

# *Trinity Christian High School*

## Parent & Student Handbook

2021 - 2022

“But the Lord is faithful, who shall stablish you,  
and keep you from evil. . .”

II Thessalonians 3:3



## ***Introduction to Handbook***

Jesus said unto him, “Thou shalt love the Lord thy God with all thine heart, and with all thy soul, and with all thy mind. This is the first and great commandment. And the second is like unto it, thou shalt love thy neighbor as thyself. On these two commandments hang all the law and the prophets.” These words of Matthew 22:37-40, which we hear on most Sunday mornings, give us direction for all of life. At Trinity Christian High School we also take these words to heart as the Biblical principles on which our behavior is based. The concise summary that Jesus gave for the law will serve us well. When we love God and love our neighbor then we will also enjoy His blessing.

It is important for all of us to always remember that the Biblical principles upon which we stand must be kept in the forefront. It is our desire that the policies and rules of this handbook are followed out of love for God and love for the neighbor. It is only with that motive that we will enjoy God’s blessing.

Staff, parents, and students are asked to be familiar with the handbook. Please contact the administrator if you have questions or need clarification on any issue.

Let’s have a great year together and enjoy God’s covenant faithfulness!

Mr. Regnerus  
Administrator

## ***STUDENT ADMISSION POLICY***

Parents and guardians of students must agree with the school's Basis and Purpose set forth in Article 2 & 3 of our constitution. In order for their children to be considered for enrollment, they must agree to have their children taught as the principles expressed in these articles are interpreted and maintained in the Protestant Reformed Churches in North America, and as the teachers carry out these principles in every subject as Reformed Christian schools have done since the time of the Reformation.

All parents or guardians are expected to meet the following requirements:

- They must be a member in good standing of a reformed Christian church which has adopted the Heidelberg Catechism, Canons of Dordt, and Belgic or Netherlands Confession as their official creeds.
- They must commit to maintain a Christian home.
- They must commit to fulfill their financial obligations to this school and all previous school's tuition obligations must be fulfilled.
- They must consent to the Society's Constitution, By-Laws, Rules, and Policies.

Those who are not members of a Protestant Reformed Church and those who are not members of our society shall meet with the Education committee to apply for enrollment. The students and applicants must meet the requirements as specified in this Student Admission Policy. Failure to meet these requirements shall be considered grounds for rejection of enrollment. The Education committee shall make a recommendation to the School Board concerning approval of such students.

The Education Committee of the Board will discuss our Protestant Reformed distinctive by way of an interview and then shall make a recommendation to the full Board whether enrollment should be granted to applicants who are not members of a PR church and of the society. Furthermore, parents or guardians must agree to be re-interviewed when applying for re-enrollment if the Board has reason to question the parent's/or guardian's compliance with, or commitment to these qualifications. The Board has final jurisdiction in all enrollment matters. Our Education Committee and School Board are to deal with these situations on a case by case basis. We believe that God will give wisdom and guidance in each situation, even as He has in the past. See Psalms 1:1-3, 46, 121, 146, and others.

## ***TUITION PAYMENT POLICY***

Payment for tuition at Trinity Christian High School will be due according to the following schedule:

1. 10% of upcoming year's tuition due upon enrollment.
2. 40% of current year's tuition due the end of the first semester.
3. 80% of current year's tuition due by the end of the second semester.
4. 100% of tuition for seniors must be paid by graduation.
5. 100% of previous year's tuition must be paid by the registration date of the following year.
6. If tuition is not paid for the previous year, parents must meet with Board representatives (Finance Committee Chairman and Treasurer) to ensure that written arrangements are in place to pay outstanding tuition balance.

Those who are not members of a Protestant Reformed Church will be responsible for full cost tuition *i.e.* the total society approved budget divided by the total number of students attending Trinity Christian High School for the year in which enrollment is desired.

## ***ANTI-HARASSMENT POLICY***

As it is a guiding principle for God's people that we should "Love our neighbor as ourselves" no type of harassment (physical, verbal, emotional, sexual, etc.) will be allowed in our school whether initiated by student, staff, or volunteers in school, on school property, or at any school function or school-sponsored activity. This type of activity is against state and school policy. Harassment or bullying will not be allowed based on age, color, creed, national origin, race, religion, marital status, gender, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Although individuals may exhibit differences that result from sin and the effects of sin, harassment and bullying are not the scriptural means of addressing these or other issues and will not be tolerated. Any infraction will be dealt with according to biblical principles.

## **DEFINITIONS**

Harassment and Bullying are defined as any electronic, written, verbal, or physical act or conduct toward a student which is:

1. Based on any actual or perceived trait or characteristic of the student defined above, and

2. Creates an objectively hostile school environment that meets one or more of the following conditions:
  - a. Places the student in reasonable fear of harm to the student's person or property, has a substantially detrimental effect on the student's physical or mental health, or has the effect of substantially interfering with the student's ability to participate or benefit from the services, activities, or privileges provided by a school.

The following activities, without substantial additional aggravating factors, occurring inside or outside the classroom, do not constitute Harassment or Bullying:

1. Instruction and participation in lessons and worship services.
2. Discussions and debate concerning issues important to Christian faith.
3. Electronic, written, verbal, and physical interpretation of Biblical Scripture, and religious texts, music, and opinion.
4. Witnessing and faith-sharing.

## **REPORTING**

Suspected incidents of harassment and bullying should be reported to the Administrator within 24 hours. The Administrator is responsible for receiving reports and ensuring the Anti-Harassment Policy is implemented.

## **INVESTIGATION**

Suspected incidents of bullying and harassment will be promptly and thoroughly investigated by the Administrator or his/her designee. Investigators will consider the totality of the circumstances presented in determining whether conduct objectively constitutes harassment or bullying under this policy.

## **CONSEQUENCES FOR VIOLATORS**

Individuals responsible for conduct in violation of this policy will be subject to consequences and remedial action.

## **PUBLICATION**

This policy shall be published in the handbook. The policy shall also be available on the school's website.

## ***EQUAL EDUCATION OPPORTUNITY POLICY***

It is the policy of the Trinity Christian High School to provide equal educational and employment opportunities and not to illegally discriminate on the basis of race, national origin, age, marital status, gender, or disability in its educational programs, activities, or its employment and personnel policies. Students shall be integrated in all areas on the basis of race, national origin, gender, and disability. Violations of this policy are to be reported to the administrator of the school. As a Christian school, Trinity Christian High School reserves the right to discriminate or impose qualifications based on religion, gender identity, or sexual orientation as allowed by the Iowa Civil Rights Act (Iowa Code, chapter 216, section 216.9). Nothing in this policy, or any other policies of the school, shall be construed to limit, inhibit, or otherwise restrict the genuine expression of religious belief or conviction, or the free exercise thereof, as expressed in the First Amendment to the Constitution of the United States of America

## ***ATTENDANCE***

Regular attendance is essential for learning, which is the primary purpose of our school. The Bible teaches us that stewardship of time and resources, diligence, and faithfulness to the work of seeking to know our Covenant God are important concepts in the life of the Christian.

Absences of students from regular classroom learning experiences disrupt the continuity of the instructional process both for the student and the teacher. The regular contact of the students with one another and their participation in the instructional activities planned by the teacher are vital to achieving the mission of the school. We cannot teach students who are not present.

Good high school attendance also helps to prepare the teenager for the attendance requirements in adulthood. Lifelong patterns of responsibility and the self-discipline of regular attendance and promptness are fostered by the attention given them during the years of school attendance.

It is recognized that absence from school may be necessary under certain circumstances. We respectfully request the assistance of parents to instill a sense of obligation and responsibility in our students and your children.

**ABSENCES** are categorized as follows:

- **Excused**
  - Illness, emergencies, funerals, and appointments that cannot be scheduled on non-school time
    - Parent or guardian should call the school office to report the absence prior to 9:00 a.m.

- For these absences teachers will provide instruction missed as students initiate contact. Deadlines for make-up work will be determined on an individual basis.
  - Parent Requested Planned Absence:
    - Occasionally parents may decide that certain experiences or family needs may warrant a student’s absence. Even though this is matter of parental discernment, the parents are asked to work with the school to help minimize the negative impact of a student missing classroom instruction. Parents shall notify the administrator as soon as possible that such planned absence is forthcoming, and it shall be the parents and students responsibility to get assignments and arrange for tests and assignments from the teachers prior to the absence.
    - Parents are reminded that students who miss more than 16 days of instruction in a semester may jeopardize their receiving credit for courses, according to State of Iowa guidelines
- **Unexcused absences**
  - Absences that are not deemed as “excused” according to the above guidelines will be unexcused. They will be dealt with by the student receiving a failing grade for the work missed. The student will also receive a detention. Repeated unexcused absences (more than two) will terminate a student’s enrollment in the class.

## **TARDY**

Promptness to school, like regular attendance, is important to success. Being prompt also shows respect for the time given us by our Heavenly Father, as well as respect for the time of the teachers and fellow students. Students will be expected to be seated in the music room and have a *Psalter* in hand at 8:25 A.M. for the start of the daily morning devotions. They are also expected to be in their seats and ready to begin at the start of each class period. Tardies will be recorded. The fifth tardy will result in a detention. Subsequent tardies will result in a detention after each third tardy. There will be no “excused” tardies.

## **DETENTION POLICY**

Detentions must be served during the “9th” period (3:30 P.M. - 4:15 P.M.) of the day that the detention was assigned to the student. Parents will be notified of all detentions served.

Students who are unable to serve the detention the day it was assigned may once per semester opt to serve it the following school day morning from 7:35 A.M. – 8:20 A.M.

Detentions will be served in the board-faculty room unless other arrangements have been made with the principal. During the detention time students will sit in seats assigned by the teacher and they will not be allowed to talk, sleep, or eat. Students are to bring in schoolwork to the

detention room. Any student skipping a detention will face further discipline from the administrator.

## **SUSPENSION**

### 1. Suspension from class

A teacher may remove students from class if their conduct disrupts the learning environment or interferes with the educational process. Students who are requested to leave a class must report to the office. Such removal is considered an unexcused absence and will result in a zero for that day. In addition the class time and work must be made up by serving a detention.

### 2. Suspension from School

A student may be removed from school community in the event of serious violation of school rules. Some violations are laid out in this Handbook. Other serious offenses such as cursing, foul language, disrespect, and defiance of authority, etc., will be dealt with severely and may include suspension even though it may not be mentioned in the Handbook. These suspensions will generally be served outside of school unless the administration determines for all parties if it were best served at school. Suspensions are considered unexcused absences and the penalty for such is found under “Unexcused Absence”.

## ***CONDUCT***

### **DRESS**

How we dress reveals much about our attitude toward God, ourselves, and others. Because our bodies are temples of the Holy Spirit our dress should reflect that we believe this and want to confess this concerning ourselves. Students should come to school dressed neatly, modestly and appropriately. Students’ dress should be consistent with our efforts to establish a wholesome Christ-centered learning environment. Students sent home for dress violations will be required to make up the school time with a detention. Following are some specific guidelines to go with the general principles:

- Caps, hats, hoods, etc. may not be worn in the classroom setting.
- Work clothes and uniforms worn for work are not permitted.
- Clothing bearing objectionable messages is not permitted. This includes clothing that advertises, pictures, or promotes alcohol, tobacco, or musical groups. This also includes clothing with sexually suggestive pictures or words.
- Students may not wear clothing that exposes the trunk part of the body. Example: shirts that leave a bare midriff, chest, sides or back.
- Shirts must have material covering the shoulder at least four fingers wide on each side.



- Shorts or skirts must be at least mid-thigh. Cutoff and spandex shorts and pants are not appropriate.
- No holes or tears in clothing are allowed which reveal skin.
- Body piercing jewelry, other than earrings by girls, may not be worn during school hours or at functions.
- No tattoos may be displayed.

## **USE OF AUTOMOBILES**

Driving a car to school may be a necessity for many students. It is important that students exercise care and caution in the parking lot as well as on the driveway and area roads.

- When students arrive in the morning they must park, leave the car, and not return to the car until it is time to leave at the end of the day. Students may not leave the school once they arrive in the morning.
- Seniors will use the east parking lot for regular school days. Underclassmen will use the west parking lot. The driver of the vehicle is the determinative factor for which is the proper parking lot to use. This applies to the entire school day. Special days, such as Grandparents' Day may affect parking. These will be announced to students. Loud and/or offensive music will not be allowed.

Vehicles parked on school property are subject to search and inspection in the presence of student by the authorities of the school or those appointed by school authorities.

## **CLOSED CAMPUS**

Trinity Christian High School has a closed campus. This means that a student is not allowed to leave the school grounds without specific permission during the school day. Students may not be excused to leave for lunch unless they are picked up and accompanied by a parent.

## **LEAVING SCHOOL**

A student leaving school for an authorized reason must sign out in the office as well as sign in if and when returning to school that day.

## **SMOKING & NICOTINE POSSESSION**

Students are not allowed to smoke, vape, or possess nicotine products on the school premises, or at any school function. This includes all extracurricular activities both home and away.

1. The first violation of this rule will result in a one-day suspension from classes.
2. The second violation within the year will be viewed as a form of deliberate insubordination and will result in an indefinite suspension from classes with further disciplinary action determined by the Education Committee.

## ***TOBACCO-FREE CAMPUS POLICY***

All Trinity Christian High School buildings, grounds and vehicles, shall be tobacco free. In the interest of the students, faculty and staff, parents and the community at large, there shall be no use of tobacco on any school property. This restriction applies at all times. This policy will be enforced at all school sponsored events and at any non-school sponsored event held on school property being rented or used free of charge. The tobacco-free environment is applicable at all events, whether indoors or outdoors. Persons failing to abide by the request shall be asked to refrain from smoking or using smokeless tobacco products. Failure to do so will result in being asked to leave the school facility or campus immediately. Signs will be placed in strategic locations for all to be aware of our smoke-free environment.

## **ALCOHOL, DRUGS & WEAPONS**

The use, possession, or distribution of alcohol, intoxicants, drugs, firearms, ammunition, or explosives (including fireworks) on the school premises (including vehicles, lockers, duffel bags or book bags) or at school functions will result in immediate suspension from school and are grounds for expulsion. Further disciplinary action including expulsion and reporting to authorities is decided by the Education Committee.

## **HAZING**

All forms of hazing, initiations, and intimidation are forbidden, and will result in indefinite suspension. The length of the suspension is determined by the Education Committee.

## **CHEATING**

Cheating is viewed as a violation of the 8th commandment, "Thou shalt not steal". Cheating includes using other students' work or answers on assignments or tests, or any other means that does not clearly reflect the actual knowledge, abilities, or work of the students. The possession of "cheat sheets" whether actually used or not, is interpreted as cheating. Plagiarism, which is the use of another's words or ideas as our own without giving credit to the source, is considered cheating. Students must be careful to properly reference all written or electronic resources that are used. The teacher will determine the academic consequences of any cheating and will contact the parents. Any second offense will be dealt with severely and may include loss of credit for the course and suspension

## **MISCONDUCT OUTSIDE OF SCHOOL**

Students who attend Trinity Christian High School are expected to exhibit behavior which sheds good light on the school at all times. Misconduct outside of school is defined as being found guilty of behavior which is either in blatant contradiction of the standards of a Christian life, or is deemed to have an adverse affect on the school and others in the school. Examples include things such as: sexual misconduct, substance abuse, abortion, theft, damage to property of the school or school personnel, repeated harassment, or hosting parties where substances are abused.

The school will not assess any penalties upon an offender other than exclusion such as suspension or expulsion. The school will not impede the parents, church or law enforcement from carrying out their responsibilities in such matters.

If the administrator deems that a student's behavior is harmful to the school or other students, he, in consultation with the board president, may suspend the student until the school board can meet and assess the situation. At that time the board may impose a set term of suspension or expulsion. The board may also restrict the student from participating in extracurricular activities. If the student is expelled, he may be reinstated if the board is convinced of his remorse or if evidence comes to light that exonerates the student.

The administrator and/or board shall determine whether the student will be allowed to make up any missed course work and if that coursework will be allowed to count toward the student's grade point average.

In every case, parents and students have the right of appeal to the board, but the board decisions are final. In these situations it is important for the board, parents, and school personnel to pray and work together to lift up our children in their time of great need and call them to task when they stray from a Biblical walk. It is also imperative that all parties follow the guidelines of Matthew 18.

## **ELECTRONIC DEVICES**

- Students may have cell phones at school. However, use of them during the school day is limited to the school-designated area at school-designated times. The school-designated areas are the hallway, the gymnasium, and the outdoors. Students may not use cell phones in the bathrooms or any other place where they cannot be casually observed by a staff member. The school reserves the right to limit the use of cell phones as they believe that use to be conducive to school atmosphere and function.
- Cell phones are generally not to be used at school and should be put away. However, students may *check* their cell phones for *communication* from parents, bosses, coaches, etc. and respond to them during the following times:
  - Before and after school
  - During three minute transition time between classes or from break to class.
  - The first three minutes of break.
- Any cell phone that rings or is used in any other place than the school-designated area will be confiscated and returned to the student at the administrator's discretion. The general practice will be that the phone will be returned according to the following guidelines:
  - First offense – phone returned at the end of the school day after student meets with administrator
  - Second offense – phone returned after three days; student meets with administrator, and parents are notified

- Third offense – phone is confiscated, given to parents, and the student may no longer take a phone to school for the remainder of the school year.
  - Any abuse of this cell phone policy will be dealt with case by case by the school faculty.
- No individual listening devices (I-pods, Walkman, etc.) can be used in the school building, any other facility controlled by the school, or at any school function, except if it is deemed necessary to the school curriculum by the faculty.
- Grounds:
  - Electronic devices can prove detrimental to the school purpose and atmosphere.
  - The school need not be in the business of policing the content found on electronic devices.

## **TECHNOLOGY USE**

Access to the Internet is a privilege and conduct on the Internet is to reflect our Christian principles and beliefs. It is the student's responsibility to access Internet sites that are directly related to his/her academic studies. Trinity Christian High School's faculty and staff will make every effort to monitor, educate and guide students in the proper use of the Internet in their academic studies, but ultimately it is their responsibility to use the Internet wisely. Students and parents must sign the *Trinity Christian High School Technology Use Agreement*.

## **The Trinity Christian High School Technology Use Agreement**

Our world belongs to God, and includes all aspects of the technological world that we live in. As responsible caretakers of all the God has entrusted to us, we present this Technology Use Agreement for your consideration and agreement. Users of these technologies will be expected to apply Trinity Christian High School's Technology Use Agreement to all technology-related activities, including the use of school computers, computer peripherals and network, while on and off-campus. As we guide young people to glorify God in all aspects of life, our hope is that technology will be one tool that aids students in a God-glorifying education.

This Use Agreement lays the foundation for the positive, honorable, and responsible use of technology. Examples of the types of technology-related activities that affirm our Technology Use Agreement are listed below. Any questions about the application of the Use Agreement to technology should be directed to the Administrator or School Board.

Using technology honorably and responsibly includes:

- Using computers, software, and other information resources to support learning, complete school assignments, and gain a better understanding of information technology and its applications.
- Using the Internet to perform research related to academic and extracurricular school functions, and to communicate with scholars, students, and specialists outside of campus to improve knowledge and advance academic work.

- Providing appropriate credit for any materials gathered using information technology, and using all resources according to Federal copyright laws.
- Using technology to collaborate with students and faculty for academic and extracurricular school functions. Seeking permission to record or photograph classroom presentations and activities. Respecting and encouraging each other online through words and media.
- Using God honoring language in online communications.
- Representing your own views, and not those of others, in any form of electronic communication.
- Owning your mistakes when confronted about technology misuse.
- Respecting the privacy of other computer accounts.
- Respecting your personal contact information and that of others.
- Respecting the registration policies of age-restricted online services (e.g., Facebook, MySpace, Twitter, etc.).
- Speaking with an adult you trust if you receive a message that is inappropriate or makes you feel uncomfortable.
- Using the school's file servers to store school-related and limited personal files.
- Protecting equipment (school-owned and loaned) from damage or theft.
- Respecting that network bandwidth, server disk space, and printer paper and toner are shared and limited resources.
- Supporting and respecting the school's computer security systems.

Violations of the above standards may result in the following consequences depending upon the severity of the violation:

- Discussion about incident with student(s) involved.
- Meeting with an accountability mentor, an adult that a parent or school official has selected to contact you regarding your work on improving after a violation.
- Being required to leave your laptop at school for a period of time (ex: weekends, every night).
- Meeting with Administrator (might involve parent, counselor, and/or principal).
- Paying for excessive printing.
- Paying for intentional damage to laptop.
- Changing filtering options to be more restrictive.

## **LUNCH AND BREAK TIME**

- These non-class times are an opportunity to relax and socialize as well as to eat. Students may eat lunch in an open classroom.
- Students may not take food and drink into the library or locker rooms. All papers and trash from lunch must be disposed of properly.

- The locker rooms are not open during lunch and break. The locker rooms are for use of physical education and athletics.

## ***STUDENT LIFE***

### **CHAPEL**

Chapel is a time that is set aside monthly for the faculty and students to come together for singing, prayer, and activities that apply God's Word to our lives. Students' behavior should be reverent and attentive. Students should bring a Psalter and KJV Bible with them to chapel.

### **LIBRARY**

- Trinity students will be given access to Trinity's library.
- In addition, students will have some access to the Hull Public Library. Students will not be given individual library cards, but should use the family card. Those students who do not have a family card will be given one by the librarian at the first visit.
- Books that Trinity has may be borrowed by students but must be signed out at the front reception desk.

### **STUDY HALLS**

- Study halls are for the purpose of students completing homework and stimulating academic growth. Students should take only as many study halls as needed to stay current in their schoolwork.
- Study halls will not be a place of socializing, eating, drinking, or sleeping.
- Use of computers during study hall is limited to homework or other school-related matters, with the exception of one designated day per week or five minutes at the end of each day.
- The library will be available for students to check out a book if they have extra study hall time.

### **TEXTBOOK POLICY**

The Trinity Christian High School is the sole distributor of textbooks used in the school. All books will be loaned to the students at the beginning of the course and expected back from students at the end of the course. Students will be charged the cost of the book they lose or destroy, and charged for excessive wear as determined from the administrator. Immediately upon receiving a book, students should write their name on the form on the inside front cover. Students should take care to maintain the books to ensure we get maximum use from the books.

## **CLASS RINGS**

Students will given the opportunity to order class rings in the first semester of the sophomore year.

## ***CANCELLATION POLICIES***

### **CANCELLATION OF SCHOOL**

In the event of bad weather or other emergencies, the Administrator may have to cancel school. You are advised to listen to KSOU, KDCR or KIWA radio stations. Since some of our students drive considerable distance and from many different areas, parents are always free to use their discretion if they feel that their students cannot safely be on the road. In such cases parents should call immediately to inform the school.

### **TORNADO & SEVERE THUNDERSTORM POLICY**

If a Tornado Warning for the Hull area is issued by the National Weather Service prior to the start of school or prior to the start of an after-school activity, classes or the activity will be canceled. Parents again should use their discretion if such a Warning is issued for the area in which they live. Please notify the school if you choose not to send your student to school. If the administrator after consulting with board members, local law enforcement, or emergency management personnel believes that a late start is feasible, this will be announced prior to the original start time.

If a Watch is declared while classes or an activity is in progress, classes or the activity will continue with the following precautions being taken:

1. School officials will monitor the weather on the radio for further information
2. Teachers or school personnel involved in activities will be notified.
3. If the Watch remains in effect until after dismissal time or the end of the activity, the students will be released at the discretion of the Administrator after consulting with board members, local law enforcement, or emergency management personnel.

If a Tornado Warning is issued students will proceed to safe areas in the school in accordance with the school plan and follow emergency procedures and instructions of school officials.

1. Students will not be dismissed from school until the Warning is lifted by the National Weather Service.
2. Do not attempt to call school during an emergency.

If a Severe Thunderstorm Warning is issued for the Hull area or an area in which a student lives, parents are to use their discretion about sending students to school during the time the

Thunderstorm Warning is in effect. If such a warning is issued during the school day the administrator will take the same precautions as in a Tornado Warning situation.

## ***CURRICULUM POLICIES***

### **REQUIREMENTS FOR GRADUATION**

- Each student shall be enrolled in at least six courses per semester. This may include choir and band.
- Transfer credits are acceptable from other institutions. A student who takes outside credit hours must obtain prior approval from the principal if he or she expects to transfer credit to Trinity.
- A student who transfers to Trinity from another school must earn at least 12 credits at Trinity in order to be eligible for a diploma from Trinity.
- The senior year must be completed in residence.

### **STUDY HALLS**

- Study halls are for the purpose of students completing homework and stimulating academic growth. Students should take only as many study halls as needed to stay current in their schoolwork.
- Study halls will not be a place of socializing, sleeping, eating, or drinking.
- Use of computers during study hall is limited to homework or other school-related matters, with the exception of one designated day per week or five minutes at the end of each day.
- The library will be available for students to check out a book if they have extra study hall time.

### **DROP & ADD POLICY**

Courses may be dropped only during the first seven weeks of school. Classes dropped after the seventh week will be recorded as failures. All drop forms must be signed by parent, teacher, and principal. A course dropped during the first two weeks may be replaced by another course, if one is available.

### **INCOMPLETES**

A student who receives an “Incomplete” on his report card must take the necessary steps to have that incomplete removed within two weeks of the issuance of the card. If work is still unfinished after that period, the “Incomplete” will become an “F”.

### **GRADEPOINT AVERAGE**



G.P.A. will be calculated on the basis of grades received in all subjects. Note: Valedictorian and salutatorian honors will be determined on the basis of the G.P.A. achieved (from the 9th grade through the first semester of the 12th grade) and the number of credit hours completed. In the event of a tie with G.P.A's, the student with the greater number of credit hours will be awarded the higher honor.

## **HONOR ROLL**

Membership on the honor roll each marking period is limited to those students whose G.P.A. for that period is 3.3 (B+) or higher.

## **GRADING SCALE**

The school will use the following percentages to determine grades:

A	100-98
A-	97-95
B+	94-92
B	91-89
B-	88-86
C+	85-83
C	82-80
C-	79-77
D+	76-74
D	73-71
D-	70-68
F	67 or below

## **SCHOLASTIC ELIGIBILITY**

- Extra-curricular activities include participation in athletics, student council, or student government.
- Students must earn a passing nine-week grade in each of their classes. They must also maintain a C average (2.0 GPA) in all classes.
- A failing grade in any class and/or an average below C for a nine-week marking period will result in a three-week suspension.
- After three weeks if the grades are back to the standard (2.0 GPA) and no F's, the student may be reinstated upon the teachers' assent.
- If grades are not up to standard by the end of the three-week period, the student may be reinstated only if he/she meets standards at the end of the nine-week period.
- Continued ineligibility at the end of the nine-week marking period will result in suspension from participation in that activity for the remainder of the school year.

