

Troy Christian Schools

Student-Parent Handbook



Elementary

1586 McKaig Avenue
Troy, Ohio 45373
(937) 339-5692

Jr. High & High School

700 South Dorset Road
Troy, Ohio 45373
(937) 339-5692

www.troychristianschools.org

Dear Parent,

The Bible makes it clear that the education of children is to begin in the home (Genesis 18:19; Deuteronomy 6:6). Troy Christian Schools exist to help parents fulfill this responsibility.

Our mission is to uphold God's truth as we assist parents in the education of their children's minds and the transformation of their hearts in a Christ-centered learning environment. We believe this is best achieved through a strong partnership between school and home. It is through this partnership that we can provide the very best environment, educational and leadership opportunities, and spiritual development for each student.

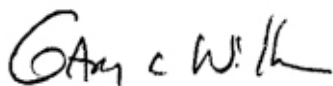
We continually strive to communicate the heart of our school. Our faculty and staff are paramount in developing strong communications and genuine relationships with parents and students. Teachers at Troy Christian Schools are born-again Christians and are called by God to the teaching ministry. They are dedicated to helping you "train up a child in the way he should go..." (Proverbs 22:6). Biblical principles and truths are integrated into the curricula and application of God's word is a priority as students learn, serve and lead.

We are committed to providing excellence in all areas of education as we prepare students' hearts and minds to meet the challenges of the twenty-first century. Our constant prayer is that students will identify and use their gifts and talents to honor God and further His kingdom. God has great plans for each student. What a privilege as partners to help students begin to see His plan for their lives.

Our vision is that students will be SALT in their world now - to Speak, Act, Lead and Think like Jesus.

We look forward to our partnership.

His servant & yours,

A handwritten signature in black ink that reads "Gary C. Wilber". The signature is written in a cursive, flowing style.

Dr. Gary Wilber
Superintendent

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Section 100

About Us

Statement of Faith and Action

We believe:

1. In one God - the Father, Son, and Holy Spirit - who created man by a direct immediate act.
2. That the Old and New Testament scriptures, divinely inspired, contain all truth necessary for faith and Christian living.
3. That people are born with fallen natures and are in need of spiritual regeneration, without which they are eternally lost.
4. That Jesus Christ, eternally one with the Father, became incarnate by the virgin birth, died for our sins, arose from the dead, ascended into heaven, and shall return again to the world.
5. That all who repent and believe in the Lord Jesus Christ are saved from the dominion of sin, and that by the continuing indwelling ministry of the Holy Spirit, the Christian is enabled to live a Godly life.
6. That our Lord will return, the dead will be raised, and the final judgment will take place.
7. That the Church of God is composed of all spiritually regenerated persons called to a life of righteous works, witnessing to God's saving grace in the power of the Holy Spirit.

Our Mission

Troy Christian Schools exist to uphold God's truth as we assist parents in the education of their children's minds and the transformation of their hearts in a Christ-centered learning environment.

Thus: *The heart of education is the education of the heart.* Luke 6:45

Our Vision

Troy Christian students will be salt in their world NOW. Matthew 5:13

S.A.L.T.

Matthew 5:13 says, "You are the salt of the earth. But if the salt loses its saltiness, how can it be made salty again? It is no longer good for anything, except to be thrown out and trampled by men." Troy Christian staff members and students will focus on becoming the salt of the world. To do so the following acronym that spells S.A.L.T. is used: **S**peak, **A**ct, **L**ead, and **T**hink like Jesus.

R2G2

A TCS education is developing both a strong mind and heart for Christ. Education is more than information. It involves the transformation of the heart. We have identified four key values that we believe strongly will be a compass to guide our students in life and assist in their development of their Christian character. We use the acronym R2G2, which stands for Respect, Responsibility, Gratefulness and Genuineness. These core values are our compass as we nurture the hearts of students. This is why Luke 6:45 is so important.

Our Educational Objectives

Our objectives in assisting families in the education of their children are as follows:

1. *To immerse the student in truth.*
2. *To develop moral responsibility within the student.*
3. *To develop in the student a sense of the right relationship to the world around them.*
4. *To develop skills necessary for problem solving, critical thinking, and written and verbal communication skills.*
5. *To help the student develop a heart for serving others.*
6. *To help the student develop their God-given abilities.*
7. *To develop in the student the ability and desire to continue the process of education.*
8. *To develop in the student physical and mental disciplines.*
9. *To teach the process of orderly thinking.*
10. *To encourage the student to develop a Biblical lifestyle and a Biblical lens for making choices and decisions in life.*

Board of Trustees

The Troy Christian Schools' Board of Trustees is responsible for overseeing school policies, finances, regulations and the hiring of personnel.

Board of Trustees Committees

The Board of Trustees committee members are parents and friends of TCS. Each committee includes at least one Board of Trustee member.

Facilities, Finance, Curriculum, Personnel/Admissions, Technology, and Parent Advisory

Our Story

TCS began in 1980 offering grades K-5 with 37 students. In that same year, what was formerly First Baptist Nursery School came under the authority of Troy Christian as Troy Christian Preschool.

In 1982 the school became chartered by the State of Ohio as a K-6 elementary school. By 1984 classes were being offered in grades K-8 and preschool classes for children 3 to 5 years old. Additional classroom space was purchased and remodeled to house our 4th - 8th grades. That year attendance was over 375 in both K-8 and preschool. In 1988 a Pre-Kindergarten class was added. Then in the 1990-91 school year, two major events took place. Troy Christian Schools became incorporated, which meant becoming independent from First Baptist Church. Over ten acres of land were purchased at 1586 McKaig Avenue and the facility on this new property was remodeled to accommodate our Junior High classes. In May 1993, a groundbreaking ceremony marked the beginning of a building project. A new gymnasium, cafeteria area, and 10 new classrooms were built onto the existing facility.

In 1994, we began our Childcare ministry with 35 children. For two years the Troy Christian Board of Trustees and a special committee researched the feasibility of beginning a high school in the Troy area. After much prayer and research, the board voted unanimously in December 1995 to become partners with Dayton Christian Schools to begin a high school. In the fall of 1996, the high school came under Dayton Christian authority and began a 7th - 9th grade program. Also that year, a group of families purchased the adjacent 16 acres to the west of our current facility giving us a total of 30 acres along I-75 for both schools to use.

At the beginning of 1999-2000 school year not only did we begin our 20th year, but also occupied a new 17,000 square foot addition to our elementary school. The addition provided us with nine more classrooms, a new computer lab, offices, restrooms, and a library.

In the fall of 2000 Troy Christian Schools, Inc. purchased the existing high school from Dayton Christian Schools. Then in the summer of 2001, Troy Christian Schools, Inc. became an 18-month - 12th grade school. Upon the purchase of the high school, a building campaign began to erect a 41,000 square foot gymnasium, classrooms, computer lab, commons area, kitchen, and library. Along with this building, a field house was built with a weight room and locker rooms. The stadium project was initiated and completed to include a football/soccer field and an all-weather eight-lane track.

Troy Christian Schools' ministry that began in 1980 with 37 students in grades K-5 and a \$98,000 budget has developed into a ministry that is now a school of Early Childhood through 12th grade with over 900 students. Our goal is to continue providing excellence service to parents that seek Christian education and care for their children.

Troy Christian Schools is located 20 miles north of Dayton just off I-75 in the city of Troy, Ohio.

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Admission

Admission Requirements

Students are accepted at Troy Christian after the Admissions Committee reviews the application and an assessment of the student's academic performance has been evaluated. The signatures of both parents are required on the application form for admission. This indicates that the parents will loyally support the school through praying for its programs and by paying tuition payments regularly and on time. It is understood that attendance at Troy Christian Schools is a PRIVILEGE and not a right. Any student who does not conform to the standards and regulations of the school may forfeit this privilege.

In order to establish guidelines for admission to Troy Christian Schools, the Board of Trustees adopts the following:

1. A parent or parents must subscribe to the Statement of Faith and Action and the Student - Parent Handbook of Troy Christian Schools, sign the Parental Commitment Form, and desire to cooperate with TCS to develop their child into a strong Christian.
2. We are seeking students and parents who exhibit the following:
 - A. The student and the family faithfully attend a Bible-believing church.
 - B. The student has been promoted the preceding school year or the parents are willing to have him/her repeat a grade, if deemed necessary by TCS.
 - C. The student has a sufficiently positive record of discipline and emotional adjustment to school to insure adjustment at TCS.
 - D. The student does not have a court record.
3. 7th-12th grade students write a personal testimony.
4. 5th-12th grade students sign the *Student Code of Conduct Form*.
5. Each new student/family is considered to be on a nine-week probation period.
6. Troy Christian Schools make no distinction concerning an individual's race or ethnic background because we acknowledge that there can be no preferential treatment with God. (Romans 2:11)

Admission Policies / Procedures

1. Registration and health forms are available at the school office, on our website www.troychristianschools.org, and in RenWeb. The forms must be completed and submitted to the school office before a student is considered for enrollment.
2. The registration fee is due at the time the form is filed. The fee is NON-REFUNDABLE, unless it is determined by TCS that a student cannot be accepted. To be enrolled, a student must have a good record of conduct, character and attitude from schools previously attended.
3. All kindergarten students must attend a screening to determine if they are ready for the kindergarten experience, unless a student has completed Pre-K.
4. Students enrolling in 1st-12th grade may be scheduled for an assessment by one of our teachers.
5. Pastoral and teacher reference forms are to be completed by each family.
6. All new families attend an interview meeting with Principal and possibly one other administration / board member.

Note: Children applying for admission to kindergarten must be five years of age on or before July 31. Any child applying for first grade must be six years of age on or before July 31.

Withdrawal/Dismissal

To withdraw a student from Troy Christian Schools, a parent must complete a *Notification of Withdrawal Form* that is available in the school offices or at www.troychristianschools.org. A parent must meet with the student's Principal first to discuss the situation and reason for leaving. All tuition fees continue until parents and students have completed official withdrawal procedures. Records are not released until all bills are paid and all textbooks and materials have been returned. Students who are dismissed from Troy Christian Schools are not considered for re-enrollment during the current school year. Parents must meet with the Superintendent before re-enrollment is considered for the following year.

Transfer Students

The educational program at Troy Christian Schools shall uphold the standard prescribed by the State of Ohio Department of Education. Students transferring from Troy Christian Schools to other schools should be able to do so without credits being questioned.

Church Attendance

Believing that our role at Troy Christian Schools is to assist the home and church in the task of training young people, we feel that it is of utmost importance for all of our students to be in regular attendance at their churches. We do not feel that we are working in harmony with the home if the family is not active in church attendance. Church participation is required for continual attendance at Troy Christian Schools.

Transfer of Athletes

In 2001 a new ruling took place within the State of Ohio in regards to athletics. The bylaw states, "If a student transfers after the first day of the student's ninth grade year from a non-public to a public school, from a public to a non-public school, from a public to a public school, or from a non-public to a non-public school, the student will be ineligible for one year from the date of enrollment."

If you have chosen to change schools for reasons other than a change of residency or a school closing, a "Bylaw 4-7-3 Exception 4 Form" must be completed and submitted for approval in order for the student to participate in athletics during the first year of enrollment.

The Troy Christian Schools, Inc., admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, scholarship and loan programs, and athletic and other school administered programs.

Section 300

Financial Information

Athletic Pass

This pass is included in the book rental fees for all 7th-12th grade students and allows a student entrance into regular season home sporting events without a gate cost. Athletic passes for other students and adults may be purchased through the Athletic Department.

Athletic / Musical Fee

There is a fee for students that participate in athletics or the musical. Please see the *Tuition, Books and Fees* schedules at www.troychristianschools.org.

Tuition and Late Fees

Troy Christian Schools operates its budget dependent upon tuition dollars. Therefore, it is necessary that fees and tuition be paid when due. A monthly rate of tuition is issued for the convenience of our school families. Electronic transfer through our financial institution administers tuition paid on a monthly basis. At the time of application, a financial commitment form must be signed and a voided check or savings deposit slip must accompany the financial commitment form. The electronic transfer will only be used for those families on the monthly plan or for late year and semester payments.

Financial Assistance

Financial assistance is available for those who qualify. An application may be picked up in the school office or a link to the online application can be found at www.troychristianschools.org. The amount determined in assistance is administered by an outside Christian agency. All information is held in strict confidence by this agency.

Student Supplies and Textbook/Tech. Fees

Each student may be required to pay book rental fees, technology usage fees, and/or miscellaneous fees at the beginning of the school year dependent upon the registered classes. Please see the student *Books and Fees Schedule* at www.troychristianschools.org for a complete list of items to be leased and for fees.

Graduation Fee

A nominal graduation fee is charged for each senior prior to graduation.

Mission / Service Fees

Some mission trips and/or service projects requires the student to pay a fee.

Withdrawal Fee

If a student leaves Troy Christian Schools prior to the end of the school year, they are charged for all the days they attend Troy Christian Schools plus a withdrawal fee of one month's tuition.

Section 400

TCS Attendance Policy

TCS Attendance Policy

Proper education relies on continuity of instruction, classroom participation and student / teacher interaction. Ohio Revised Code, sect. 3321.03 and 3321.04, states that “every parent must send their child to school.... for the full time the school is in session.” Absence and tardiness are a disruption to the education of your child. Tardiness is usually considered a form of rudeness and lack of adequate planning. Whenever a student enters a class late, or is dismissed early, the learning process is interrupted or delayed for all the students in the class. It must be recognized that missing school for any reason is detrimental to a student’s progress in school.

It is important for students to always be on time to school and class. Being prompt demonstrates self-discipline, responsibility and trustworthiness. These qualities are not only important for proper academic achievement, but they are essential for the development of good habits in all walks of life.

The attendance policy and procedures for parents to report a change in student attendance is as follows:

• **Family Vacation Policy**

Whenever possible, family vacation needs to be scheduled during regular school breaks. When seeking approval for vacations during other times, a completed **Request for Student Absence Form** (see appendix for form) must be submitted to the building principal no less than two weeks (14 days) before the start of the vacation/leave. The terms and conditions for assignments missed during approved vacation/leave are clearly stated on the **Request for Student Absence Form**.

If absence is unexcused, students will receive no credit for work missed during the absence. However, teachers reserve the right to require remedial assignments to be done to maintain continuity of instruction.

• **Absence or Tardy Due to Illness, Family Funeral or Family Medical Emergency**

Parents are responsible for calling the school office (339.5692) by 9 AM on the day their child is absent, stating the exact reason for the absence or tardy. Ohio Revised Code gives schools the right to know the exact reason for absence. Messages can be left at 339.5692, x100 anytime the office is closed. You may also email your child’s attendance by 9 AM to the appropriate office (Elementary – cisenbarger@troychristianschools.org; JH/HS – dwebb@troychristianschools.org). Failure to report by 9 AM results in the absence or tardy being **unexcused and will not be changed**. Any other absences or tardies will be excused only if approved by administration. See section below. Excused tardy includes a medical appointment, funeral, late bus, power outage, or any other reason approved by the building Principal. Tardies will not be excused for any transportation issue, car trouble, late or ill siblings or

parents, getting home late at night, etc. If a student has a scheduled appointment, a parent must call or send a note to school the day before or it is unexcused.

Students who have a fever, vomiting, or diarrhea may not return to school until they are symptom free for at least twenty-four hours.

Elementary: To be considered on time, a student needs to be in the classroom by 8:30 AM. When arriving late to school, the child cannot come to the office alone. A parent or guardian must come to the office to sign in the student so he/she may receive an admittance slip; otherwise, the tardy becomes unexcused.

JH/HS: To be considered on time, a student needs to be in the classroom by 8:20 AM when the bell rings. Each teacher determines if the students need to be in their seats to be considered on time. If students arrive after 8:20 AM, they must sign in at the office and receive an admittance slip. The reason for the late arrival is recorded. Students Coming Late Due to an Appointment: Teachers are notified at 9 AM of students coming in late that day. All students must sign in through the office. Students not signing in at the main office when coming late are assigned an after-school detention and noted as having an unexcused absence.

• Early Dismissal for Appointments, Medical Appointments or Family Funeral

A parent note must be turned in before school begins the day the student will be leaving early or it is unexcused. Teachers are notified at 9 AM which students are leaving class early each day. "Appointment" is not a sufficient written excuse. An exact reason must be stated. All appointments are not necessarily excused. Parents are encouraged to make appointments before or after school hours (or during study halls for JH/HS) whenever possible. Students are expected to be at school before and/or after appointments that occur in the middle of the day, missing the minimum amount of class time as possible. Be sure to know the policy for makeup work.

Elementary: All students must be signed out by a parent and if returning, signed back in by a parent, through the office. Parents are to report to the school office to pick up their child and not to the student's classroom.

JH/HS: If students miss fifteen minutes or longer of a class for an early dismissal, they are considered absent for that class. All students must sign out, and if returning, sign back in through the office. Students not signing in and out at the main office when leaving early are assigned an after-school detention and noted as having an unexcused absence.

• Standardized, Proficiency Testing and/or Final Exams

Students are not excused during standardized, proficiency testing and/or final

exams, or if they are having academic difficulty.

- **All Other Absences - Whether Full or Part Day**

All other absences not covered above whether full or part day, including but not limited to mission trips, college visits, church activities, or family activities **MUST** be submitted to the office at least 2 weeks in advance. **Administration will decide if the absence is excused or unexcused.** Students need to pick up an ***Absence Request Form*** from the office, or it can be printed from the website, www.troychristianschools.org. **Last minute plans are discouraged and will be unexcused.** Activities need to be planned in advance. **Adding vacation days onto the beginning or end of spring break, Christmas break or Thanksgiving will not be excused. Adequate break time is given throughout the school year.** Absences are not excused for senior pictures, on exam days, or during ESM week. Students may be placed on probation for excessive tardies or absences. Parents are notified if a student has an unexcused absence.

After 10 absences, full or half day, excused or unexcused, a parent note will no longer be accepted for each additional absence. Parents must still notify the school of the absence before 9 AM, but a note from a doctor, court or other official documentation may be required to be turned in upon return to school for the absence to be excused. Students missing 20 days or more per school year are in danger of repeating the grade.

Every three unexcused tardies to school or to an individual class result in a detention and a \$5 fee.

Elementary: Parents are to notify the elementary office if they are planning to have lunch with their child.

JH/HS: **Missing eight days in a quarter,** for any class, excused or unexcused, results in NO CREDIT given for that class until appropriate work is completed to the satisfaction of teachers and administration.

- **Senior Skip Day**

Senior Skip Day is not authorized by Troy Christian Schools, Inc. Any absence or tardy results in a service project, Saturday School or other disciplinary action.

- **Extra-Curricular Activities, Including Sports**

Students involved in extra-curricular activities, including sports, must attend a minimum of 4 class periods for JH/HS (3 hours for Elementary) the same day in order to participate in that day's activity. Time spent in the clinic is not included.

- **Make-up Work**

When a student is absent from a class, valuable instruction and discussion is lost that cannot be made up. Therefore, teachers hold students accountable for adequate makeup work to cover the missed instruction. Teachers may expect

students to do all the work assigned to students who were present, as well as additional work to compensate for missing class instruction. Failure to complete the make-up assignments reflects on the student's grade for that period.

Students are eligible to receive credit for make-up work from an excused absence or tardy. After they return to school, students have one day for each day of absence to make up work. In some instances, students may be expected to take tests on the day they return. For example, if on Friday a teacher announces a test for Tuesday and the student misses class on Tuesday, the student may be expected to make up that test on the day he/she returns to class. It is the student's responsibility to confer with the teacher to get all make-up work. Parents may request homework from the office on the third day of absence. It is available for pick up after 3:15 PM. It is highly recommended that parents and students check RenWeb for homework assignments and other details.

Unexcused absence/tardy: No credit given for work. All missed work must still be completed. Out of school suspensions are unexcused and all missed work must be made up, though no credit will be given. (JH/HS: Saturday study tables may be assigned for unexcused absences.)

Excused absence/tardy: Work can be made up. Students have one day for each day of absence to make up work, after they return to school. Students must confer with his/her teacher to get missed work. It is the student's responsibility to get all make-up work. Parents and students need to check RenWeb for missed work

• Office Procedures

The office staffs' purpose is to assist you. There are circumstances in which we may not be able to meet your requests. Please do not expect us to pull your student from class to talk to you, either in person or on the phone, unless it is a **true emergency**. This is too disruptive to the educational process. As the office staff has opportunity, we will communicate a change in transportation or other issue. Students are not allowed to call home except for an emergency transportation issue. Students need to have travel arrangements and their social engagements planned before they come to school. They cannot call if they forgot something at home. Students need to learn responsibility for insuring that they have everything they need for school before they leave home. Students may not use or have cell phones turned on during school hours for any reason.

Elementary: Students' cell phones are to remain in their book bags during the day.

JH/HS: If you need to get keys or some other item from your student, you will have to wait until the next class change for them to be called to the office. Students cannot retrieve a forgotten item or lunch from their cars if they drive to school.

- **Senior Privileges**

Seniors that have an eighth period study hall may choose to leave school after seventh period. In order to leave early, a student must have a signed permission form from their parents. The senior must sign out in the office eighth period and then leave the school premises. If a student abuses this privilege, the privilege is revoked.

- **In-School Suspension**

Students missing class due to in-school suspension are expected to complete all missed assignments given to students who are present, in addition to work assigned. All work is due upon their return to class and is eligible for full credit.

- **Out-of-School Suspension**

Students missing class due to an out-of-school suspension lose the privilege of making up their work. They receive zeros in all classes during the days of the suspension. Missed work is required to be completed.

- **Late Work of Major Projects**

Regardless of the reason for the absence, if a student is absent on the day that a book report, term paper, or any long-term project is due, the assignment must still be turned in on the due date. A sibling, parent, or friend may bring the assignment to the office. Each teacher will discuss requirements with their students. Teachers assess penalties for major assignments turned in late. If a student is absent for more than one day resulting in a major project being turned in more than one day late, parents are encouraged to contact the teacher to discuss the impact this situation may have on the student's grade. The teacher determines the ultimate penalty.

Section 500
Code of Conduct

Purpose of Discipline

Discipline is disciplining, helping, and guiding the student to grow in Christ-like character. Proverbs 6:23 states, "For these commands are a lamp, this teaching is a light, and the corrections of discipline are the way to life." Through discipline we hope that the student will come to a better understanding of **why** God gives us rules and guidelines for our behavior. Our goal is a transformed heart, which results in transformed thoughts and actions.

Discipline Objectives

1. To provide a positive approach to discipline.
2. To provide an environment that is conducive for maximum learning.
3. To provide a safe and secure atmosphere.
4. To develop the right attitude in students toward discipline.
5. To develop an attitude of self-discipline that will carry over in every area of life.
6. To develop group discipline and control.
7. To restore the student to God, others and himself.

Am I My Brother or Sister's Keeper?

The discipline at TCS is based on the four steps indicated in Matthew 18:15-17.

1. If someone sins against you, go and show the person the fault, just between the two of you. If he/she listens to you, you have won your offender over.
~Matthew 18:15
2. If the offender does not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses.
~Matthew 18:16
3. If the offender refuses to listen to them, tell it to the church. ~Matthew 18:17a
4. If the offender refuses to listen to even the church, treat them as you would a pagan or a tax collector. ~Matthew 18:17b

At Troy Christian Schools we have a Biblical standard for responding to the wrongdoing of others. In Matthew 18:15-17 we are told that we ought to go to the offender, after making our own hearts right before God, and help the person to get things straightened out. This takes tremendous courage, and yet it makes real sense. If sin brings death, true love and true friendship will sacrifice its own comfort to save a brother or sister.

If, after going to the offender, there is no response, we are told to go again and to take others with us. If still no response, we are told to go to the authorities. If we do not follow through on our responsibilities, we can hurt our brother or sister by allowing him/her to get deeper into sin, hurt others if the offense harms them directly, and hurt our way of life at the school.

The Bible's answer to "Am I my brother or sister's keeper?" is "Yes!" For example, we are warned that we are to discipline our own actions so we do not cause others to stumble. We are called to follow the example of Christ and to be servants of one another (John 13:1-16; Philippians 2: 1-18). We need to express love through encouragement and sympathy, especially when the other person is

"down." We ought to help others solve their problems and go out of our way to give friendship, particularly to the lonely. We are not to gossip or to be destructive with our tongues (Colossians 3:8). We can hurt others and ourselves by criticism, lying or talking bad about one another.

We also have much to learn about our response to the wrongdoing of others. At Troy Christian Schools if a wrong harms another or the school, we have a responsibility to react. Even if a person seems only to be hurting him or herself, we cannot ignore it. We are our brother and sister's keeper.

Student Code of Conduct

Troy Christian Schools expect the students to live above reproach showing respect to God, country, family, faculty and fellow students. We believe that the full potential of each student, academically and spiritually, can best be accomplished when leadership is strong; discipline is firm, but fair; and moral and spiritual values are nurtured within a loving, caring Christian atmosphere.

We desire our students to use Philippians 4:8 as their guide concerning their conduct and choices. "...whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable - if anything is excellent or praiseworthy - think about such things." Christian conduct is expected of students at all times. It is important for our students to remember they are representing Jesus Christ and Troy Christian Schools **on and off campus**.

To attend Troy Christian Schools, students in 5th -12th grades sign a *Student Code of Conduct*. By signing, students are stating they agree with the expectations set forth. This form may be found in the Appendix of this document or viewed on www.troychristianschools.org.

Classroom Standards

Each student is expected to be on time and properly prepared for each class. Each teacher establishes the rules for classroom behavior that shall prevail in his/her classroom. Students need to comply with these expectations, both academically and behaviorally. Proper courtesy is required when addressing staff. Teachers, administration, and all other staff are addressed as Mr., Mrs., or Miss. **Respect is paramount.**

Student Welfare: Child Abuse or Neglect

If any staff member suspects abuse of a child, the Principal is contacted immediately. Any suspicion of child abuse is required by law to be reported to the area Children's Services Board or law enforcement agency in which the child resides.

Student Conduct Forms

All discipline notices are sent by email through RenWeb. If a family does not have email, they will be notified personally. **If a student's behavior needs to be addressed on a continual basis, that student jeopardizes his or her privilege of attending TCS.**

Detention

Teachers or the Principal give detentions as a consequence for academic or behavioral issues. Detentions are held after school and parents are responsible for their child's transportation after the detention is served. The Principal or teacher designates an individual's detention time. Some detentions may involve safe, physical work around the school. A fee of \$5 is charged for each detention assigned. The Principal or full-time teachers monitor all detentions.

Missed Detentions

If a student does not arrive to serve a scheduled detention, the student automatically is given two additional detentions. If the student repeats this behavior, further consequences are assigned at the discretion of the Principal.

Saturday School

Saturday School may be given at the discretion of the Assistant Principal or Principal. The school office or Assistant Principal notifies parents by a note or phone call when their child is assigned a Saturday School.

1. Time and Date

- Saturday school meets 8-10 AM on scheduled Saturdays.
- The student does not serve on the Saturday of the week they earned the Saturday School.

2. Student Responsibility

- Be on time.
- Bring pencil or pen and paper.
- Dress appropriately for physical work.
- Do assigned project with a good attitude.
- Bring schoolwork to do when project is finished. A fee of \$20 is charged for each Saturday School assigned. The fee helps to cover the cost of the monitor. Parents are encouraged to have the student earn money to pay this fee.

Use of Alcohol, Drugs or Tobacco or Sexual Promiscuity

If students become aware of a situation in which alcohol, drugs, or sexual promiscuity is occurring, they need to remove themselves from the premises within 15 minutes. If a student chooses to remain in the situation, disciplinary action by school authorities occurs. It is the student's responsibility to show their desire not to be a part of or condone harmful behaviors. Each situation is evaluated by the administration to determine disciplinary action.

Threats and Weapons Policy

Troy Christian Schools is a no conceal/carry organization! No person shall knowingly possess, have under the person's control, convey or attempt to convey a deadly weapon or dangerous ordinance into a school safety zone, except for authorized personnel. A valid CCW license does not authorize the licensee to carry a weapon into a school safety zone.

Troy Christian Schools also has a zero tolerance of verbal or written threats to students and staff under Ohio Revised Codes 2923.122 and 2923.1212.

Other Offenses

All other types of offenses are handled at the discretion of the administration.

Study Table

Study Tables will be assigned on Tuesdays and Thursdays from 3:15 – 4:15 PM for students who are failing or show persistent problems in the area of academics. The Principal will determine attendance in council with instructional staff. There is a \$5 fee per week to cover costs of monitoring.

Bus Rules

The following rules must be followed at all times:

1. Remain seated at all times while the bus is in motion.
2. Be completely quiet at railroads.
3. Only use kind words.
4. Keep all food and gum in your book bag. Special permission is needed to eat or chew gum.
5. Remain in assigned seats. (If applicable.)
6. Use your inside voice.
7. Board and depart the school bus according to the 10-step law.
8. No spitting or littering on the bus.
9. Absolutely keep all body parts and belongings inside of the bus.
10. The student's family must transport the following items in their private vehicle:
 - Glass objects
 - Large art projects
 - Science/history fair projects
 - Insects, bugs, or any living creature

If any of the above rules are broken, the driver warns the student once. If the student breaks the same rule again or breaks another rule, on the same trip, the student is given an assigned seat for the rest of that trip. If the student continues to have difficulty obeying, they are sent to the Principal upon arrival at school or at the next possible opportunity.

Severe Clause and Consequences of Breaking Bus Rules

If any of the six offenses listed occur, the student is immediately sent to the Principal for further discipline and is at risk of temporarily or permanently losing bus privileges.

1. Refusing to obey the driver
2. Disrespecting the bus driver or another student
3. Hitting of another person
4. Throwing objects into or out of the bus
5. Tampering with bus equipment
6. Destroying school property

Prohibition of Religious, Racial, or Sexual Harassment

Troy Christian Schools maintains a firm policy prohibiting all forms of discrimination. Religious, racial, or sexual harassment by any means or violence against students or employees is discrimination. Harassment, threats or violence by anyone involved in a dating relationship shall not be tolerated and is subject to disciplinary action. All persons are to be treated with respect and dignity. Sexual violence, sexual advances, or other forms of religious, racial, or sexual harassment by any pupil, teacher, administrator, or other school personnel that create an intimidating, hostile, or offensive environment will not be tolerated under any circumstances. See Troy Christian Schools' *Religious, Racial, or Sexual Harassment and Violence Report* in the Appendix and at www.troychristianschools.org.

Dress Code

Through its code of conduct, TCS encourages the students to think and act like Christian ladies and gentlemen. It is our desire that the students live and conduct themselves in a manner that is pleasing to God and glorifying to Jesus Christ. The dress code serves as a tool in fostering academic and character development of the students as they participate in the learning environment. Modesty and neat appearance needs to be taught at home and is expected at school.

The dress code guidelines are minimum standards. We believe the parent or guardian is responsible for their student adhering to the dress code. These guidelines can be used to help the parent and student as they select school clothing.

The dress code policy is a collaborative effort of adults and students. Our student committee, consisting of 7th-12th grade students, felt it very important that we reflect Jesus Christ in our appearance. Modesty and neatness are continually mentioned as key areas for our dress code.

Dress code violations are subjective and determined by the Assistant Principal and/or Principal. Failure to meet dress code is recorded and corrective measure is enforced. In some cases, such as immodesty, students are sent home to change clothes. Multiple dress code issues are dealt with in increasing severity. A copy of the dress code can be found in the Appendix of this document, obtained at the school offices, or on the Troy Christian Schools website, www.troychristianschools.org.

Section 600
Instructional Program

Instructional Objective

The primary goal of Troy Christian Schools is to teach the student to view all of life and living things from God's perspective.

Faculty

Our teachers are challenged to model the Master teacher, Jesus Christ. The teaching staff must adhere to the Statement of Faith and Action, have a love for the Lord and children, have a passion for Christian education and have the credentials for what they are being asked to teach.

Teachers:

- understand characteristics of children in the progressive stages of development and their readiness in relation to subject matter presented
- have a basic understanding and appreciation of the different temperaments and personalities of students
- balance their means of instruction to meet the needs of auditory, visual and kinesthetic learners
- listen to students with concern, understanding and respect
- demonstrate genuine willingness to help students
- encourage the students to use their gifts and talents
- guide students to be active in the process of learning

Educational Program

Kindergarten

The focus of the Troy Christian Schools kindergarten program is to develop a positive attitude toward learning, as well as build a firm foundation for primary grade school experiences. The program is designed to enhance reading, writing, math, science, listening and speaking readiness skills. Children are presented a phonetic-based reading program. Emphasis is also given to art, music, and physical education. Each child has the opportunity to reinforce math and reading skills through the weekly computer curriculum. A hands-on, experiential approach is incorporated in all areas. Spanish is taught twice a week.

Elementary

The Elementary program is designed to provide a strong foundation in reading, writing, math, science and history/social studies. The reading program is based on a phonetic approach. Excellent literature and writing are part of each grade's course of study. An educational resource lab contributes hands-on learning resources for math and science. There is a strong emphasis on problem-solving and critical thinking skills in all subject areas. All grade levels utilize the computer lab using software to enrich and enhance reading, writing, and math skills. Basic computer skills, word processing, appropriate use of the Internet as an educational tool, and Power Point are taught. Computers are also available in the classroom for student use in grades 1st – 6th. Music, band, choir, art and physical education are a part of each child's week. All classes are biblically integrated and a daily Bible or Christian Living class is part of each child's day. The Bible curriculum is based on Christian character development along with scripture memorization. Spanish is taught twice a week.

Junior High

The Junior High program is designed to prepare students for their high school years. Emphasis is placed on building confidence in writing, researching, and communicating. Students begin to appreciate different literary genres, increase vocabulary, and evaluate literature from a Christian perspective. Science looks at creation through the orderliness and reality of living things as well as the physical part of our universe. Students are exposed to a general study of physics, chemistry, and biology. There is opportunity for hands-on laboratory experiences and participation in a science fair project. Students study people, places and events in our world, Twentieth century United States' history, and government. Geography is taught through the lens of fulfilling the Great Commission. Students continue to build on their previous math skills and select an accelerated or general math course in 7th grade and pre-algebra or algebra 1 in 8th grade. Algebra 1 is applied toward their high school math requirements. Bible class is a full year in which the application of God's Word and principles in everyday life are emphasized. Band, choir, physical education, art, computer, and foreign languages are also offered.

High School

Troy Christian High School offers a college preparatory program to prepare students for graduation and their post-secondary educational experience. High school learning includes class-oriented instruction, online learning, independent studies, service and leadership learning and experiences, enrichment opportunities, honor classes and college classes on TCHS's campus.

Please see the *Troy Christian High School Course Handbook* for additional explanations and information. You can view this at www.troychristianschools.org.

Career Education Programs Any student wishing to participate in a career education program and receive a diploma from Troy Christian High School must be a full-time student at TCHS for one full year prior to enrollment in any JVS or CTC program; and schedule an interview with the principal for approval. Each student must attend the Independent Bible Class weekly on Troy Christian High School's campus.

Early College Program

Troy Christian High School recognizes that many high school students are ready for the rigors of college courses. Students in 10-12 grades may select from twelve college courses offered on TCHS's campus or select a college or university off campus. After successful completion of a course, selected college issues a college transcript.

- ✓ Students can earn up to 42 semester credit hours on TCHS's campus.
- ✓ Ninety-eight percent of students chose to stay on campus for their early college experience.
- ✓ Students have college courses taught by Christian educators.
- ✓ Students can take college courses and continue to experience all the advantages of high school life at Troy Christian – chapel, ESM Week,

- missions, service and leadership opportunities, and extracurricular activities in a Christ-centered learning environment.
- ✓ Early college program on TCHS's campus follows TCHS's calendar.
 - ✓ All college courses are honors courses and are weighted unless noted differently.
 - ✓ (College courses have replaced many of our traditional honors & Advanced Placement (AP) courses previously offered. AP testing is available. Students must meet with the Guidance Director in fall to discuss).
 - ✓ Many students are entering college as a sophomore.
 - ✓ Huge college financial savings.

College courses are available through the Post Secondary Enrollment Option Program (PSEOP) and/or the Dual Enrollment Program. Students can participate in both programs.

Post Secondary Enrollment Option Program PSEOP

This is an opportunity for juniors and seniors to enroll in college classes and fulfill both high school and college academic requirements. Students can attend a college or university off campus or enroll in classes on TCHS's campus offered by Mount Vernon Nazarene University.

PSEO classes and textbooks are paid by the Ohio Department of Education. Any student considering the PSEOP must have at least one parent attend the Parent Information Meeting required by the Ohio Department of Education and complete the required paperwork. A student must meet the requirements of both the Ohio Department of Education and TCHS to participate in the program and be accepted by Mount Vernon Nazarene University. Students can participate in the PSEOP at a college or university off campus but students can only enroll in one college or university for the PSEOP.

The Ohio Department of Education (ODE) determines how many semester credit hours each student applying will receive. Students are notified in the summer by ODE. Seniors usually receive 8 semester credit hours and juniors 4 or 8 semester credit hours.

Dual Enrollment Program

This is an opportunity for 10-12 graders to enroll in college classes and fulfill both high school and college academic requirements. These courses are offered on TCHS's campus through our partnerships with Edison Community College, Urbana University and Indiana Wesleyan University. Students are charged a very reasonable cost per credit hour and Troy Christian pays for books/resources required. Students may enroll in more than one college or university for dual enrollment courses.

Graduation Requirements

1. Pass Ohio Graduation Test

2. Earn a minimum of 24 credits in the following subject areas, in addition to a credit of Bible for each year of attendance at TCHS:

- Four credits (years) in English [3 English credits must be earned through TCS classes]
- Three credits (years) in Mathematics
- Three credits (years) in Science
- Three credits in Social Studies (U.S. History, Current Social Issues, Government, and Economics required)
- One-half credit in Physical Education (two classes that are 1/4 credit each)
- One-half credit in Health
- One-half credit in Oral Interpretation (Speech)
- One credit in Technology
- One credit in Foreign Language (2 credits of Foreign Language for graduating Class of 2015)
- One credit in Fine Arts
- One additional credit in either Math or Science
- Earn five and one-half credits in elective courses

A nominal graduation fee is charged for each senior prior to graduation.

Academic Guidance Counselor The Academic Guidance Counselor is a specialist who helps students and parents with academic, college and career concerns. Students are welcome to drop in any time during office hours. Many resources are available to students through the guidance office such as ACT & SAT testing information, testing helps, and college and career materials. Special visits are made during the school year for college, university and technical/trade school personnel to visit and share information to help students with post high school options. Schedules for Jr. High & High School The scheduling process begins in winter for the selection of classes for the next school year. Schedule changes occurring during the summer or at beginning of the school year cost \$25 if the change is granted. If the Academic Guidance Counselor initiates the change there is no fee. See the Principal or Academic Guidance Counselor for schedule change forms.

Intervention Program

Troy Christian Schools uses a team approach when a child needs extra assistance in a subject area. The team consists of a speech pathologist, intervention teachers, classroom teachers, the Principal, and parents. All or part of this team works together to provide the best plan to meet the learning needs of a struggling child. Our intervention teachers are available to work in the normal classroom setting, a small group setting in an intervention room, or one-on-one, depending on the needs of the student. Parents are asked to take an integral part in the process of assessing and supporting their child's plan.

Curriculum

Integration of God's Word and Truth into all subject matter is the foundation of our curriculum. The resources and tools used undergo an evaluation process by the faculty and administration before adoption. The evaluation process not only addresses the academics of materials, but also the spiritual and Biblical worldview issues. Each teacher completes lesson plans weekly, which are submitted to the Principal. These lesson plans follow the required curriculum as stated in the course of study and the State of Ohio Academic Standards.

Purposes of Homework

- To build character in responsibility, perseverance, initiative, self-reliance, and resourcefulness
- To provide opportunities to practice and strengthen academic skills
- To provide opportunities for special projects that extend classroom learning
- To develop habits essential for succeeding in later grades We recommend all parents read *Ending the Homework Hassle* by John Rosemond.

Amount of Homework at Each Grade Level

- Grade 1: Homework consists of informal assignments and weekly practice of phonics, spelling and math.
- Grade 2: Homework consists of one to two formal assignments per week, ten to twenty minutes in length. Projects are assigned periodically. Weekly practice in math and daily reading, aloud and/or silently, is expected.
- Grades 3 and 4: Homework consists of three to four formal assignments per week, 30 minutes in length. Projects are assigned periodically, along with weekly practice of math skills.
- Grade 5: Homework consists of four 30-minute periods per week increasing to 45 minutes by the beginning of the second semester. Projects are assigned periodically.
- Grade 6: Homework consists of three to four 45-minute periods per week increasing to 60 minutes by the beginning of the second semester. Projects are assigned periodically.
- Junior High: Homework may consist of 20 minutes per night per subject.
- Senior High: Homework is determined by the academic track a student has selected. Homework is not assigned for Wednesday evenings. **High school students taking Honors classes and math classes at the junior / senior high level may have assignments on Wednesday evenings.**

Note: Weekly Bible memorization is expected in all grades. Special projects may take extra time. If a student is weak in a specific area, extra time may also be required.

Grading Scale (1st-6th) A+ = 100 A = 99-94 A- = 93 B+ = 92 B = 91-86 B- = 85
C+ = 84 C = 83-78 C- = 77 D+ = 76 D = 75-71 D- = 70 F = 69-0

Grading Scale (7th-12th) A+ = 100-99 A = 98-91 A- = 90 B+ = 89 B = 88-81 B- = 80
C+ = 79 C = 79-71 C- = 70 D+ = 69 D = 68-66 D- = 65 F = 64-0

Report Cards

Report cards are distributed at the end of each nine-week grading period by email through RenWeb.

Interim Reports

If a student is doing unsatisfactory work, below 77% or has a D in any subject after four to five weeks of work within each nine-week grading period, an interim report is sent home. An interim report is also sent home if the student has dropped ten or more points in any subject. Parents must sign the interim report and return it to the teacher within three school days. It is the responsibility of the parent to make contact with the teacher for further explanation. All teachers are available for a conference upon request.

Failure of High School Courses or Ohio Graduation Test

Any student who has failed a course may be required to attend summer school at Troy Christian High School or repeat the course the following year. The Principal determines if a student needs to participate in summer school. There is a fee for all courses offered in the summer.

Any student who fails a section of the Ohio Graduation Test may be required to take a summer course. At the end of the course, the student retakes the failed proficiency section. If the student passes, they do not take the test section again during the school year. There is a fee for this course.

Achievement Tests

An achievement test is given to selected grades each spring in K–7th grades. Results are sent home to parents at the end of the school year. The results of testing are used to aid teachers and administration in continual advancement of the educational program. This achievement test allows parents to gain knowledge of their child's academic strengths and possible weaknesses.

National Honor Society

To be elected to the National Honor Society is one of the high academic honors that can come to a high school student. High academic achievement does not automatically guarantee a student's election to the Honor Society. Honor Society students are academically high achievers, but additionally, they also have distinguished themselves in the area of leadership and service to the school and community. They have also consistently displayed high Christian character. Students are nominated for membership by members of the faculty and are elected by a committee of faculty members. The major responsibility of the Honor Society members is to demonstrate Godly leadership for Troy Christian Schools.

Cumulative Records

A cumulative record file for each student is kept in the school office.

Field Trips

Field trips are taken at various times during the school year to places of educational interest and benefit of the students. The students are required to maintain the same level of discipline away from school as required at school. Parents are welcome to go with their children on field trips unless notified otherwise. They are required to personally pay any incurred fees associated with the field trip.

Mission Trips / Service Projects

Students are involved in mission and / or service projects each school year. The emphasis is giving of oneself in service to others. Some examples of how the students serve are: supplying and serving a meal at a soup kitchen, taking food to the homeless, visiting in nursing homes, collecting needed items for a variety of centers, being a pen pal to the elderly, making friends with students from a special needs school, or supporting a variety of missionaries in different countries.

Mission trips / service projects are an important part of the lives of our students in grades 6–12. These trips/projects are well planned by TCS staff and student leaders. They allow our students opportunities outside their community to be the hands and feet of Jesus. In order to participate in these trips, a student must be in good academic standing and show a positive attitude in the classroom. The student pays part of the cost of the trip/project.

Communication

Communication is one of the keys to excellent education. We make every effort to inform our families of their child's progress, events and activities, and of changes in procedures or policies. Listed below are the main communication tools used with our families.

Newsletters 1st–4th grade teachers send home weekly newsletters to parents. Kindergarten, 5th and 6th grade teachers send home newsletters twice a month to parents. These newsletters inform parents of past and future events, activities, projects, important dates, field trips, and other information parents need. The elementary school publishes an all-school biweekly newsletter. The junior high and high school emails home an all-school newsletter twice a month. These newsletters inform parents of calendar issues, lunch menus, school events and highlights, athletic events, and other general information parents need. You may also find them at www.troychristianschools.org.

Folders K-6th grade students take home a folder each week that has corrected homework, tests, and classroom work for parents to review. The teachers' newsletters are also included. The teachers' letters may also be viewed at www.troychristianschools.org

Student Planners/Agendas 1st–12th grade students are required to have a planner for assignments and events.

Back-To-School Night Back-To-School Night is an evening at the beginning of school that parents are able to meet their child's teacher(s) and learn about expectations for that class, be updated on school happenings, and hear about the mission of the school.

Parent/Teacher Conferences All grades have parent/teacher conferences in the fall. In addition, a parent is always welcome to schedule a conference with a teacher during the school year.

Student - Parent Handbook Each new family is encouraged to read the handbook carefully. The handbook states the policies and procedures of TCS and is available at www.troychristianschools.org.

Jr. High and Sr. High Course Handbook These handbooks describe courses available for our junior high and high school students, graduation requirements, and general information about our academic programs. The handbooks are available at www.troychristianschools.org.

Athletic Handbook This handbook describes the athletic philosophy, policies, and procedures of TCS. The handbook is available at www.troychristianschools.org.

Voice Mail & E-mail All of our teachers have voice mail and e-mail. A directory is available at the beginning of the school year. A directory is also available through the telephone system if the call is made after hours. Teachers are required to return phone calls within 24 business hours when possible.

Troy Christian Schools Website and RenWeb Please visit our website at www.troychristianschools.org for information.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 (Public Law 93-380) is applicable to any school which is the direct recipient of federal funds. This law provides for limited accessibility to the student's records by the person who has legal responsibility for the student, for the right to challenge any misleading or inaccurate information contained in the students' records, for the necessity of obtaining a written permission from the "eligible student" (one who is 18 years of age or older) or from the person whose legal responsibility for the student prior to revealing the contents of the student's records to other parties, and for the right of "eligible students" and/or those legally responsible for the student to be notified of their rights under the prescriptions of this law.

In order to comply with the prescriptions of this law, the Troy Christian Schools, Inc. employs the following policies.

1. To secure the student's and the family's right of privacy within the school, only the administration and designated school personnel, in the fulfillment of their respective functions, may have access to the student records.
2. Outside the school community, only the person(s), usually the parent(s), who has legal responsibility for the student may have access to the student's records. Any parent or adult student desiring to inspect their records shall address the request to the Principal in writing. Such a request must be honored within 15 days. All tests and evaluations will be translated into meaningful terms, and emphasis will be placed upon the relationship of all known factors influencing the educational development of the student. When actual inspection of a child's file is made, this will be recorded on a log sheet kept in the office. On this log sheet the following information is to be recorded: date of visit, name of person examining records, name of student whose record was examined, and initials of personnel handling the conference.
3. The school will not release the information contained in the student's records to other parties without the prior written consent of the person legally responsible for the student. This written consent is recorded by the school's record release form.
4. According to the law the school is authorized to release the information contained in the student's records without permission to certain federal, state, and local authorities in the performance of their functions and to the court or law enforcement officials, upon the issuance of a subpoena or court order.

Section 700

Health and Safety

Health Policies

A student who becomes ill at school is sent to the school office. The student is then taken to the nurse's clinic. Parents are called to pick up their child if the nurse feels it is necessary. If a student has driven to school, parental permission is required in order for the student to drive home.

Fever A student that has a temperature of 100 degrees Fahrenheit or above is required to leave school. Parents are called to pick up the student.

Physical Education Excuses

A student who is unable to participate in physical education class must have a note from home or a doctor's excuse. To be excused for more than five days in succession, a doctor's excuse is required.

Medicine A *Medication Authorization Form* is available through the office or at www.troychristianschools.org and must be completed in its entirety for each medication to be taken by a student, whether it is prescription or over-the-counter. Prescription medication must be in the original container showing the student's name, dosage and how often it is to be taken. Over-the-counter medication must be in the original container with instructions for taking it on the Medication Authorization Form. Medications must be kept in the nurse's clinic during the school day unless the nurse has placed them in a locked box in the classroom.

No medication can be kept with a student.

The student, with help from the teacher, is responsible for seeking the proper person so they may take their medication.

Sore Throat If a student has a sore throat, they should have a throat culture to determine whether or not they have strep throat. The parent may take their child to the family physician or to the Miami County Health Department. If the student has a positive test result, they may not return to school until they have taken an antibiotic for 24 hours. A repeat throat culture is recommended approximately five days following the completion of the antibiotic.

Infectious Diseases The following guidelines are recommended for students diagnosed with infectious diseases including, but not limited to, Hepatitis Type B, Tuberculosis, Meningitis, or HTLV-III/LAV, or testing positively for the presence of antibodies to the AIDS virus.

1. Following Civil Guidelines - Romans 13:1-6

- A. Current medical information published by the U.S. Centers for Disease Control indicates that the human T lymph tropic virus type III/lymphadenopathy - associated virus (HTLV- III/LAV), is believed to be the agent causing the Acquired Immune-Deficiency Syndrome (AIDS) in humans.

The policies presented below apply to students known to be infected with (HTLV-III/LAV), or testing positive for presence of antibodies to the

AIDS virus. Similarly, these policies apply to students infected with other public health office reportable diseases including, but not limited to, Tuberculosis, Meningitis, Hepatitis B or sexually transmitted diseases.

- B. These policies are based largely on the guidelines and recommendations published by the Centers for Disease Control (CDC). The CDC developed these guidelines after consultation with various organizations representing public health officials, educators, and concerned parents.
- C. A team of representatives including the local school board, school administrators, school physicians, school nurses, teachers, educational support personnel, school counselors and other relevant school personnel should receive general training about the following:
 - 1. The nature of the infectious disease and means of controlling its spread.
 - 2. The role of the school in providing education to prevent transmission of infectious diseases.
 - 3. Methods and materials to accomplish effective programs of school health education about infectious diseases.
 - 4. School policies for students and staff who may be infected.

In addition, a team of school personnel responsible for teaching about infectious diseases should receive more specific training about these diseases, e.g. AIDS. All school personnel, especially those who teach health, will periodically receive continuing education about these diseases to assure that they have the most current information.

- 2. Admission or Continued Enrollment of Students with Infectious Diseases.
 - A. God deals with each of us individually (1 Corinthians 15:10), therefore, each admitting case is on an individual basis. The decision about admitting or continuing to enroll an infected student is based upon evaluation of contagion, the behavioral neuralgic development, and the physical condition of the student.
 - B. Because we have a responsibility to protect all God's children (Acts 20:28-31), the expected type of interaction with others in the school environment and the possibility of contagion are likewise considered in this decision.
 - C. A student known to be infected is not admitted to or permitted continued enrollment in the school without the unanimous approval of a screening committee composed at least of the student's physician, a public health expert or consultant chosen by the school administrator, the school nurse, the school administrator, and if appropriate, the student's pastor. If the screening committee does not reach an agreement, the matter is referred to the school board for further consideration and a decision, after consultation with appropriate medical experts and the child's parents.
 - D. For those infectious diseases for which there is no cure, the parents or guardians of the student who has been permitted to attend school, are responsible for securing quarterly medical examinations, or more frequent examinations as determined by the school administrator, as to permit a

- reliable assessment of any change in the child's condition which might affect contagion. Parents or guardians must authorize the release of the results of these evaluations to the appropriate administrator. Their failure to secure such medical evaluations or the failure to authorize the release of the results jeopardizes the child's continued enrollment.
- E. A student previously excluded from school may be admitted or readmitted, pursuant to reevaluation under the admission procedures specified above, if there is sufficient improvement to warrant admissions.

3. Placement

- A. First consideration is given to placing the infected student in the regular educational setting, consistent with the appropriate precautions needed to avoid infecting others, or becoming infected with other diseases transmitted by fellow students or others connected with the school.
- B. An infected student unable to attend classes as determined by the screening committee; supported by appropriate data and rationale; shall be recommended by the school administrator to secure alternative instruction. Absenteeism or withdrawal from attendance at school shall be reported to the proper public authorities in accordance with any applicable provisions of state law.

4. Education About Infectious Diseases

- A. Any education about infectious diseases must be presented in a manner consistent with the Troy Christian Schools Board policies and corporate philosophy.
 - B. Programs must encourage young people to abstain from fornication, i.e. sexual intercourse outside marriage, defrauding, or homosexual contacts (1 Thessalonians 4:3-6).
 - C. Students are encouraged not to use illicit drugs.
 - D. Students are informed of the available facts on contracting infectious diseases.
 - E. All persons with infectious diseases deserve our compassion (Galatians 6:9, 10).
1. Students are reminded of the possibility that some people can contract infectious diseases through no fault of their own (blood transfusions, birth, etc.).
 2. Those who have contracted infectious diseases through sinful acts are not to be cast away if their current lifestyles reflect a changed heart. All believers may carry scars from their lives before becoming new creatures in Christ (2 Corinthians 5:17).
 3. Our desire is that God use these circumstances to bring a non-believer to acknowledge Jesus Christ (2 Peter 3:9).

Communicable Diseases When a child has the following diseases, written consent to return to school must be submitted from either a physician or the health department: measles, whooping cough, mumps, strep throat, scarlet fever or pink eye.

When a child has the following diseases, a physician, health department, or school nurse must readmit a child to school: chicken pox, skin diseases, German measles, scabies, lice, pneumonia, ringworm, pinworms or impetigo.

Emergency Procedures

Emergency Closings Parents may listen to WCLR (FM 95.7), WFCJ (FM 93.7), WEEC (FM 100.7) or WHIO, (FM99.9) or watch Channel 2 or Channel 7 for emergency announcements affecting school activities, snow or fog days, and late school openings. Such information is given to the stations as promptly as possible in order that parents may adjust their plans accordingly. Each family will also receive a One Call Now notification if there is a delay, closing, or emergency.

Emergency Evacuation

In case of emergency, the egress route is posted in each classroom. Teachers are

given specific instructions in order to implement a rapid and safe exit of the building.

Students are to leave books and personal items in the school. No talking is allowed in

the halls. Students are to quickly exit to the designated area, turn to face the building,

and wait quietly for the signal to re-enter. Re-entry must be in an orderly fashion.

Special procedures are also followed in the event of severe weather.

Fire Drills The law requires nine fire drills per school year. The procedure for leaving the room during a fire drill is:

1. All doors and windows are closed.
2. The teacher or assistant stays with the class and when possible, takes the grade book to take student attendance.
3. Students walk rapidly, but do not run.
4. Students return to their classrooms only upon signals from the administration.
5. During an evacuation all restrooms are inspected by the administration or designated person.
6. The fire alarm system may be used by anyone noting a fire.

Serious Accidents

1. Serious accidents are reported immediately to the office.
2. Someone stays with the accident victim at all times.
3. 911 is called immediately and parents are notified.

First Aid Training A part-time nurse is available at both campuses. Many teachers have basic first aid training.

Prohibited Articles

Tobacco products, alcoholic beverages, narcotics, knives, guns, explosives of any kind, personal electronic devices, toys, dolls, play soldiers or magazines and books not related to class work are not permitted on school property. The

student's teacher checks all paperback books brought to school for content. In the elementary, "Show and Tell" is permitted on designated days. Students are allowed to bring some toys. All cell phones and pagers must be turned off and kept in book bags. They are not to be used during school hours without permission.

Wellness Policy

Please see the Appendix at the end of this publication or at www.troychristianschools.org > parents > policies > Troy Christian Schools' Wellness Policy.

Section 800
Miscellaneous

School Office

The school office is open Monday through Friday, 8 AM through 4 PM during the school year. All parents and visitors are welcome in the school and must sign in at the office and receive a visitor's badge. When a visit to the classroom is necessary, parents must report to the office first. **Do not go directly to the classroom.** Parents that want to talk with their child's teacher may arrange for a private conference by calling the office. Do not meet the teacher before or after school or detain the teacher from their responsibilities. Teachers are happy to arrange conferences with parents at scheduled times. Please be considerate of the teacher's schedules and responsibilities.

Lunches, homework, books, and other items may be left in the school office to be delivered to a student. School phones are for business use only. Students are NOT permitted to use the phones without a pass or permission from office personnel. Permission is not given to call home for homework, band instruments, gym clothes, or lunch. Excessive use of phone for long distance calls by students is billed to the parents.

If a parent wishes to change the child's pick-up routine, the office should be called and the student is then notified. Please remember to give adequate time for notification.

Parents are responsible for calling the school office before 9 AM of the day of the absence if their child is ill or will not be at school.

Athletics

The goal of Troy Christian Schools is to involve as many students as possible in the athletic program, while at the same time maintaining high standards of excellence. Troy Christian Junior High and High School are members of the Ohio High School Athletic Association. Each building's athletic program is under the direction of the Athletic Director.

Troy Christian Schools offers the following inter-scholastic teams:

Boys	Grades	Girls	Grades
Baseball	9-12	Basketball	5-12
Basketball	4-12	Cheerleading	4-12
Cross Country	7-12	Cross Country	7-12
Football	7-12	Soccer	9-12
Golf	9-12	Softball	9-12
Soccer	9-12	Swimming	9-12
Swimming	9-12	Tennis	9-12
Track	7-12	Track	7-12
Wrestling	K-12	Volleyball	7-12

Locker Usage Policy

Every TC student is assigned a locker at the beginning of the school year to use for personal storage. Students must use only their assigned locker throughout the year. They are not to use an empty locker nor are they to share lockers with another student. If students desire to store equipment or clothing for athletics or gym class on top of their lockers, they are required to purchase a TC gym bag.

Visitors

Student Visitors

All student visitors must obtain permission from the Principal in advance of their visit.

The student host must complete the form found at www.troychristianschools.org. Student visitors must go directly to the school office upon arrival at TCS.

Other Visitors

The Principal must grant permission to all visitor speakers, performers or presenters.

This includes guest speakers and lecturers in the classroom.

Parent Place

Parent Place is a resource open to all parents who have children enrolled in the elementary, junior high or high school. It is hosted by Mr. Orange, with other staff and/or parents assisting as facilitators. We all, as parents, grandparents or guardians, feel isolated and uncertain sometimes when it comes to rearing our children. This group is designed to provide assistance within an environment of Christian fellowship. The format and content will be somewhat eclectic, with instruction/discussion being the focus. Guest speakers, panel discussions, and the sharing of resources will help parents navigate what often seems like the minefield of parenting. Of course, all of this will be done within the context of a biblical worldview under the prayerful guidance of the Holy Spirit.

Publicity

No parent or student may use the name of the school for self-serving purposes on any radio or television program or in any publication. Official public relations are handled by the school administration.

Social Functions

The school is not responsible for any party or social function that is not officially approved or sponsored by the school.

Prohibited Solicitation

Solicitation is forbidden at Troy Christian Schools without the permission of the administration. This includes the selling of tickets, candy, or any product and the distribution of political material, advertisement of events and the circulation of petitions. This also includes students seeking donations for mission trips and events not sponsored by Troy Christian Schools.

Friends of TCS Program

Our volunteer program allows parents a tangible means of involvement in the ministry of Troy Christian Schools through the investment of labor and skills. We are able to conserve God's resources by the utilization of volunteers rather than hiring to have tasks completed. This program provides the opportunity for Christian fellowship within the Troy Christian Schools' family.

We encourage parents to take advantage of this privilege. All involved make the Troy Christian Schools educational experience more pleasant, efficient and excellent. Along with this privilege comes the responsibility of the commitment to the Lord and to the work to be done. This commitment needs to be taken very seriously as many depend on the service provided. Please contact the Volunteer Coordinator or Office Manager for additional information. Opportunities exist to serve as office assistants, concession servers, and event participants.

Snacks and Lunch

Children in K-4th grades bring a nourishing snack, such as fruit, which is eaten mid-morning or mid-afternoon. Students may bring or purchase lunch at school. Parents are not to send soft drinks or candy to school for their children. Elementary children may purchase milk at school and pay for it daily. Cost and procedures are published each school year. Each junior/senior high student deposits cash or checks to their lunch account online via RenWeb. The student must deposit at least the cost of lunch for one week. There is no maximum amount that can be deposited. The students use their student ID card to purchase lunch. Lunch may also be purchased with cash in the lunch line.

Care of Property

Troy Christian Schools are considered God's property. Respect for the appearance and care of our school is part of our Christian testimony. Sitting on desks, carving or defacing desks, eating in restricted areas, throwing things and littering, are not permitted. Willful damage to or destruction of school property is not tolerated. The parents and students must pay for all such damage. All students are expected to immediately report to a teacher or administrator any damaged furniture or other school property.

Grievance Policy

Troy Christian Schools follows the directions given in Matthew 18 for handling a grievance between or by students, parents and staff.

1. If a solution is not agreed upon between the parties, then either party may request a meeting with the supervisor.
2. If after meeting with the staff person and administrators, and a solution is not agreed upon, either party may request a meeting with the personnel committee of the school board.

It is the responsibility of the personnel committee to decide whether or not an issue is brought before the school board. The board then decides whether or not an open meeting is held to discuss the grievance.

Under no circumstances will the Board of Trustees allow a board meeting to be used for parents to bring grievances that have not followed the above procedures.

Please see *Troy Christian Schools' District Policy Prohibiting Harassment and Violence* at the end of this publication or at www.troychristianschools.org.

Change of Policies and Procedures

The Troy Christian Schools Board of Trustees reserves the right to change any policy or procedure at any time at its sole discretion after reasonable notice.

Acceptable Use Policy for Technology

TCS offers Internet access to students at the schools. This access offers vast, diverse and unique resources and is provided to students and school personnel to promote educational excellence. The use of the Internet must be in support of education and academic research and consistent with educational objectives of Troy Christian Schools.

Internet activities that are not permitted:

- Searching, viewing or retrieving materials that are not related to school work, community service, employment or further education.

- Copying, saving or redistributing copyrighted material.
- Subscription to any services or ordering of any goods or services.
- Sharing of the student's home address, phone number or other personal information.
- Playing games or using other interactive sites such as chats, unless specifically assigned by a teacher.

- Any activity that violates a school rule or local, state, or federal law.

Students must have a signed technology use agreement form on file before they are allowed to use any TCS computer. This policy can be accessed at **Acceptable Use Policy for Technology** at www.troychristianschools.org.

Website

Parents and students are encouraged to regularly use Troy Christian Schools' website, www.troychristianschools.org and RenWeb. The site has significant information to keep families informed. The information includes individual teacher pages with homework assignments, project due dates, and classroom expectations; a master calendar for all activities which is able to be filtered for personal needs; athletic information; policies and forms; and much more.

Section 900

Appendix

Troy Christian Schools Dress Code

Troy Christian Schools, Inc. through its code of conduct, seeks to encourage its students to think and act like Christian ladies and gentlemen. It is our desire that our students live and conduct themselves in a manner that is pleasing to God and glorifying to the name of Jesus Christ. The dress code serves as a tool in fostering academic and character development of the students as they participate in the learning environment. Modesty and neatness is to be taught at home and expected at school. **It is the responsibility of the parents or guardians to make sure the dress code standards are met.**

The following guidelines are **minimum** standards. We believe the parents or guardians need to have their child adhere to the dress code. These guidelines are to be used to help parents and students select clothing for school. **The standards apply to all athletic and extracurricular activities.**

The dress code was established as a collaborative effort of adults and students. Our student committee included student representatives in grades 9-12. All persons involved in this process agreed that it is very important that we reflect Jesus Christ in our appearance. **Modesty and neatness are used as the key measurements for our dress code.**

The administration has the discretion to determine the “modesty & neatness” of clothing and if it fits within the standards set.

Dress will:

- Honor and glorify the Lord
- Reflect modesty
- Reflect neatness and cleanliness
- Not be a distraction to the learning environment
- Respect cultural distinctiveness
- Not be a stumbling block for others

These values are expressed by the following standards set for girls' and boys' daily dress and chapel dress.

General Code for Boys and Girls

- Hats are to be removed when inside the building.
- Outside coats and jackets are to be removed when inside the building.
- Tattoos must be covered at all school-related activities.
- Facial piercings are not permitted. Other body piercings must be covered at all school-related activities (not including ear piercings.)
- Running or sweat suit style clothing is permitted only in grades Kindergarten – 2 grade.
- Only natural shades of hair color are permitted. Hair is to be styled so the student's eyes can be seen.
- Gothic-like apparel and “look” is not permitted.
- Modest shorts can only be worn during after-school and weekend events. Knee-length or longer shorts are permitted for the elementary students during the months of August, September, and May.

- All t-shirts / tops / shirts need to come at least to the waistline. Waistline tops / shirts must have an undershirt that is tucked in so no midsection / skin is showing when raising arms or bending over.
- Jean length cannot be dragging on the floor.
- Slacks, jeans, and all tops / shirts are not to be tight fitting so that they draw attention to one's body. Clothing is to be free of "holes" and "frayed" design, with no skin showing.
- Only junior high and high school students are permitted to wear flip-flops. All shoes for Kindergarten-6th graders must have a back or a back strap. On Chapel days, 5th-6th grade girls may wear shoes without a back or a back strap. Heelies are not permitted.
- All school attire must be free of suggestive words or pictures, offensive advertisements, promotion of worldly or ungodly values.

Specific Troy Christian Dress Code Standards

Girls

- Dresses / skirts must come to the top of the knee.
- Capri pants must come below the knee.
- Undergarments are to be covered at all times and sleeve fabric must come to the edge of the shoulder.
- The neckline of all t-shirts / tops must be high enough to show no cleavage. A guideline to use is the "four-finger rule." (Hold your hand sideways with the fingers together at the base of neck. The neck of the top should not be lower than your pinky finger. Some girls may need to use a "three-finger" or "two-finger rule.")
- White tops, skirts and pants are permitted. However, girls need to be mindful of wearing appropriate undergarments.
- Pants / sweats / shorts are to be free of words / letters across the back during sport practice and all school-related activities.

Elementary Girls Chapel Dress

- Dresses, skirts, or dress slacks are required. Jeans are not permitted.
- Students may wear clean tennis shoes and 5th & 6th grade girls may wear dress shoes without a back strap.
- T-shirts or fitted T's are not permitted.

Boys

- Pants are not to be "sagged" below the hips.
- Facial hair needs to be trimmed neatly.

Elementary Boys Chapel Dress

- Dress slacks (including cargo pants) are required – jeans are not permitted.
- Collared shirts with or without ties are required. Shirts for chapel must be neatly pressed and tucked in for the day.
- Students may wear clean tennis shoes.
- T-shirts are not permitted.

Troy Christian Schools' Religious, Racial, or Sexual Harassment and Violence Report Form

General Statement of Policy Prohibiting Religious, Racial, or Sexual Harassment

Troy Christian Schools maintains a firm policy prohibiting all forms of discrimination. Religious, racial, or sexual harassment or violence against students or employees is discrimination. All persons are to be treated with respect and dignity. Sexual violence, sexual advances, or other forms of religious, racial, or sexual harassment by any pupil, teacher, administrator, or other school personnel that create an intimidating, hostile, or offensive environment will not be tolerated under any circumstance.

Complainant

Home Address

Work Address

Home phone

Work phone

Date of alleged incident(s)

Check as appropriate:

religious racial sexual

Name of person you believe harassed or was violent toward you or another person.

If the alleged harassment or violence was toward another person, identify that person.

Describe the incident(s) as clearly as possible, including such things as what force, if any, was used; any verbal statements (i.e., threats, requests, demands); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.)

Where and when did such incidents occur? List any witnesses who were present.

The complaint is filed on my honest belief that _____
has harassed or has been violent to me or to another person. I hereby certify that
the information I have provided in this complaint is true, correct, and that _____
to the best of my knowledge and belief.

Complainant Signature

Date

Received By Date _____

Troy Christian Schoolsth -6th Grades

Student Code of Conduct

The Purpose

The purpose for the Student Code of Conduct is to identify the necessary areas of commitment that a student must accept and follow in order to meet the educational and spiritual goals of Troy Christian Schools. Each student needs to understand that his and her behavior, attitude and relationship with others adds to the quality of the school community and Troy Christian Schools' reputation.

Biblical Expectations

We desire each student to use the Bible as a guide for dealing with life issues and relationships. The qualities of "love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control," (Galatians 5:22- 24) and, "whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things," (Philippians 4:8) are scriptures for students to use in how they relate to each other and how they make decisions and choices in their lives.

Scripture tells us to stay away from certain behaviors. Students that love Jesus Christ should not participate in these behaviors and leave any situation if they occur. They include stealing, lying, gossiping, talking bad about someone, making fun of someone, cussing or using bad language, inappropriate public or private display of affection (PDA), drinking alcohol, wearing immodest clothing or acting immodestly, and being involved in any activities that do not honor Jesus. (Colossians 3:5-10, Ephesians 5:1-21, Matthew 4:10)

The Bible also tells us to obey the laws of our community, the state of Ohio, and the nation as long as that obedience does not mean disobeying God

Troy Christian Schools Expectations

We look forward to each student giving of themselves to Troy Christian Schools, using their gifts, talents and abilities to honor God and to encourage each other to become more like Christ. Our heart's desire is that each student will continue to grow in his or her walk with the Lord and live a life that is based on God's truth and standards. School, family and church all play an important role in a student's faith journey. As a student of Troy Christian Schools, it is expected that you will attend a Bible-believing church **weekly** to help you become the Christian God wants you to be. We encourage you, also, to be involved with your church's youth group or youth discipleship programs.

Living a Christ-honoring life means there are certain activities and products that a student needs to recognize are dangerous to your body and mind and not honoring to Christ. Troy Christian Schools has identified these activities and products so there is a thorough understanding of the standards and expectations for each student. Please read these carefully and be sure you understand.

1. It is dangerous for people to use certain products. Therefore, students are not to use tobacco in any form, drink alcoholic beverages, or use drugs that are not prescribed by a doctor. None of the above items are ever permitted on the TCS campus or at any event or activity in any way connected with TCS. Students are expected not to share or abuse medicines of any kind.
 - If a student should be in a situation where tobacco, alcohol, or drugs is occurring, a student needs to remove her or himself from the situation **within 15 minutes** or the student will be disciplined. **It is the student's responsibility to show the desire not to be part of these actions or to let others think it is all right to do.**
 - If a student is involved with tobacco, alcohol, or drugs, the administration will look at each situation on an individual basis and determine the discipline.
2. Gambling is giving or accepting money or other things as a result of betting. This activity is unacceptable and is viewed as an unwise use of the things God has given us.
3. Because each person is important and a creation of God, each student is to be sensitive to special needs. Therefore, treating people badly or making fun of them because they have a different skin color, because they are from a different country, because they are a boy or a girl, or because they have a disability, is not acceptable.
4. Weapons are not to be on school property or brought to a school activity.
5. Vandalism or violence against property is not allowed.
6. Students will show proper respect for members of Troy Christian Schools' faculty, staff, administration and Board of Trustees.
7. Students will not threaten to do harm to another person or do anything that will intentionally hurt another person. Students will not do mean things to other students. Students will treat boys and girls with respect.
8. A student's locker, book bag, and other belongings on Troy Christian Schools' premises can be inspected. (Ohio Rev. Code 3313.20)
9. Students are not allowed to have photos, pictures or magazines that are improper and they are not to give them to anyone else. To guide the students, they can ask the question, "Would I show this item to Jesus?"
10. Being honest is the standard. Students will do their own schoolwork and be sure to give credit to sources when they write papers.
11. It is our school's intention to always resolve conflicts in a godly and biblical manner. We solve problems based upon the way scripture tells us in Matthew 18:15-16. Any question or complaint is to be handled by the people initially involved. If the situation isn't worked out between these people, then and only then, the problem is to be taken to the next highest person in charge. If, for example, a student has a complaint against a

Troy Christian Schools 7th -12th Grades

Student Code of Conduct

The Purpose

The purpose for the Student Code of Conduct is to identify the essential areas of commitment that a student must acknowledge, follow and take responsibility for in order to meet the educational and spiritual objectives of Troy Christian Schools. Each student needs to understand that his and her behavior, attitude and relationship with others contribute to the quality of the school community and Troy Christian Schools' reputation.

Biblical Expectations

We desire each student to use the Bible as his and her guide for dealing with life issues and relationships. The attributes of, "love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control," (Galatians 5:22- 24) and "whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things," (Philippians 4:8) are scriptures for students to use in how they relate to each other and how they make decisions and choices in their lives.

Scripture tells us there are behaviors we need to abstain and flee from. They include theft, lying, dishonesty, gossip, slander, backbiting, crude, vulgar and profane language, sexual activity and/or gratification outside of the bonds of marriage, inappropriate public or private display of affection (PDA), intoxication, immodesty, and occult practices. (Colossians 3:5-10, Ephesians 5:1-21, Matthew 4:10) We are told to be under the authority of the government, which means we are expected to uphold the laws of the local community, the state of Ohio, and the nation to the extent that obedience to such laws does not require disobedience to God.

Troy Christian Schools Expectations

We look forward to each student contributing positively to Troy Christian Schools, using their gifts, talents and abilities to honor God and to encourage each other to become more like Christ. Our heart's desire is that each student will continue to grow in his or her walk with the Lord and develop a lifestyle that is based on God's truth and principles. School, family and church all play an important role in a student's faith journey. As a student of Troy Christian Schools, it is expected that you will attend weekly a Bible- believing church to help you grow in your walk with Christ. We encourage you also to be involved with your church's youth group or youth discipleship programs.

Living a Christ-honoring life means there are certain activities and products that a student needs to recognize are dangerous to one's physical and psychological well being and not honoring to Christ. Troy Christian Schools has outlined these activities and products so there is a thorough understanding of the standards and expectations for each student. Please read these carefully and be confident you understand.

1. Students are not to use tobacco in any form, alcoholic beverages, hallucinogenic drugs and substances (including marijuana), or narcotics not prescribed by a doctor. TCS recognizes that there are laws governing the use and distribution of these products. At no time are students of the TCS community to be in violation of those laws on or off the campus. None of the above items are ever permitted on the TCS campus or at any event or activity in any way connected with TCS. Students are never to share or abuse prescription or non-prescription drugs or medications.

- If a student should be in a situation where alcohol, drugs, or sexual promiscuity is occurring, a student needs to remove her or himself from the premises **within 15 minutes** or disciplinary action will occur. **This is the student's responsibility to show the desire not to be part of these actions or condone these behaviors.**

- If a student is involved with alcohol, drugs, smoking, and/or sexual promiscuity, the administration will look at each situation on an individual basis and determine the disciplinary action.

2. Gambling (exchange of money and/or goods by betting) is an unwise use of the resources God has given us. Gambling is not acceptable in any form on school grounds or at school activities.

3. Because each person is important and a creation of God, each student is expected to be sensitive to special needs existing on our campus. Discrimination against, or harassment of others on basis of race, national origin, gender or disability is not acceptable.

4. Any kind of humiliating acts, threat of violence, physical attack, or inappropriate sexual advance directed toward another person will not be tolerated. Weapons are not to be on school property or brought to a school function.

5. Students will be respectful of TCS property and possessions of others. Vandalism or violence is not tolerated.

6. Students will show proper respect for members of Troy Christian Schools' faculty, staff, administration and Board of Trustees.

7. Verbal or written threats to students and staff are not tolerated.

8. A student's locker, book bag, car and other belongings on Troy Christian Schools' premises can be inspected.

9. Pornographic products or materials of any sort are not to be used, possessed, or distributed on or away from campus.

10. Students are to display integrity, honesty, responsibility and diligence in their academics and relationships. Students are always to give credit to sources in their schoolwork.

Troy Christian Schools Parental Commitment

Statement of Faith

Each member of the Board of Trustees, each member of the staff of the Corporation, and at least one parent of each family, having accepted Jesus Christ as personal Savior, shall annually subscribe in writing to the following Statement of Faith:

1. I believe in the one God – the Father, Son, and Holy Spirit. (Genesis 1:1, John 10:30, John 10:37-38)
2. I believe that the Old and New Testament Scriptures are infallible due to divine inspiration and contain all truth necessary to faith and Christian living. (2 Timothy 3:16, 2 Peter 1:21)
3. I believe that all people are born with fallen natures and are in need of spiritual regeneration, without which they are eternally lost. (Romans 3:19, 23; John 3:16-19, John 5:24, Ephesians 2:8-10, Titus 3:5-6)
4. I believe that Jesus Christ, eternally one with the Father, became incarnate by the virgin birth, died for our sins, arose from the dead, ascended into heaven, and shall return again to establish His Kingdom on earth. (Isaiah 7:14; Matthew 1:23; Luke 1:35; Hebrews 4:15, 7:25, 9:12; John 2:11, 11:25; Acts 1:11; Colossians 1:14; Revelation 19:11-16)
5. I believe that all who repent and believe in the Lord Jesus Christ are saved from the power of sin, and that by the continuing indwelling of the Holy Spirit, the Christian is enabled to live a Godly life. (2 Peter 1:4, 1 Corinthians 3:16, Romans 8:14-16)
6. I believe in the resurrection of both the saved and the lost; those who are saved into eternal life and those who are lost into eternal damnation. (John 5:28-29)
7. I believe that the Church of God is composed of all spiritually regenerated persons, called to a life of righteous works, telling others about God's saving grace through Jesus Christ in the power of the Holy Spirit. (Romans 8:9, 1 Corinthians 12:12, Galatians 3:26-28)
8. I believe in the creation of people and the universe by the direct act of God. (Genesis 1:1, 1:26-28, 5:1-2)

The partnership between Troy Christian Schools and the parents of TCS students is perhaps the most important element in the total education experience. Therefore, please read the following Commitment and indicate agreement and support by signing and dating this form.

I, as parent/guardian, understand that the Word of God clearly places the responsibility for the education of children on the parents. I am placing my trust in Troy Christian Schools to help me fulfill this responsibility.

I have made a thorough investigation of the schools' philosophies and policies by reading the Student/Parent Handbook and conversing with school personnel. I pledge to make them my glad-hearted choice for the coming school year.

I agree to support the members of the Troy Christian Schools' faculty, staff, administration and Board of Trustees. This support includes showing proper respect to all school personnel.

I understand that attendance at Troy Christian Schools by my child is a privilege and not a right. This privilege may be forfeited by any student or parent who does not fit into the spirit of the

school, regardless of whether or not the student conforms to the specific rules and regulations of the school.

It is our school's intention to always resolve conflicts in a godly and biblical manner. We utilize a problem-solving policy based upon principles given in Matthew 18:15-16. Any question or complaint is to be handled by the people initially involved. If satisfaction is not attained at this level, then and only then, the problem is to be referred to the next highest level of authority. If, for example, a student has a complaint against a teacher, the proper line to follow is: student • teacher • principal • superintendent • school board. The same expectation applies to parents, students or staff members handling problems with one another. Understanding these biblical principles, I agree to try to resolve all school-related conflicts by following this policy.

I agree to meet all of my financial obligations to Troy Christian Schools, including paying tuition according to the arrangements I have made.

I give permission for my child to take part in all school activities, including sports and school-sponsored trips away from the school premises. I agree to absolve the school from liability to my child or me because of any injury incurred at school or during any school activity. **I understand that annual class mission trips (6th-12th grade) and some specific field trips, in all grades, are part of the curriculum and my child is expected to participate.**

I agree that my child will uphold the standards of the school; not using alcohol, drugs, or tobacco; or engaging in any acts of immorality. **This Student Code of Conduct is in effect the entire time any student is enrolled as a Troy Christian student. In other words, from the date of enrollment this policy is in effect 24 hours a day, 7 days a week, 365 days a year (24/7/365). This includes all on-campus and off-campus activities. If my child violates this Code of Conduct, I will notify the school administration immediately. If this violation takes place with another student, I will notify the student's parents in accordance with Matthew 18:15-16.**

I understand that my student, when in 5th-12th grade, has the responsibility of signing the *Student Code of Conduct*. Each student is required to sign the form to continue attending Troy Christian Schools.

I trust the authority in the school to discipline my child as necessary. I further agree that I will cooperate and discipline my child in the home as needed. (Proverbs 13:24, 19:18, 22:6, 23:13-14, 20:15, 17; Colossians 3:20; Hebrews 12:6).

I, as parent, now regularly attend a Bible believing church.

I give permission to Troy Christian Schools to teach all elements of the Statement of Faith to my child. I am willing to support the school in its endeavors to encourage and guide my child in applying those principles to everyday living.

I agree that if I am no longer in a position to honor one or more of the above commitments, the only solution may be for the relationship between my home and Troy Christian Schools to be terminated. In accordance with the spirit and teachings of God's Word, I commit that the termination of this relationship will be handled in a manner pleasing to our Lord and Savior, Jesus Christ.

I am in agreement with the Statement of Faith and with the Parental Commitment.

New Families Only:

I agree to attend two New Family Orientations and if my student is in 5th-12th grade, he/she will accompany me.

I agree that if for any reason, my child, as a new student, does not respond favorably to the school, I will not try to change the school to fit my child's needs, but will withdraw quietly without delay. (A six week period is usually adequate for most new students to adjust to this environment. Students who have not adjusted by the end of twelve weeks are to be withdrawn).

Write a brief statement of your personal relationship with Jesus Christ. You may be asked by the Admission Committee to discuss this in more detail. _____

Explain how you lead a child to Christ. _____

_____ Type or sign your name here _____ Date

_____ Type or sign your name here _____ Date

(At least one parent must be in agreement and sign this form.)

Troy Christian Schools' Wellness Policy

The Board of Trustees supports a school environment that encourages and models nutritious eating habits and physical activity, which promotes academic success and lifelong health.

We shall foster in our students an understanding of healthy foods and the acquisition of skills that promote lifelong healthy eating habits and physical activity through a coordinated effort that involves TCS staff, students, parents, and community members. The following components will be incorporated as appropriate: food services, family and community involvement, health education program, physical education program, health services, staff wellness, counseling, psychological and social services, and other efforts to promote a healthy school environment. This coordinated effort will contribute to students' knowledge of nutrition and physical activity in the following ways:

Students will:

1. learn to use appropriate resources and tools to make informed and educated decisions about lifelong health;
2. practice making healthy food and physical activity selections as an integral part of the school day through: school meals, vending machines, special events, physical education classes and extracurricular activities;
3. create and maintain personal nutrition and physical activity plans through setting goals and activities that recognize the connection between healthy eating and physical activity; and
4. recognize the various influences (i.e.: family, community, culture, marketing and advertising, peers) on nutrition and physical activity choices.

The above goals will be achieved by implementing the following procedures.

1. Nutrition Education

- a. Elementary school nutritious snack policy
- b. Fourth grade health curriculum
- c. Junior high and high school health curriculum
- d. Examples of material used in curriculum: team nutrition packets, snack pyramid/activity pyramid, colors to go by, and season nutrition.

2. Physical Activities

- a. Physical education classes
 - i. Kindergarten – 40 minutes per week
 - ii. First – fourth grades: 80 minutes a week
 - iii. Fifth grade: 55 minutes per week
 - iv. Sixth grade: 1 whole day per month (lifetime physical activity)
 - v. Seventh and eighth grades: 3 hours and 20 minutes a week for a nine-week quarter

- vi. Ninth – twelfth grades: 3 hours and 20 minutes a week for four nine-week quarters during the whole four years
- b. Presidential Fitness first grade – sixth grade
 - i. Fall testing
 - ii. Spring testing
- c. Fourth – sixth grade yearly track and field afternoon time with another school
- d. Cross country enrichment activities in third – sixth grades
- e. Recess Time
 - i. Kindergarten: 1 hour a week (15 minutes daily)
 - ii. First – third grades: 3 hours and 15 minutes a week (average 40 minutes daily)
 - iii. Fourth grade: 3 hours and 15 minutes a week (average 40 minutes daily)
 - iv. Fifth – sixth grades: 2 hours a week (average 25 minutes daily)
- f. Elementary extracurricular activities
 - i. Basketball
 - ii. Cheerleading
 - iii. Wrestling
 - iv. After school enrichment physical fitness – one class per nine week quarter with junior high and high school fitness leaders
- g. Junior high and high school extracurricular activities
 - i. Volleyball
 - ii. Basketball
 - iii. Football
 - iv. Cheerleading
 - v. Track/field
 - vi. Cross country
 - vii. Wrestling
 - viii. Tennis
 - ix. Golf
 - x. Soccer
 - xi. Softball
 - xii. Baseball

3. Other activities for student wellness

- a. Nutritious snack at monthly elementary birthday lunches with the principal
- b. Child wellness tips in the parent page and listed on the school website
 - i. Recipe for nutritious snack
 - ii. Suggestion for physical activity
- c. Yearly elementary school-wide activity to promote wellness

4. School lunch program

- a. Monthly collaboration of cafeteria personnel
- b. Experimentation of more nutritious alternatives

5. Measuring implementation
 - a. Graphing individual and school-wide progress from fall to spring of Presidential Fitness results
 - b. Compiling statistics from after school enrichment classes
 - i. Number of classes offered
 - ii. Number of students participating
 - iii. Number of older students mentoring
 - iv. Evaluation by students of benefit of class
 - c. Staff evaluations of school wellness policy
 - d. Cafeteria personnel evaluating success of nutritious alternative
 - e. Compiling the number of students involved in extracurricular physical activities each quarter
 - f. Parent advisory council feedback about wellness program

Request for Student Absence Form

Terms and Conditions for vacation/leave when school is in session:

1. This form must be completed and submitted to the building principal no less than two weeks (14 days) in advance of the beginning date of the requested vacation/leave. If families have students in both buildings, they must submit a *Request for Student Absence Form* to both principals.
2. If this request is for an absence in excess of five (5) school days it will be considered an extended leave of absence. It is the student's/parents' responsibility to formulate an academic plan to maintain continuity of instruction in all classes. This plan must be given to the building principal in writing when the *Request for Student Absence Form* is submitted.
3. No excused absences will be approved to extend regular school holidays or vacations, (i.e. the day/s before or after Thanksgiving).
4. There will be no excused absences approved during weeks of standardized testing, final exams, or for students who are having academic difficulties, (i.e. a D/F in one or more classes).
5. If a book report, research paper, or project is due during the requested vacation time, the student must turn in said assignment/s before leaving.
6. All work given in advance of vacation/leave is due on the first day of the student's return to school to receive full credit. Assignments turned in late will receive a 10% deduction per day late. Students have one day per day of absence to submit any work assigned during the vacation/leave, up to a maximum of five (5) school days. No credit will be given for assignments submitted beyond five (5) school days from the student's return to school.
7. All other policies regarding absences as stated in the *Student/Parent Handbook* will be enforced.

(Detach and submit this portion to the school office)

A. Fill out the portion below and submit to the office for Principal's decision.

I have students in both the Elementary and Jr. High/High School Buildings.

Student Name: _____

Dates of Absence Requested: _____

Reason for Absence (be specific): _____

I have read and agree to the above listed terms and conditions. (please check and sign below)

Parent Signature: _____ Date: _____

Principal Signature: _____ Unexcused _____ Excused _____

B. After the principal has signed the form, you must take it to each teacher for notification. Return this form to the office. (For Jr. High and High School students only).

I have notified my teachers of my absence. Teacher initials by class period:

1st _____ 2nd _____ 3rd _____ 4th _____ 5th _____ 6th _____ 7th _____ 8th _____