in the discipline of their child or to support the school's philosophy of education or discipline.
 - e. The original conditions for enrollment are altered.
 - f. Willful disregard of the school's beliefs or policies.

7.5 Code of Conduct:

Scripture is quite clear about how we should conduct ourselves and treat others. Trinity Christian School seeks to help students learn God's Word and reflect it in their behavior. Proverbs 19:1 states, "Better is a poor man who walks in his integrity than he who is perverse in speech and is a fool." In Proverbs 20:11 we read, "It is by his deeds that a lad distinguishes himself if his conduct is pure and right." In 1 Timothy 4:12 Paul admonishes Timothy with these words, "Let no one look down on your youthfulness, but rather in speech, conduct, love, faith and purity, show yourself an example of those who believe." Colossians 3:8 says, "But now you also, put them all aside: anger, wrath, malice, slander, and abusive speech from your mouth." Paul in Philippians 2 sums up our desire for these students' conduct. Philippians 2:1-4 says, "Therefore if there is any encouragement in Christ, if there is any consolation of love, if there is any fellowship of the Spirit, if any affection and compassion, make my joy complete by being the same mind, maintaining the same love, united in spirit, intent on one purpose. Do nothing from selfishness or empty conceit, but with humility of mind regard one another as more important than yourselves; do not merely look out for your own personal interests, but also for the interests of others."

Students are expected to conduct themselves with respect and decorum at all times while at school. Students are expected to address their elders with respect and their peers with courtesy. They should seek to be helpful whenever possible. They should minimize noise and avoid running and rough play in the school buildings, in the church building and on the sidewalks. Students should always hold doors open for others and use appropriate etiquette. With this in mind we expect students to act as good stewards of the resources, reputation, and integrity of the school through the following behaviors:

1. Walk calmly and quietly inside the buildings and on walkways.
2. Use "Sir" and "Ma'am" when addressing adults, responding courteously when greeted.
3. Refrain from writing or passing notes while at school.
4. Demonstrate a respectful and obedient attitude toward teachers and parents and kindness toward classmates.
5. Demeanor should be gracious and cheerful; surly attitudes should not be displayed.
6. Use speech that is pleasing to the Lord and edifying to others.
 - a. a soft answer turns away wrath
 - b. kind words encourage
 - c. speak the truth in love
 - d. avoid gossip and bearing false witness against others
 - e. avoid foul language and rude or inappropriate conversations
 - f. refrain from coarse joking
 - g. refrain from name calling
 - h. avoid making hurtful comments
7. Shake hands when introduced to an adult.
8. Make eye contact when speaking.
9. Because we represent Christ to the world students should present themselves in a wholesome manner when using social media of any kind. Students should avoid posting anything contrary to Scripture and the Christian life-style.
10. We believe that God wonderfully and immutably made each person as male or female. These two distinct, complementary sexes together reflect the image and nature of God (Gen. 1:26 – 27) therefore, biological boys will

follow uniform guidelines for boys, will participate in athletics and activities designated for boys, and will use the restroom and other school areas designated for boys. Biological girls will follow uniform guidelines for girls, will participate in athletics and activities designated for girls, and will use the restroom and other school areas designated for girls.

11. (Boys) open doors for and offer their chairs to girls and ladies.

Although it is our hope and prayer that your child will someday find joy in a Christ-centered, fulfilling marriage we believe that our society encourages boy-girl relationships at much too early an age, well before children have the maturity to handle such relationships. Our desire is to protect the unity and peace among classmates. Group activities are encouraged in order to discourage pairing off. Flirting will be strongly discouraged while students are at school and school related functions. There may be no public displays of affection (e.g., holding hands, sitting in laps, etc.) between students.

7.6 Dress Code:

The Uniform Dress Code can be found on the School's website at: <https://www.tcsopelika.org/schoolhandbook>. Please familiarize yourselves with this policy and keep the items below in mind when preparing for school and school activities.

1. A student's personal appearance is evidence of his respect for himself and for others. Neat and clean appearance is a concern of the School.
2. Students should be modest in their dress and appearance at all school functions.
3. Each student's uniform should be clean and in good repair.
4. Students are not to wear anything that is offensive to Christianity, to our religious beliefs, or that promotes rock music, alcohol, tobacco, drugs or profane language.
5. Modesty should guide decisions relating to matters of dress at all school functions. (Dresses for girls and shorts for both boys and girls should be no shorter than two inches above the knee and should appropriately correspond to the nature of the event being attended.)
6. A student's hair must be clean, neat and styled in a way that is appropriate to the student's gender. Boy's hair length must be above the collar in the back, above the ears on the sides, and above the eyebrows in the front even when combed forward. Faddish hairstyles will not be allowed. Only natural hair colors are allowed.
7. No tattoos or body piercings are allowed (except for earrings).
8. The Head of School has final discretion in all matters of appearance.

7.7 Student Public Behavior Policy:

Trinity Christian School students are held to a high standard of behavior that demonstrates respect for one another and for their teachers not only while they are at school but also while they are at public events. They are also held to a high standard in their communications with one another, including any electronic or online communications, including communications in the form of telephone calls, instant messaging, text messaging, through social media platforms, blogs, personal web pages, etc. Our desire is that most conflicts that arise as a result of those outside interactions be handled outside the school, with parents, in a Biblical manner. However, whenever any student engages in public behavior, whether in person or through electronic or online communication, that is derogatory to the school or school community, that threatens, demeans, or bullies students or faculty, the whole school community is harmed and the students engaging in such behavior is subject to discipline, as outlined below. Examples of unacceptable public behavior and/or communication include, but are not limited to:

1. alcohol or drug use or the communication, in person or through electronic means, of alcohol or drug consumption and/or glorification thereof
2. profane, lewd, obscene, vulgar, rude, or racist language, whether in person or through electronic means
3. harassment or bullying of another student, whether in person or through electronic means.
4. sexually provocative behavior, whether in person or through electronic means
5. threatening or disrespectful behavior toward a fellow student or faculty member, whether in person or through electronic means

6. purposefully spreading false or defamatory information about another student, teacher, or organization, whether in person or through electronic means
7. failing to stop sending messages, posting, etc. when asked specifically to do so, resulting in another student being harassed or bullied

Some offenses, because of their severity, may result in expulsion from the school. Such offenses are dishonoring to the Lord and would have a negative impact on the culture of Trinity Christian School. While these are offenses that can be forgiven, for which restitution can be made, and from which restoration of relationships can result, such offenders would potentially not be allowed to remain enrolled in the school. Such offenses include, but are not limited to:

1. arrest for crimes that involve violence, theft, assault, drug use or possession, etc.
2. possession or use of drugs, electronic cigarettes, or alcohol on campus
3. use of a weapon to harm oneself, a teacher, or another student
4. engaging in a lifestyle of sexual immorality or openly proclaiming homosexuality, bisexuality, transgender or any other sexuality identity contrary to Scripture
5. becoming pregnant or fathering a child
6. acts endangering the lives of others
7. gross violence
8. off campus and/or online behavior as described in the above rules that rise to the level of egregious offense

7.8 Student Drivers:

As a way of extending courtesy and loving our neighbor, student drivers will:

1. exercise caution when driving on campus
2. maintain a safe speed and watch carefully for pedestrians
3. meet school expectations when picking up siblings (when applicable)
4. depart campus daily by 3:15 pm, unless remaining on campus for an approved school event
5. refrain from entering the vehicle of another student unless riding home with that student
6. refrain from going to the car during the school day unless permission from the school office has been given
7. refrain from sitting on, standing on, or playing jokes involving vehicles (including their own)

7.9 Academic Integrity:

Our goal is for Trinity Christian School students to develop integrity in every aspect of their lives. Academically, this would include being honest in all classwork, homework, and evaluations (including papers written outside of the classroom).

Dishonesty includes, but is not limited to, cheating on classwork, tests and quizzes, plagiarism, unauthorized use of AI generated content, and giving or receiving of improper assistance on homework or papers. This includes the use of digital devices to transmit information in text, video, or audio form. These acts may carry a consequence of a zero grade for the incident at the discretion of the Head of School.

7.10 Protocol and Dinner & a Dance:

The social graces of proper etiquette, decorum, respectful conversation, skilled dancing, and kindness toward our neighbors is a lost art in our culture. Trinity Christian School seeks to introduce these beautiful elements to our students through the annual events of Dinner & a Dance (grades 7-8) and Protocol (grades 9-12). Students receive training on table manners, self-control, dressing modestly, how to be Godly gentlemen and ladies, and “loving your neighbor as yourself.” Students receive invitations to the events and are required to RSVP in a timely manner. As author Sandra Boswell states in Protocol Matters, “The challenge for today’s Christian is that current tides of social norms are resistant to biblical standards, and it requires discernment and diligence to stand against the flow.” Our desire is for our students to be culture changers for the glory of God and to stand against the current trends of society. It is our prayer that the students of Trinity Christian School will embrace these events, recognize the preparation and hard work required to make them happen, and work diligently during the training sessions. All students in grades 7-12 are expected to participate in these events unless there are unavoidable circumstances which prevent a student from attending at which time permission to be excused must be sought from the Head of School prior to the expected time the student is expected to RSVP.

APPROVAL PROCESS FOR DINNER & A DANCE/PROTOCOL DRESS

Girls, **all dresses** must be pre-approved by Mrs. Taylor no later than 2 weeks prior to the event.

Please send a **front and back full body picture** of you wearing your dress to Mrs. Taylor for committee approval at 334-707-9287. Pictures will be immediately deleted after the event.

Boys, if there is any question about your choice of jacket, please have it approved by Mrs. Taylor prior to purchasing.

Protocol Formal Event Dress Code Guidelines

Girls

1. No strapless dresses. All dresses must have straps, but there is no minimum strap width. Off the shoulder straps (with a high neckline) and/or one shoulder dresses are allowed if the following neckline guidelines are followed.
2. Neckline should cover so there is no exposed cleavage (or cleavage line).
3. Dresses should not cling to the body or accentuate any parts. (This includes mermaid style dresses) Slits in dresses may come no higher than 1" below the knee.
4. Dresses may not have cutouts on any part of the dress between the neckline and knee.
5. The backline/cut/drape of the dress should fall no lower than the top part of the natural bra line (which is the middle of the back).
6. No two-piece outfits or midriff dresses should be worn.
7. High-low dresses may be worn if they meet the knee length standard of no more than 1" above the knee.
8. Dresses for Protocol are floor length or tea length.
9. Dress shoes are required. Choose comfortable shoes. You may not be barefoot at any time during the event.

Boys

1. Suits (matching jackets/pants) or tuxedos must be worn. (No khaki pants/sports coats)
2. A collared long-sleeve dress shirt is required.
3. Tie or bowtie is required.
4. Dress shoes are required.
5. No hats allowed.

Dinner & a Dance Semi-Formal Event Dress Code Guidelines

Girls

1. Dinner & a Dance dresses should be below, at, or no more than 1" above the knee. No floor-length dresses for this event. (Modesty shorts underneath are highly recommended.)
2. Dresses must have straps (no minimum width).
3. No strapless or off the shoulder dresses may be worn. Dresses with one shoulder may be worn when adhering to the following neckline guidelines:
4. Neckline should cover so there is no exposed cleavage (or cleavage line).
5. Dresses should not cling to the body or accentuate any parts.
6. The backline/cut/drape of the dress should fall no lower than the top part of the natural bra line (which is the middle of the back).
7. No two-piece outfits may be worn,
8. Dress shoes are required. Additional guidelines for shoes are given out several months prior to the event.

Boys

1. Dress pants (khaki, navy, black, gray) are required. No jeans.
2. A solid color sports coat (navy, black, gray, etc.) is required. If you would like to wear a patterned jacket, please get approval before purchasing.
3. A collared, long-sleeved shirt (solid color or light pattern/textured) is required.
4. A tie or bowtie is required.
5. Suits are acceptable, but tuxedos are too formal for this event.
6. Dress shoes are required.

Section 8: Post Script

The school takes seriously the training of your children. Periodically the staff meets together to pray for each other and for our school families. They are concerned that each child will grow “in wisdom, in stature, and in favor with God and man.” We covet your prayers for our staff and faculty as we undertake this important task.

Revised 7/29/2025

Section 9: Athletic Manual

9.1 Athletic Vision Statement and Honor Code:

The athletic vision at Trinity Christian School is for student athletes to grow physically, mentally, emotionally, and spiritually through practice and competition. The athletic program encompasses and is an extension of the Trinity Christian School Vision Statement. Athletes and Coaches are expected to conduct their lives in accordance with instructions given in God's Word. Athletes and Coaches who demonstrate lives that are not glorifying to the Lord and/or who engage in illegal activities will not be permitted to participate in our programs. It is our desire that our athletic programs will provide a context for student-athletes to mature in Christ-like character, learn the values of hard work and effort, and build physical skills that will remain with them for the rest of their lives.

9.2 Unity of Vision

All student-athletes, including homeschoolers and their parents, will acknowledge agreement with and support of the school policies by reading the School Handbook, signing a statement of support, and by adhering to all school policies and procedures. Students who are not full time Trinity students and their parents will interview with school administration upon applying to play sports at Trinity for the first time.

9.3 Trinity Athletic Honor Code

All Athletes participating in Trinity Christian School Athletics are required to sign an Honor Code at the beginning of their Sport season. The Honor Code is to be upheld and followed by athletes when representing Trinity Christian School in sports, academics, and off-campus activities.

The Honor Code is as follows:

“As a Trinity Christian School Athlete, I will strive to honor God with my life, my studies, and my sport. I will glorify God with sportsmanship, nobility, courage, and perseverance. I will respect my peers, fellow competitors, and those in authority at school and on the field of play. I will work hard at my studies, producing nothing but my best work as I strive to do so likewise in my athletics. My aim is Christ’s aim and not my own.”

9.4 Athlete Expectations

1. Athletes must always adhere to the Athletic Honor Code.
2. Athletes are required to demonstrate Christian behavior and conduct at practices, games, and in all aspects of their lives outside of the sport.
3. Athletes will be held responsible for inappropriate/illegal behavior that happens apart from the school/sports environment.
4. Athletes must always encourage and demonstrate Christ-like behavior.
5. Athletes must always demonstrate the utmost respect for their coaches and peers.
6. Athletes must never degrade or discourage referees, opposing players, or coaches.
7. Athletes must always arrive on time to practices and games.
8. Athletes are not permitted to leave campus after school before practice unless heading directly to an alternate practice locale.
9. Athletes must always travel to away games using school-provided transportation.
10. Athletes are required to attend all mandatory practices for the entirety of each practice.
11. Athletes who have suffered any sort of head injury are not permitted to return to gameplay or practices until they see a doctor and receive a return-to-play doctor's note. (This note must be turned in to the Athletic Director and the coach.)

9.5 Parent Expectations

1. Parents are expected to exhibit and encourage Christ-like behavior.
2. Parents are expected never to degrade or disrespect coaches in front of players, other coaches, or parents.
3. Parents are expected never to degrade or discourage players on a Trinity team or on the competing team.
4. A parent should never approach or speak negatively to an official. Expectations mandate that only a coach will communicate with the officials.
5. Parents will communicate with Coaches about any injuries sustained by athletes that take them out of practices/games. Parents will have discretion on whether the student should see a doctor, based on the severity of the injury. Head injuries MUST be assessed and cleared by a medical doctor in all cases, regardless of the severity.

9.6 Trinity Spectator Expectations

1. Trinity spectators are expected to exhibit and encourage Christ-like behavior.
2. Trinity spectators are expected never to speak, shout, or jeer negatively towards an official.
3. Trinity spectators are expected never to degrade or discourage players on a Trinity team or the competing team.
4. Trinity spectators are expected never to degrade or disrespect the coaches of either team.

9.7 Coaching Expectations

1. Coaches are required to follow all instructions/mandates given by the Athletic Director and School Administration.
2. Coaches are required to conduct themselves according to the instructions of their signed contract.
3. Assistant Coaches are required to follow the instructions of the Head Coach in all cases.
4. Coaches are required to demonstrate, exemplify, and always encourage Christ-like behavior.
5. Coaches will strive to constantly portray a Christ-like view of athletics in order to set a constant example for their players.
6. Coaches must always encourage players and coaches of either team.
7. Coaches will never use derogatory language or make inappropriate remarks.
8. Coaches will never antagonize, but respectfully and maturely interact with all referees regardless of any call that is made.
9. Head Coaches are required to obtain and maintain a valid CPR/First Aid/AED certification before beginning practices for their sport season.
10. Coaches are not permitted to provide ANY medical care to an athlete that supersedes any qualification that they currently hold. Any care that requires a certification must be performed by a professional who holds a certification in the area of care provided. Examples of care that cannot be performed without a valid certification/qualification include but are not limited to: Taping of ankles or any other extremity, concussion stress tests, and medical evaluations of athletes.
11. Coaches who have an athlete that has suffered a head injury which takes the athlete out for the remainder of the game or practice are not permitted to return that athlete to gameplay or practices until a doctor's visit occurs and the athlete brings the coach a return-to-play doctor's note.
12. Coaches will communicate with parents about any injuries sustained by athletes that take them out of practices/games. Parents will have discretion on whether the student should see a doctor, based on the severity of the injury. Head injuries MUST be assessed and cleared by a medical doctor in all cases, regardless of the severity.

9.8 Coach and Volunteer Selection Process

Individuals interested in coaching or volunteer positions with the school should follow the steps below (all forms may be obtained from the school office):

1. Fill out a coaching application.
2. Fill out background check form.
3. Return all forms to the Athletic Director.
4. Schedule an interview (Interviews are conducted by the Athletic Director, school administration, and a member of the school committee).
5. Upon hiring, sign a Trinity Coaching Contract.

9.9 League Information and Sports Offered

Trinity Christian School is a Single A (1A) member of the Alabama Independent School Association (AISA).

Trinity Christian School offers the following sports for students in grades 6–12 on a year-to-year basis provided that there are adequate numbers of student athletes participating and available facilities.

<u>Boys</u>	<u>Girls</u>
Cross Country	Cross Country
Soccer	Soccer
Basketball	Basketball
Tennis	Tennis
Baseball	Volleyball
Football	--

9.10 Sport specific season dates:

Cross Country: *June – October*

Football: *June – November*

Girls JV and Varsity Volleyball: *July – October*

Boys JV and Varsity Basketball: *October – February*

Girls JV Basketball: *October – February*

Boys JV and Varsity Soccer: *January – April*

Girls JV and Varsity Soccer: *January – April*

Boys JV Baseball: *January – May*

Junior Soccer: *March – May*

Tennis: *February – April*

9.11 Sport Specific Fees/Dues

Each sport has a registration fee that is specified on the registration form for that sport.

Registration fees MUST be submitted before that athlete is allowed to attend ANY practices and/or games.

In addition, there are fees required of students who are not full-time students at Trinity Christian School. These fees are as follows:

- AES students will be charged a \$25.00 application fee for each sport they participate in.
- An AES \$60.00 facility fee (per child, per sport) will also be charged.

9.12 Participation Paperwork

All paperwork for each athlete MUST be completed/turned in before that athlete is allowed to attend ANY practices and/or games.

Registration paperwork for each sport will be completed on dragonflymax.com before each sport begins practices. The following forms must be submitted in paper form to the athletics office:

1. AISA Physical Evaluation Form (Completed by a medical doctor)
2. AISA Medical Release Form
3. AISA Medical History Form
4. AISA Participation Permit
5. Alabama Concussion Form
6. Extracurricular Program Application (AES ONLY)
7. Class Transcripts (AES ONLY)
8. Copy of birth certificate (Full-time TCS students already have this on file with the school office)

9.13 Sport Philosophy

In every level of sport offered at Trinity, we desire for our athletes to glorify God with each of the gifts that He has given them. Our goal is to win every game we play through hard work and effort, giving glory to the Lord in every circumstance. Win or lose, we do so with humility, character, and class. We believe that student-athletes should work hard to earn their spot to play, just as they work hard in the classroom to earn a passing grade. This concept strengthens respect for effort and promotes an atmosphere that is built around working hard for the glory of God and His kingdom. Coaches will have complete discretion of which athletes they choose to play at games during the sports season based on each athlete's effort, attitude, and individual ability. If the number of students who sign-up for a particular sport exceeds the roster limit, tryouts will be held to determine who will earn their spot on that team roster. If tryouts are conducted, the head coach of that sport has final discretion as to which students make the roster. Students/parents may inquire with the coach about tryout results but must respect the coach's ruling. AES Students are equally eligible for tryouts and may earn roster spots based on individual skill/ability. AES roster spots must honor the 25% roster limit rule.

Roster Limits per Sport*:

- Cross Country: No Limit
- Girls JV Volleyball: 12 (AES limited to 3)
- Girls Varsity Volleyball: 12 (AES limited to 3)
- Boys JV Basketball: 16 (AES limited to 4)
- Boys Varsity Basketball: 13 (AES limited to 3)
- Girls JV Basketball: 16 (AES limited to 4)
- Tennis: No Limit
- Boys JV Baseball: 15 (AES limited to 3)
- Boys JV Soccer: 20 (AES limited to 5)
- Boys Varsity Soccer: 20 (AES limited to 5)
- Girls JV Soccer: 20 (AES limited to 5)
- Girls Varsity Soccer: 20 (AES limited to 5)
- Junior Soccer: No Limit

*The Athletic Director may alter these roster limits, if necessary.

Junior Programs: (Grades K – 5)

The objectives for the Junior level sports include:

- a. Growing a love for the Lord and a passion for their sport.
- b. Fostering a mentality of hard work and effort.
- c. Teaching basic skills.
- d. Laying the groundwork for physical fitness, toughness, and endurance.
- e. Teaching knowledge of sport positions, strategy, and gameplay.

This level of play creates a learning environment for students to learn the basics of sport and grow in their individual abilities. Players in this level will be developed for junior varsity level play. Athletes will be scrutinized in their character, attitudes, and growth in ability. Game play at the Junior level is given to teach and build skills and abilities.

Junior Varsity Programs: (Grades 6 – 9)

The objectives for the Junior Varsity level sports include:

- a. Growing a love for the Lord and a passion for their sport.
- b. Fostering a mentality of hard work and effort.
- c. Earning a spot to play.
- d. Reinforcing basic skills and teaching technical skills.
- e. Building/Strengthening physical fitness, toughness, and endurance.
- f. Developing/Growing knowledge of sport positions, strategy, and gameplay.

This level of play creates a competitive environment for students to grow in their knowledge and abilities of each sport. Players in this level will be developed for varsity level play. Athletes will be more scrutinized in their character, attitudes, and abilities. Game play at the Junior Varsity level is not guaranteed but determined by the coach based upon individual skill development.

Varsity Programs: (Grades 10 – 12)

The objectives for the Varsity level sports include:

- a. Growing a love for the Lord and a passion for their sport.
- b. Fostering a mentality of hard work and effort.
- c. Earning a spot to play.
- d. Mastering basic skills and reinforcing technical skills.
- e. Maintaining physical fitness, toughness, and endurance for the highest level of play.
- f. Mastering knowledge of sport positions, strategy, and gameplay.

The varsity level creates a competitive environment for students to compete as the most prepared and qualified athlete in that sport. At this level, athletes will be scrutinized more thoroughly in their character, attitudes, skills, and abilities. At the discretion of the coach, younger students may be played up to the Varsity team. Game play at the Varsity level is not guaranteed but determined by the coach based upon individual skill development.

9.14 Approach to Competition, Parent Support, and Communication

Approach to Competition:

A student-athlete's playing time will be determined by athletic ability, coachability, attitude, practice and game attendance, and academic eligibility. Each student athlete is competing for playing time and a starting position. The coach will determine playing time based on several factors, including the strengths and weaknesses the student athlete exhibits. As it is the responsibility of students in the classroom to communicate with teachers about their grades, students are expected to ask their coaches when questions about playing time arise. Parents should not discuss questions about playing time with their students' coaches.

Parent Support:

If a student is participating on a Trinity team, the school relies on his/her parents to help carry some of the workload for all home games. Parents should look to volunteer at home events, particularly those in which their student is not playing. At the parent informational meeting, parents will be asked to support in various areas depending on the sport. Everyone must pitch in. If a parent cannot work in a position or role, it is their responsibility to let the coach know and, if possible, find a substitute worker.

Communications and Concerns:

Trinity's school handbook outlines the procedure derived from Matthew 18 for resolving occasional misunderstandings. A coach is not responsible for talking to a parent immediately following a game or practice. The first responsibility is for student-athletes to talk with their coach if they have a concern. As it is the responsibility of students in the classroom to communicate with teachers about concerns/questions, students are expected to ask their coaches when concerns/questions arise. If a solution is not reached after the student-athlete has spoken with the coach, parents may reach out to the coach to set up a meeting. Parents should not discuss concerns with the coach or athletic director in a public setting. If the concern still exists after meeting with a coach, it should then be taken directly to the Athletic Director. The following chain of command should be followed when concerns arise:

Head Coach → Athletic Director → Head of School

Parents are expected to follow this chain of command and are expected to resolve concerns with the coach directly.

9.15 Student Responsibilities

- All student athletes participating in sports at Trinity must be full-time students.
- Student Athletes at Trinity are expected to conduct their studies with excellence and hard work.
- Students at Trinity Christian School are solely responsible for work missed due to absence for an athletic event. When a student athlete is required to leave campus and miss class for a sporting event, he/she is required to turn in any missed assignments the next school day.
- Communication between student athletes and teachers in regard to assignments that will be missed and due the following day is the responsibility of the student athlete. A failure to turn in any missed assignment will result in a zero.

9.16 Homeschool/AES Eligibility Requirements:

- New Homeschool/AES athletes and parents interested in joining a sport at Trinity will interview with school administration before being allowed to compete.
- Homeschool/AES athletes must provide evidence of being full-time students to be eligible to participate.
- AES Students must be approved by the AISA, pending an eligibility determination in accordance with AISA policies.**
- Trinity allows homeschooled/AES students to participate in athletic programs. Each sport requires that no more than 25% of a team roster limit can be composed of homeschoolers. If a roster limit has not been reached for a particular sport, the 25% rule can be waved pending a ruling of the situation from the Athletic Director. Determining which/whether homeschoolers will be made part of the Trinity team relies on the 25% rule and the Coach's discernment of skill development and ability during sport tryouts.
- Homeschooled/AES Students that compete with Trinity acknowledge that Trinity is their "Home Base" school. Once an AES athlete has established a "Home Base" school, they are required to participate with that "Home Base" school for all sports offered by the school. The student becomes tied to that "Home Base" school, similar to an enrolled student.

- Homeschooled/AES students that participate in Trinity athletics will follow the same eligibility requirements as full-time Trinity students listed in the School Handbook.
- Homeschool/AES athletes are required to provide updated grade transcripts throughout the school year. **
Currently, the AISA does not have a policy in place for adding new AES students to sports programs. They have allowed current AES athletes at Trinity to “grandfather in” and are working to create a policy to add new AES students to sports programs. Until a policy is created, new AES students cannot be added (updated 5/12/2023).

9.17 Limits of participation:

Trinity's policy is that a student has eight consecutive semesters or four consecutive years of eligibility from the date of entry into the 9th grade to be eligible for interscholastic competition. Eligibility in the 7th grade will be for one year only for varsity. Eligibility in the 8th grade will be for one year only for varsity. In other words, a 7th or 8th grader who participates on the varsity level cannot repeat the 7th or 8th grade and play on the varsity level again in the same grade. A student who turns 19 before May 1st prior to the school year of participation will not be eligible to play varsity sports during the coming school year.

9.18 Eligibility:

- Trinity deems students in grades 6 – 12 to be eligible for JV and Varsity athletics.
- Student-athletes are required to maintain passing grades in each of their classes to participate in sports. The process for evaluating student-athletes' grades is as follows:
 - Each student-athlete's grade will be evaluated over the course of 3 or 4 in-season checkpoints to determine possible courses of action for failing grades:
 - a. Academic Probation (Grade of 69 or below): Warning period. Student continues participation as normal under academic probation unless grade worsens; in which case they would automatically be placed on Athletic Suspension.
 - b. Athletic Suspension (Continuing grade of 69 or below): Student is not permitted to practice or play with the team until grades return to and remain at a passing level (70 or above).

1. Registration:

- If a student is passing all of their classes before the sport registration period, they will continue participating as normal.
- If a student is failing a class/classes before or during the sport registration period, they will be placed on academic probation.

2. Checkpoint 1:

- If a student is failing a class/classes at Checkpoint 1, two situations are possible:
 - a. Student is failing a class/classes and will be placed on Academic Probation
 - b. Student has been failing a class/classes since the registration period. Student will be placed on Athletic Suspension.

3. Checkpoints 2 and 3:

- If a student is failing a class/classes at Checkpoint 2, two situations are possible:
 - a. Student is failing a class/classes and will be placed on Academic Probation
 - b. Student has been failing a class/classes since Checkpoint 1. Student will be placed on Athletic Suspension.
- Same procedures apply to Checkpoint 3
- A fourth checkpoint may be added for sports with longer seasons.

4. A fourth/fifth/sixth checkpoint may be added for sports with longer seasons.

An academic probation period can lead to a suspension period at any point if a student's grades are worsening/not improving. If a student begins failing a class and it is deemed that they need to enter the suspension period due to lack of improvement or other circumstances, school administration will have discretion in the matter. Final rulings on suspensions will be at the discretion of the school administration.

Tentative Fall Sports Checkpoints:

1. Checkpoint One: 8/29 (14 school days from 1st day of school)
2. Checkpoint Two: 9/19 (14 school days from Checkpoint One)
3. Checkpoint Three: 10/13 (14 school days from Checkpoint Two)

Tentative Winter Sports Checkpoints:

1. Checkpoint One: 10/23
2. Checkpoint Two: 11/10 (14 school days from Checkpoint One)
3. Checkpoint Three: 12/7 (14 school days from Checkpoint Two)
4. Checkpoint Four: 1/18 (14 school days from Checkpoint Three)
5. Checkpoint Five: 2/7 (14 school days from Checkpoint Three)

Tentative Spring Sports Checkpoints:

1. Checkpoint One: 1/8
2. Checkpoint Two: 1/29 (14 school days from Checkpoint One)
3. Checkpoint Three: 2/16 (14 school days from Checkpoint Two)
4. Checkpoint Four: 3/15 (14 school days from Checkpoint 3)
5. Checkpoint Five: 4/8 (14 school days from Checkpoint 4)
6. Checkpoint Six: 4/26 (14 school days from Checkpoint 5)

Tentative Fall Sports Checkpoints:

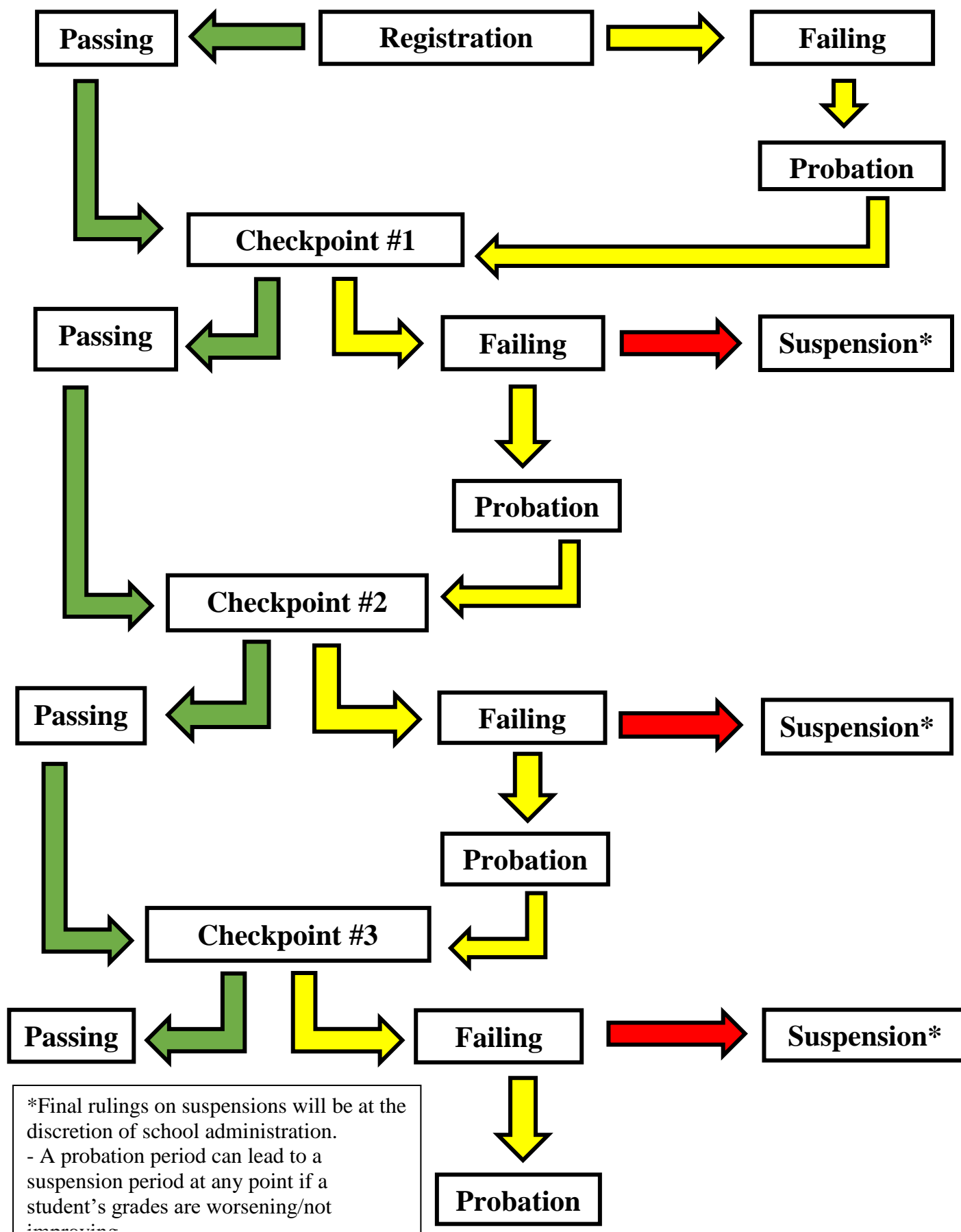
- Checkpoint One: 8/30 (15 school days from 1st day of school)
- Checkpoint Two: 9/20 (15 school days from Checkpoint One)
- Checkpoint Three: 10/13 (14 school days from Checkpoint Two)

Tentative Winter Sports Checkpoints:

- Checkpoint One: 10/28
- Checkpoint Two: 11/28 (15 school days from Checkpoint One)
- Checkpoint Three: 1/10 (16 school days from Checkpoint Two)
- Checkpoint Four: 2/1 (15 school days from Checkpoint Three)

Tentative Spring Sports Checkpoints:

- Checkpoint One: 2/17
- Checkpoint Two: 3/17 (15 school days from Checkpoint One)
- Checkpoint Three: 4/12 (16 school days from Checkpoint Two)
- Checkpoint Four: 5/2 (14 school days from Checkpoint 3)



9.19 Facility Usage and Transportation:

Facility

In order for a sport to use a facility of Trinity Christian School the following steps are to be followed. Sponsors and coaches may not publicize the use of a facility until receiving notification of approval.

1. Acquire a Facility Usage Form from school.
(found on website and athletic manual)
2. Fill out form in its entirety.
3. Return form to school office at least two
weeks prior to the time facility will be needed.

Once the Facility Usage Form is approved, a copy of the form will be returned to the person making the request.

Transportation

There are school-owned buses available for use. The athletic director will reserve a vehicle for a team game, match, or meet.

The athletic director will also check out the school credit card for use when fueling the vehicle(s) upon returning from each trip.

In cases where two groups require the use of school vehicles on the same dates, the athletic director and leader of the other group will coordinate to determine the best use of the vehicles.

In general, parents will provide transportation for JV and Middle-school teams. All varsity athletes are transported to sporting events using school provided transportation. Arrangements must be made with the coach if a student will be using alternate transportation for the return trip.

Sponsors and coaches are responsible to make sure that proper safety procedures are being followed in each vehicle. (State of Alabama law states that all students must be buckled at all times when riding in vans and cars. All students must have a seat in each vehicle; no one riding on floor of the vehicle.)

The following procedure is to be followed when using a Trinity vehicle:

Pre-Trip

- A. Retrieve the key and school credit card from the athletic director.
- B. Check over the outside condition of vehicle.
- C. Check condition of interior for damage and excessive trash.
- D. Start the vehicle and check gauges for proper operation.
- E. Check lights for proper operation.
- F. If any issues are discovered, please complete the Repair Request Form found in the vehicle log.
- G. Fill out the travel log before departure.

Post Trip

- A. Refuel the vehicle before returning it to the school.
- B. Empty the vehicle of equipment and debris.
- C. Fill out the travel log.
- D. Return the key(s), credit card and receipts from credit card use to the athletic director.

*Travel log is found in the white binder located in the vehicle(s) and is to be left there.