

Trinity Christian Academy Student Handbook

2019-2020



Educating the mind, body and spirit!

Trinity Christian Academy

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OUR VISION

...is to be a school of continued learning where faculty, staff, and students are encouraged to use their God-given gifts and talents, including the latest technology and innovative ideas to glorify Christ; where students, parents and teachers are fully committed to keeping Him preeminent in every aspect of the learning program.

OUR MISSION

...is to glorify God:

by providing a Christ-centered education,
by teaching students to understand their God-given gifts and talents,
by influencing each for salvation in Christ,
by instructing in values for Godly living, and
by incorporating new ideas and technological advances
in order to provide a program of academic excellence.

ACCREDITATION AND AFFILIATIONS:

Trinity Christian Academy is dually accredited with Advanced Ed AKA the North Central Association (NCA) and the International Christian Accrediting Association (ICAA), and is a member of the Association of Christian Schools International (ACSI).

STATEMENT OF FAITH:

God is triune (one God in three persons); namely, God the Father, God the Son, and God the Holy Spirit.

God is the Creator of heaven and earth. Man is the direct act of creation by God. Jesus Christ, God's incarnate, virgin-born Son, took on human flesh to shed His blood on Calvary's cross for the salvation of mankind from sin. He was buried and rose bodily on the third day. He ascended into heaven and will return one day to rapture all believers into heaven. The Holy Spirit indwells all believers and guides and instructs them through the Word of God. There is a literal heaven to gain and a literal hell to shun. Salvation is based on a personal recognition of sin and complete faith (reliance) upon the death, burial, and resurrection of Jesus Christ for the salvation of the soul.

STATEMENT OF PHILOSOPHY OF EDUCATION:

The school's highest priority is spiritual training. After receiving Christ as a personal Savior, it is vital that a child be taught the Bible and the claims of Jesus Christ on the life of each individual. Conformity to Christ's image (Romans 8:29) is the ultimate goal of spiritual training. Proper Christian character and a right view of life begins with a proper relationship with God through Jesus Christ and a view of life based on the Word of God. Rigorous academics are stressed at every level. Not only are cognitive skills strengthened through standard and honors courses, but students are taught to think within the boundaries of the Bible. All truth is recognized as God's truth and is not in conflict with the Scriptures.

Proper social relations are Bible-based in a Christian school. What some would call "old-fashioned" decency and morality is what is believed to be the proper stance for the Christian. In a day when it is acceptable to "do as you please" the Christian school stresses self-control, respect for law and order, patriotism, and Bible morality. In order to provide a well-rounded education, art, music, sports, and computer training are included in a wholesome Christian atmosphere.

ADMISSIONS POLICY:

Trinity Christian Academy is a dually accredited, Christian, college preparatory school with a challenging curriculum. Due to the nature of the program at TCA, certain students (especially those with learning difficulties or who have trouble following directions) may have difficulty in meeting TCA's standards. Thus, enrollment follows the guidelines listed below while understanding that priority enrollment is accorded to the children that are current students in good standing.

1. After satisfying all requirements and meeting with the principal administrator for an interview, parents of prospective new students (K5-12) can obtain the necessary enrollment/admissions information from the administration office.
2. Students in the third through twelfth grades must be formally interviewed by the administrator and principal. Students will be evaluated based on review of academic and behavioral records.
3. After successful completion of admission screening, the principal will give approval or denial for the enrollment process to continue.
4. Trinity Christian Academy requires that all parents read the student handbook. From the back of that handbook, the "CONDITIONS OF ENROLLMENT AND PLEDGE OF COOPERATION" is to be signed, dated, and turned in with the registration materials. No registration will be complete, nor a student accepted as enrolled, until this signed and dated document is on file in the administration office.
5. The completed enrollment forms must be returned to the administration office along with copies of your child's immunization records (including dates) and/or health records and birth certificate.
6. Acceptance letters or phone calls will notify parents of their student's acceptance. In some cases, parents will be asked to have a conference with the administrator. In these cases, acceptance will not be granted until the school, the student, and the family have met and agreed upon any and all conditions of enrollment which may be dictated by the results of the discipline records and interview.

NOTE: All paperwork must be completed and all fees and first month's tuition must be paid before a student can begin attendance at Trinity Christian Academy!

7. All new students must participate in the screening program as established by the Administration to determine their eligibility. If records are sent over from another accredited school or a public school, students will be enrolled based on the records. If a child has been

home-schooled or is coming from another private school, he or she must be tested using a diagnostic placement test.

Students can be denied enrollment based upon any one of several factors. These include, but are not limited to,

1. Having been expelled from their previous school(s) or having withdrawn to avoid such action,
2. Having received discipline involving aggressive behavior, drug-related offenses, weapons violations, immorality, or significant absenteeism,
3. Enrolling under false pretense,
4. Providing false information,
5. Withholding significant information.

ACADEMIC EXCELLENCE:

Students are encouraged to aspire to excellence in their academic studies and to maximum use of the many resources available inside and outside of the classroom to enrich the learning experience. Trinity Christian Academy is a Christian institution, and we believe it is important to have a strong academic program that will allow our students to excel in their chosen fields. Training in Christian character demands that a student does his/her best in every endeavor of study.

PROGRESS REPORTS/REPORT CARDS:

Academic growth is greatly facilitated when parents are kept aware of student progress.

A progress report will be sent weekly via email. Report cards will be sent home with the student at the end of each nine-week grading period.

GRADING SCALE:

GRADE	RANGE	GPA
A	95-100	4.0
A-	90-94	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	0.7
F	59 and below	0.0

ACADEMIC PROGRAM/UPPER DIVISION:

Dual enrollment is offered through Oral Roberts University and Ozark Technical Community College at this time. This is an option for all juniors and seniors.

TRANSFER OF COLLEGE CREDITS:

Please note that the acceptance of college credit is dependent on the receiving college or university.

SPECIFIC REQUIREMENTS FOR GRADUATION:

State of Missouri requires 24 credit units. Specific requirements can be found in the TCA graduation handbook.

TEXTBOOKS AND CURRICULUM:

Trinity Christian Academy primarily uses the A BEKA curriculum for grades baby-room - 2nd grade. Grades 3-12 students use computer program Ignitia for all classes except math and, which will use A BEKA books, and electives may use a variety of books that have been approved by administration. Students are taught Bible, basic phonics, reading, writing, math, social studies, English, and science. Music, computer skills, library time, and physical education are also incorporated into the regular school day. Curriculum elements include Biblical values, character development, Godly attitudes, and academic mastery.

All students must pay the technology and curriculum usage fees. This will cover all Trinity Christian Academy classroom technology, curriculum and books being used. Each student will be assigned a chrome book to be used for classes each day during school hours. Students will return chromebooks to teacher at the end of the school day.

HOMEWORK:

Believing that homework is an integral part of the school program, a teacher is at liberty to give homework. THEREFORE, EACH STUDENT IS EXPECTED TO SUCCESSFULLY COMPLETE HIS HOMEWORK ASSIGNMENTS EACH DAY.

Homework is given for several purposes: for drill, for practice, for creative activity, for remedial purposes, and for individual projects relating to school studies. An assignment sheet will be given to each student on Mondays by each high school/junior high teacher for their classes. Students who do not complete their homework can be penalized through grade reduction, by being withheld from extracurricular activities and/or an office referral.

HONOR ROLL:

Honor roll is an achievable, but difficult, task. There are two parts - the all "A" and "A/B" honor roll. "A/B" honor roll means no grade lower than a "B" in any quarter.

ACHIEVEMENT TESTING:

The Stanford Achievement Test is given annually to all students (see note below regarding seniors). On a voluntary basis, senior high school students can take the Preliminary Scholastic Aptitude Test (PSAT), the Preliminary ACT Assessment (PLAN) and the Armed Service Vocational Abilities Battery (ASVAB).

The guidance office will establish registration procedures and testing dates. Scores and results will be sent to parents when they arrive from the scoring agencies. A copy will be filed with the student's cumulative folder.

Information and registration forms for the Scholastic Aptitude Test (SAT) and the American College Testing Assessment (ACT) are available in the guidance office or on-line. Scores and results will be mailed to the student directly from the scoring agencies. A copy will be filed in the student's cumulative folder.

TRANSFER STUDENTS:

Trinity Christian Academy's policy for transfer credits between schools is one of full faith and credit for all credits awarded by the transferring school. For students who transfer mid-year, credits for in-progress courses will be evaluated and assigned by the guidance department. All official records are exchanged between schools. Parents do not act as carriers to the accepting school. Please see the administration office for further details.

ATHLETICS:

All uniforms must be paid for before a student can participate in games.

Boys: Basketball and (dependent upon interest) Track

Girls: Volleyball, Cheerleading, Basketball, and (dependent upon interest) Track

ATHLETIC ELIGIBILITY:

Students whose grades show continual struggle or failure may be required to withdraw from athletic activities when it seems that their time would be better spent on academic pursuits. As a member of MCSAA, Trinity Christian Academy is in complete compliance with the bylaws as they pertain to student athletic eligibility. TCA administration will check the GPA of all athletes to determine continued eligibility on a weekly basis. The athletes will not be allowed to play if they have D's and or F's. The grades will be pulled on Monday, and this will determine their eligibility for the current week.

ATTENDANCE:

Regular attendance is expected of all students at Trinity Christian Academy. The administration asks that parents assist us by having their children in school unless missing is an absolute necessity.

Excessive absences, early dismissals,

and/or tardies may result in a student's dismissal from Trinity Christian Academy. Students sent to the office will be officially signed out at the time he/she is removed from the classroom, not the time he/she departs the Academy.

Parents may request make-up work for students absent from school. Requests for make-up work should be made before 9:00 a.m. and in most cases the work will not be available until after lunch.

<u>Arrival time</u>	<u>Student will be marked</u>
8:13 - 10:00	tardy
10:01 - 11:30	absent ½ day
11:31 - 2:45	absent entire day

<u>Leaving school</u>	<u>Student will be marked</u>
Before 11:30	absent for a full day
11:31 - 1:00	absent ½ day
1:01 - 2:45	early dismissal

1. Three tardies will require a meeting with parents and principal/administrator before students can attend classes.
2. A tardy/early dismissal will be waived only if a note from the Doctor's office is presented to the office within two days of the office visit.
3. Two 1/2day absences will count as a full day absence.
4. Students can be asked to withdraw or can be denied re-enrollment if they accumulate 30 tardies and/or early dismissals. They will be put on probation if they reach 15 tardies and/or early dismissals in one semester.

A student absent for any reason must bring a written excuse from the parent or guardian upon return to school. Any student who checks out for the day before 11:30 a.m. will be counted absent. This check out time is in place for full days as well as half days. The official start time is 8:13 a.m. Any student who is not in school by 11:30 a.m. will be counted absent. Twenty (20) absences in one year will result in failure.

ARRIVAL AND DISMISSAL:

All students must be under designated supervision while they are on the school campus, regardless of the time of day or the age of the student.

Before school - All students should plan to arrive on campus **no earlier than 7:30 a.m.** If your child arrives before the 8:10 a.m. warning bell, grades k-5 need to go to the lunchroom and grades 6-12 to the gym, where they will be supervised by a teacher. If your child arrives after the 8:13 bell, you must sign them in at the office before they can go to class.

After school - Trinity Christian Academy **DOES NOT** provide any after school supervision or program for students that remain on campus after dismissal. The **ONLY** exception to this will be for those enrolled in the Baby/Preschool Program or students participating in a TCA sponsored athletic program in which a practice is scheduled. We have partnered with our local YMCA, and if you would like to enroll your child in the YMCA child care membership program, we will provide after school transportation.

Driving - All high school students who drive must park in middle parking spaces in the main parking lot. **THERE SHOULD BE NO VEHICLES PARKED ALONG THE ROADWAY!**

Drop off and pick up- There is a routine that must be followed to protect our children's safety. Please park in the main middle parking area and escort your child into the building. Babies and preschool will be in the main drop off room for daycare. Do not park cars on the curb if you will be going in to pick

up or drop off. If you will be exiting your vehicle please park in a parking spot and enter the building. In the afternoon please park in the designated area and enter the building to pick up your student(s).

CHAPEL:

Chapel is a vital part of any Christian school. Chapel normally meets every Wednesday.

A weekly chapel program will be organized by the TCA faculty and staff. Its purpose is both evangelism and edification of the student body. Group singing, special music, and excellent preaching are the important components of this ministry. Chapel is required for every student. Students will receive grades for attendance, proper dress (TCA polo and khaki shorts, pants or skirts), and appropriate behavior. There will be no food or drink brought into the chapel.

CHARACTER DEVELOPMENT:

Standards of behavior are based on Biblical truths which promote obedience to God, respect for authority, love and respect for one's self, and one's fellow man.

We expect students to integrate the following character traits into their lives: hard work, planning, enthusiasm, friendship, cooperation, loyalty, self-control, alertness, initiative, intentness, conditioning, skills, team spirit, poise, confidence, competitive greatness, ambition, sincerity, adaptability, honesty, resourcefulness, reliability, fight, integrity, patience, faith and success.

DISCIPLINE:

Proper discipline sets the stage for proper learning. At Trinity Christian Academy we believe in preventative as well as corrective discipline. This would include positive incentives as well as punitive correction measures. Children need boundaries and consistent leadership to achieve their highest potentials. Although some methods of discipline would, of necessity, vary according to a student's age and maturity level, our goal would be to provide outward controls until self-control could be taught and then become an integral part of a child's character. Good discipline is ordained of God. "Train up a child in the way he should go: and when he is old, he will not depart from it." Proverbs 22:6

ALL STUDENTS ARE ACCEPTED ON A PROBATIONARY BASIS. THE SCHOOL RESERVES THE RIGHT TO DISMISS ANY STUDENT WHO DOES NOT COOPERATE WITH THE EDUCATIONAL PROCESS OR WHOSE ATTITUDES AND ACTIONS ARE NOT IN HARMONY WITH THE SPIRITUAL ATMOSPHERE NURTURED HERE.

Since good discipline sets the stage for proper learning to take place, it is essential that a class be under control. We ask students to practice the behavior that provides everyone the opportunity to learn. Students must display self-control, show respect to adult supervision, and complete assigned tasks on time and as directed. We want to maintain a school environment that is safe, friendly, and productive. **If a teacher must be constantly correcting students, the obedient students are the ones who suffer since academic progress is impaired.** There are a variety of methods available to the teacher and administration to improve student behavior. Remember, each situation is different and the consequences below are subject to change depending on the administration's decisions.

All students will be required to have a student assignment/planner book that the school provides. Students must be responsible to bring this book to school every day and to each class throughout the day since this includes their hall pass. **They will be required to have their hall pass anytime they are out of the classroom.** Teachers will use this book to communicate with parents.

DISCIPLINARY ISSUES/CONSEQUENCES:

Trinity Christian Academy Student Behavior Management Plan builds on our school's Mission and Vision to enable our students to be the best they can be.

At our plan's core is an emphasis on promoting respect and building self-esteem. Consistency and collaboration among parents, students, and staff members form the foundation of our plan.

GOAL

It is our goal to provide students with the skills, structure, and guidance that will enable them to make responsible decisions about their behavior.

STRUCTURE

Our Behavior Management Plan is comprised of three interrelated components:

1. Trinity Christian Academy School Rules
2. Individual Classroom Discipline Plans
3. Schoolwide Procedures

1. Trinity Christian Academy School Rules:

Trinity Christian Academy has all parents and students sign the Pledge of Cooperation contract, PIE Agreement, The Acceptable Use policy, as well as the Matthew 18 expectation contracts each year. These are the foundation of all we do. Please make sure to review these expectations each year. Each of these contracts itemize expectations for faculty, staff, parent, and student conduct.

Student Cell Phone Use Policy

Students are not permitted to use cell phones or communication devices, including but not limited to smart watches, during school hours. After arriving on campus, students are required to turn in all cell phones and/or communication devices to their homeroom teacher. All devices will remain locked up until the end of the school day or a student officially signs out and leaves for the remainder of the day. The phone or device must be turned off at all times while in the school building. Although locked in storage, no phone or device should ring or alert during class. Students should at no time be involved in messaging during the course of the school day. This includes private messages between students via Chromebook. Students involved in texting at school face detention, suspension, and/or expulsion.

If a student violates the Cell Phone Use Policy:

First Offence: The teacher or school staff shall confiscate the cell phone or communication device and take it to the office. The student will be allowed to pick up his phone/device at the end of the school day.

Second Offence: The confiscated cell phone or communication device must be picked up in the school office by a parent or guardian, and a detention must be served.

ANY serious cell phone or communication device offence, including but not limited to, repeated violation of school day use, taking or sharing of inappropriate photos, video recordings, and/or cyberbullying, etc. may result in suspension or expulsion.

Students Are Expected to:

- Study hard.
- Respect others.
- Make good choices.
- Do quality work.
- Be on time for school and be prepared for class.
- Follow instructions.
- Respect others' rights.
- Be courteous to others.
- Keep hands off others.

The Following Things Are Not Allowed:

- Behavior that prevents others from learning
- Fighting, hurting, harassing, or teasing, others
- Disrespect of authority

State Rules:

The Missouri State Education Laws require that students be informed of the following:

Attendance - Students are required to attend school and to be on time every school day. Students may only be legally excused from attendance for the following reasons: • Illness • Quarantine • Medical dental or eye appointment • Death in the family • Required court attendance.

When a student is absent the parent/guardian should call the front office to inform T.C.A. All absent students are required to make up school work missed while absent. Students designated as "truant" will be referred to our Taney County Prosecutor.

Behavior And Discipline Under the Missouri Law:

Students involved in any of the following will be suspended or expelled from school:

- Hurting, fighting with, or threatening another person
- Possession of a knife, firearm, explosive, or any other dangerous object
- Possession of, or sale of, or being under the influence of drugs or alcohol (this includes a student who sells or furnishes any substance that is simulated to be a drug)
- Committing robbery or extortion
- Disruption of school activities and classes or failing to follow the reasonable school-related directions of any teacher, supervisor, administrator, or other school personnel
- Vandalism, marking, or intentionally destroying property
- Stealing
- Using or possessing any tobacco product
- Obscene acts, gestures, and habitual profanity or vulgarity
- Possession of drug paraphernalia or offering to sell drug paraphernalia
- Knowingly receiving stolen property of any kind
- Sexually harassing other students (Sexual harassment is defined to mean unwelcome sexual advances, requests for sexual favors, and or verbal, visual or physical conduct of a sexual nature)
- Harassing other students.

Suspended students will be required to stay home from school for a certain number of days. Students who are expelled may no longer attend school.

2. Individual Classroom Discipline Plans

Students will only be sent to the office after all of the teacher's policies/procedures have been implemented. This should be a rare occasion.

Beginning on the first day of school and continuing throughout the year, teachers:

Establish classroom rules and procedures, which set guidelines for how students manage themselves during the school day and in their classrooms. Establish reward and consequence systems for appropriate and inappropriate behavior as needed. Practice, review, and discuss classroom behavioral expectations and procedures.

Practice, review, and discuss: Line-up procedures, playground behavior, game rules, use of appropriate language, respect for peers and adults, respect for school property. Teach, supervise, and reinforce the schoolwide procedures.

When a student has disobeyed enough to be written up, the teacher's responsibilities will be as follows:

1. The teacher must do the write up.
2. Enter the write up in RENWEB,
3. Inform the parent/guardian. (by email, phone call, or text)
4. Follow the Matthew 18 Policy as you proceed through the discipline process.

3. Schoolwide Procedures

Procedures are the accepted ways people interact in a community. Procedures need to be explicitly taught, supervised, and reinforced. Our Behavior Management Plan outlines specific procedures for those common areas and activities in which all students participate.

These common procedures regulate behavior in:

Hallways Restrooms Recess Areas Lunchroom Assemblies

Each Schoolwide Procedure is clearly explained in our plan according to its:

- Goal
- Consequences for infractions
- Encouragement procedures
- Supervision responsibilities
- Teaching responsibilities

HALLWAYS

Goal:

The hallways of T.C.A. will be a safe and quiet environment where people interact with courtesy and respect. Students will move safely through the hallways. Normal speaking voices will be used in the hallways. During class time students must have an appropriate pass/planner to be in the hallways. Everyone will be treated with respect. If a staff member asks to speak to you, stop and talk to that person. If a staff member asks you to correct a behavior, do what the staff member asks.

Consequences for Infractions:

When a student misbehaves, calmly and consistently implement the mildest consequence that might be appropriate. Verbal reminder; Positive practice = go back and walk; Briefly delay the student.

Encouragement Procedures:

Staff will consistently encourage responsible behavior through positive interactions. Initiate friendly interactions with students. Compliment individual students on their safety, courtesy, and respect.

Supervision Responsibilities:

Ask to see a student's pass when the pass/planner is not visible. If a student does not have a pass, send him/her back to class/recess. If a student violates a rule, use a respectful but firm voice to inform the student of what they should do next.

Teaching Responsibilities:

At the beginning of each school year and after a long vacation, there will be a short lesson on hallway expectations in each classroom. These lessons should be conducted in a way that helps the students understand why procedures have been implemented. Lessons should be presented in a way that implies staff and students will work together.

CAFETERIA / LUNCHROOM

Goal:

Students will enter the cafeteria quietly. They will sit at their assigned tables and will eat their lunches in a respectful manner. Students will follow "Cafeteria Manners." Students' legs should be under the tables, and they should be facing the tables. (No kicking the benches, popping bags, or making other inappropriate noises) Talking should be at a conversational level. Students will clean up their table areas and return to their seats. Students will be dismissed by a supervisor when the table area is clean. Students are not to get up from the tables or leave the cafeteria without being dismissed.

Consequences for Infractions:

When a student misbehaves, staff will calmly and consistently implement the mildest consequence that is appropriate. Verbal warning. Have students explain the appropriate behavior for "Cafeteria Manners." Have students practice proper behavior.

Encouragement Procedures:

Classes/students who are lined up quietly will be the first to enter. Classes/students who behave properly will be the first dismissed to recess. Teachers should compliment students for proper lunchroom behavior. Supervisors should compliment students for proper lunchroom behavior.

Supervision Responsibilities:

Teachers should walk students to lunch and ensure that their students are lined up quietly. Middle and High School students are to go to lunchroom quietly as not to disrupt the other classes. Supervisors will enforce "Cafeteria Manners."

Teaching Responsibilities:

Teachers should go over cafeteria behavior and practice with their classes. Teachers should review cafeteria procedures often. Teachers should ensure that students wait quietly in line. Examples of expected cafeteria manners include the following: Sit on your bottom, facing the table, use an indoor voice, leave your area as clean as you would like to find it, wait for your teacher to give you permission to line up.

RESTROOMS

Goal:

The restrooms at T.C.A. will be quiet, safe, and used as intended.

Use restrooms on your way out to or during recess. If restrooms must be used during class, students must have a pass/planner. Use restrooms quietly, appropriately, and then leave them clean. Put toilet paper in the toilet. Put all other paper in the garbage can. Leave stalls unlocked after use.

Wash your hands! Leave the restroom as soon as you finish. Report any vandalism or inappropriate behavior to your teacher or to the closest staff member.

Consequences for Infractions:

When a student misbehaves, calmly and consistently implement the mildest consequence that might be appropriate. Verbal reprimand. Inform the student’s teacher. (Office referral for major offense)

Encouragement Procedures:

Teachers will periodically discuss the importance of responsible behavior and will encourage students to continue to be responsible in managing their own behavior in the restrooms.

Supervision Responsibilities:

When dismissing students for recess, teachers will remind them to go to the restroom as needed. Remind students that “Restrooms will be clean, quiet, safe, and used as intended.”

Teaching Responsibilities:

During the first week of each new school year, and on the first day back from major vacations, teachers will walk students to the restrooms and state the restroom goal before students enter.

ASSEMBLIES

Goal:

Trinity’s students will demonstrate respectful behavior during assemblies by listening, participating, and following directions. Students will follow directions from their teacher regarding where to sit (youngest sit closest to the front). Everyone will wait quietly for the program to begin. Quiet talking will be allowed until the program is ready to begin. When the assembly leader goes to the front of the room and says, “May I have your attention please,” students stop talking and look at the person at the front of the room. Listen carefully and show respect to our guests. Never boo, whistle, yell, chant, foot stomp, or put someone down. Communicate with the performers with your eyes and ears. At the end of the program, the assembly leader will conclude the assembly by thanking the performers. Students will remain seated until their teacher gives them a signal to stand and follow the teacher from the assembly area. Students exit quietly and in a straight line.

Consequences for Infractions:

When a student misbehaves, calmly and consistently implement the mildest appropriate consequence.

Encouragement Procedures:

If the student body was respectful and followed the rules, the administrator or assembly leader will verbally praise the appropriate assembly behavior during closing remarks. After students return to their classrooms, teachers will give positive feedback to students who followed the rules.

Supervision Responsibilities:

Teachers should model appropriate behavior for their students—no talking while the assembly is in progress, clap at appropriate times.

Teaching Responsibilities:

Model correct assembly behavior. Prior to each assembly, teachers will discuss the nature of the assembly and go over the procedures specified above. If appropriate, have students practice how to show appreciation. All classroom teachers will follow-up after the assembly to discuss the content. After each assembly, teachers will discuss student behavior at the assembly with their classes.

RECESS

Goal:

Students will play respectfully and safely. Students will care for equipment. Students will respect the space of others. Students will remain on the playground at all times unless they have permission and a pass from a supervisor to do otherwise. Students will play safely in assigned areas. Students will use the playground equipment safely: no rough play (shoving, tackling, wrestling); no teasing. Students will not bring dangerous play objects to school. When the bell rings, all ball play stops and students will go directly to line. While in line, students will keep their hands to themselves. Students may leave the playground only to go to the office in case of injury or referral (Students must have a pass.).

Consequences for Infractions:

When a student misbehaves, calmly and consistently implement the mildest appropriate consequence.

Encouragement Procedures:

Teachers will compliment students on safe play on the playground. Compliment classes as they line up quietly.

Supervision Responsibilities:

Teachers will walk their students to recess and continuously monitor all students behavior/activities.

Teaching Responsibilities:

Teachers will discuss with children how to play properly at recess. Teachers should encourage children to talk about problems/playground situations. Classroom discipline issues should be handled in the classroom.

INFRACTIONS

Minor Infractions of established classroom rules and procedures are handled at the classroom level.

Major Infractions - While most infractions are handled at the classroom level, there are four (4) severe misbehaviors that will result in an immediate office referral and which are grounds for suspension or expulsion: 1. Weapons possession, including knives, firearms, or explosives 2. Possession or sale of drugs or alcohol 3. Physically dangerous behavior: fighting, assault, or intimidation 4. Insubordinate behavior—defined as the direct and immediate refusal to comply with reasonable staff instruction within a specified period of time.

Repeated Infractions - Consequences escalate with repeated infractions. Teachers will inform parents and the administrator of repeated infractions. Typical lines of communication would be the following: Teacher with student, Phone call to parent, Principal and teacher with student, Teacher/Parent conference with principal and or administrator, Teacher with parents or Principal with parents.

OFFICE REFERRALS - (SHOULD BE VERY RARE!)

When a student is sent to the office, the Administrator will:

1. Gather the facts In keeping with district policy: Students sent to the office have an opportunity to present their perspective on the situation. Facts are gathered in student interviews and/or student writing.

2. Promote an attitude adjustment: Understanding and accepting responsibility for our choices and the results of those choices encourages healthy social development and is essential to creating and maintaining a respectful environment. A conversation with students aimed at promoting such understanding is a part of every office referral.
3. Assign consequences.
4. Inform Parents: Parents are notified whenever a student is involved in an office referral. Notification may be by a phone call to parents, RENWEB email, or students may bring a letter home for parent signature.
5. Inform administrator following the disposition of the referral: Teachers receive a summary of the actions taken.

When students manage their behavior appropriately, both inside and outside the classroom, the result is the best consequence of all: Increased learning.

OSS RULES OF OPERATION:

1. Suspensions are a full day OUT OF SCHOOL OFF CAMPUS!
2. Suspensions are not scheduled or rescheduled for the convenience of the students, families, or the school and its programs.
3. A parent will be notified by the Principal of the reason for the suspension.
4. Students are NOT allowed to take current suspension day tests or quizzes.
5. Students who are involved with quarter, semester, or final exams will be permitted to take their exams.
6. Homework and projects assigned the previous day may be turned in for credit.
7. Students will receive zeros on all homework or class work missed while serving OSS.
8. OSS students are not permitted to participate in any after school or evening activities on the day(s) of OSS, including curricular and extracurricular activities of school organizations such as drama, music, clubs, cheerleading, athletics, student government, etc.
9. **Refusal to serve an assigned OSS is cause for expulsion.**
10. Time served in OSS is marked as an absence.
11. Other rules and guidelines may be added as deemed necessary by the Board and/or Administrator.

ISS RULES OF OPERATION:

1. Suspensions can be either a full day or a portion of the day **IN SCHOOL, BUT OUT OF THE CLASSROOM**. They will be scheduled between 8:30 a.m. to the end of the school day.
2. Suspensions will be served on the next day in attendance following the incident and receipt of the punishment.
3. A parent will be notified by the Principal of the reason for the suspension.
4. All homework, tests, and quizzes will be done during the ISS. The main reason for the ISS is simply to remove the child from the classroom in order to miss out on the "fun" and social aspects of the normal day.
5. Like an OSS, students with a full day ISS are not permitted to participate in any after school or evening activities on the day of an ISS, including curricular and extracurricular activities of school organizations such as drama, music, clubs, cheerleading, athletics, student government, field trips, etc.
6. **Refusal to serve an assigned ISS is cause for expulsion.**
7. Other rules and guidelines may be added as deemed necessary by the Principal and/or Administrator.

DRUGS:

Trinity Christian Academy has a "Zero Drug Tolerance" program in place for the protection of our students and preservation of school atmosphere. Random drug testing will take place quarterly at the discretion of the administration. If a student refuses testing, a positive result will be given. If any student tests positive, he/she will be asked to withdraw from TCA.

DRESS CODE POLICY:

Uniforms will be as follows: (Remember if you wouldn't wear it to church, don't wear it to T.C.A.)

CLOTHING AND HYGIENE GUIDELINES: The following are GUIDELINES and, ultimately, appropriate appearance is at the discretion of the administration. (For all grades, unless otherwise mentioned, all of the below guidelines are for both during school hours and any school-sponsored activities.)

(Hair Styles)

Hair is to be clean, neatly groomed, and out of the eyes for both boys and girls. Boys' hair length is also not to be "over the collar." Extreme or sensational hairstyles are not allowed.

(Hats/Bandanas)

Headwear is not appropriate during regular school hours.

(Jewelry/Cosmetics)

Jewelry and cosmetics are to be used in moderation. Piercings are acceptable on ears only.

Elementary: Dime-size earrings or smaller are appropriate for the girls. Wallet chains or any other type chain is inappropriate. Earrings are not allowed for boys.

(Tattoos)

Visible tattoos are unacceptable and must remain covered during school and school functions.

(Tops)

TCA t-shirt (Monday, Tuesday, Thursday, & Friday); No tears or cut outs of shirts allowed

TCA polo (Wednesday)

(Pants)

All pants are to be properly fitted in waist and length. They must be clean, neat, and hemmed with no excessive holes or tears. **No tears above the knee unless leggings/ tights are worn under the pants.** Cotton-type sweats are acceptable during school hours. Leggings/stretch pants are acceptable only if worn with a long top or dress, **which covers the buttocks.** Nylon-type sweats/pants or warm-up suits are appropriate. Shorts must be to the top of the knee. Leggings are to be worn under skirts, and skirts must be to the top of the knee.

(Shorts)

Shorts may be worn. All shorts must be properly fitted at the waist, hemmed, with no excessive holes or tears above the knee and to the top of the knee.

(Skirts)

All skirts require that leggings be worn with the skirt/dress. Leggings must be to the top of the knee.

(Footwear)

Footwear is mandatory. Household slippers are not acceptable.

(P.E Code)

All students are to wear TCA T-Shirts and TCA shorts. Appropriate gym shoes are to be worn at all times. **No street shoes are allowed on the gym floors.**

(Chapel)*****

Boys are required to wear a TCA polo, and nice slacks or khaki shorts of any color are to be worn. No colored or denim jeans are allowed.

Girls are required to wear a TCA polo, and a nice slacks, knee length skirt with knee length leggings or khaki shorts of any color are to be worn. No colored or denim jeans are allowed.

In harmony with the mission statement of Trinity Christian Academy and in partnership with our families, we expect students and their families to hold high standards of personal appearance. We do so because Christians are admonished in the scriptures to observe the principles of modesty and the glorification of God.

(I Peter 3:3-4) "Your beauty should not come from outward adornment, such as braided hair and the wearing of gold jewelry and fine clothes. Instead, it should be that of your inner self, the unfading beauty of a gentle and quiet spirit, which is of great worth in God's sight."

(I Corinthians 10:31, 32) "Whatever you do, do it all for the glory of God. Do not cause anyone to stumble."

We believe that the Scriptures give us ample standards as to our appearance. Our dress and personal hygiene should reflect a heart which is sensitive and obedient toward God. The way we dress and care for ourselves is a testimony to others as well as a reflection of our school.

The biblical norms discussed above are Trinity Christian Academy's basis for requiring students and their parents to pledge their support for the dress code policy. Attractiveness, appropriateness,

modesty, and desire to please the Lord, and the establishment of a focused learning environment serve as the basis for the guidelines of our school's dress standard. Any type of attire which attracts undue attention to the wearer, and thus causes a disturbance in the school, is in poor taste and not acceptable. We believe that in a Christian environment there must be room for individual choices, as long as these choices are not contrary to God's Word or an undue distraction to other students or school employees. With Christian values as the overriding directive, parents allow their children to gradually make choices, realizing that they may enjoy the benefits of their choices and also must be willing to accept the possible consequences.

DRESS CODE OBJECTIVES:

1. Trinity Christian Academy wants to partner with the family's responsibility while reserving the right to establish and enforce the following guidelines. In order to provide a productive, positive, and consistent learning environment, the school administration reserves the right to determine the appropriateness of any clothing, haircut, makeup, jewelry or peripheral items not specifically covered in the Trinity Academy Dress Code Policy.
2. We will dress in such a way that our living testimony will glorify the Lord Jesus Christ. (Colossians 3:17) "And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him."
3. We will dress in a way that embraces habits of cleanliness, modesty, neatness, and good grooming. Because of our respect for ourselves and for others, we expect appropriate and modest clothing.
4. We believe that there is a definite relationship between appropriate dress habits, strong work habits, and proper school behavior. Modest and appropriate dress is an important part of a wholesome, productive school atmosphere.
5. We are to maintain the obvious differentiation between the sexes. Girls should appear feminine, neat, and modest; and boys should be masculine, neat, and modest at all times.

DRESS CODE ENFORCEMENT:

Students choosing not to abide by the TCA's dress code rationale, objectives, and guidelines may be given a verbal warning and asked to immediately correct the situation. If the administration determines that a change of clothing is necessary, the violation shall be documented, the parents shall be notified, and the student shall be asked to go home to change his/her clothing. The student shall also receive unexcused absence(s) for any class period(s) missed.

Should a problem continue with a particular student after clear warnings have been given, appropriate action will be taken by the administration. No warnings may be given in extreme cases as determined by the administration. Appropriate action may include, but is not limited to, detention, suspension, or expulsion in accordance with TCA's Discipline Policy.

ENRICHMENT OPPORTUNITIES

In addition to regular classroom instruction, TCA offers elementary students physical education, music, and art. Middle school and High school students will be given the opportunity to take advantage of computer classes. Juniors and seniors are given the opportunity to enroll in online classes for dual credit.

FIELD TRIPS:

Parents will be notified in advance of field trips. Written permission from a parent or guardian will be required. Remember that all school dress codes will be in effect for students. In most situations, parents are allowed to go on field trips.

Because field trips are an extension of classroom learning, attendance is expected.

If the student does not report to school on a scheduled field trip day, he will receive an absence and that day will be counted in the 18 days allowed per school year. As with any school activity, Trinity Christian Academy seeks to maintain the highest Christian testimony. Any person not conducting themselves in an appropriate manner will be asked to disassociate from the group.

FACULTY:

Teachers at Trinity Christian Academy have the proper spiritual as well as academic qualifications. The teachers are college graduates and almost all are certified to teach as well. Each teacher embraces a Christian philosophy of education. These teachers carry out, under the administration, the purpose of the institution in the classroom and on the campus.

TEACHER TITLES:

Because teachers at Trinity Christian Academy are professionals, the correct way to address them is by their last name preceded by Mr., Mrs., or Miss on campus even if they are a personal friend. It is never correct to address a staff member by his first name or the first initial of his last name. It is expected that all faculty and staff of Trinity Christian Academy be treated with proper courtesy and respect.

FINANCES AND PAYMENTS:

Students will need to pay a \$50.00 registration fee for the elective classes they will be taking during the year.

The fee will cover the cost of new supplies for music, art, physical education as well as headphones and upkeep on items used during elective and computer classes.

**LATE CHARGES:

All payments for tuition are due on the first day of the month. Accounts that become 30 days delinquent will result in withdrawal of the student.

Check fees and other information:

A \$25.00 returned check fee will be charged for each time a check is returned by your bank. Checks returned for the first time will be re-deposited. After two (2) returned checks, cash, money order, or cashier's check must be used to make payments.

If parents expect their child's report card to be released at the end of the school year, personal checks must be received in the business office ten (10) days before the last day of school; otherwise, cash, money order, or cashier's check must be used to make payments. All official academic records and transcripts will be held until any outstanding balance is satisfied.

SENDING MONEY:

Money should be sent to school in a sealed envelope with the following information on the outside of the envelope:

- Child's first and last name
- Amount and purpose of the money
- Teacher's name or grade

FUNDRAISING:

Students may participate, on an elective basis, in the occasional fund-raising activities of the school. All fundraising must be approved and scheduled through the administrator's office. Students and parents are strongly discouraged from conducting door-to-door sales.

LUNCH PROGRAM:

ONLY water is allowed in the classroom. Additional food and drinks are not allowed in the classroom except on special occasions. **Other than during lunch period, students should not be visiting the snack machines.**

**Students may bring a sack lunch or buy hot lunch. Please send plates and utensils for your child as well. If you bring your child's lunch or want to have lunch with them, you must sign in at the office before proceeding to the lunchroom. This is for safety reasons so that we know who is on campus at all times.

NOTE:

***Seniors will be given the privilege of leaving for lunch on Fridays.

***Juniors will be given the privilege of leaving for lunch on the first Friday of each month.

***Sr./Jr. Parent Approval form must be completed and signed by parent before he/she will be given this privilege.

ILLNESS:

We strive to maintain a healthy environment for students. If a child is ill, he should remain at home. A student must be fever free (below 100.5) for twenty-four hours without medication before returning to school. A physician note may be required to return to class. The following are guidelines for re-entry to school for many common illnesses. Questions or pertinent information regarding a child's illness should be directed to the school office.

- Viral Sore Throats, Colds: Child must be able to participate in all school activities and should not be tired or listless. Severe coughs must be under control. Temperature must be normal for

24 hours.

- Diarrhea, Vomiting: Child should be symptom free for at least 24 hours and able to keep food down. Temperature must be normal for 24 hours.
- Streptococcal Sore Throats/Scarlet Fever: Child must be on an antibiotic for at least 24 hours. Temperature must be normal for 24 hours.
- Infectious Rashes, Ringworm, Impetigo, and Scabies: Child must be under effective treatment (medication) for 24 hours. Exposed ringworm must be covered while at school.
- Conjunctivitis (Pink Eye): Child must be under prescription treatment for at least 24 hours. Eyes must not be draining.
- Chickenpox, Shingles: Notify the school office if you suspect your child has chickenpox or shingles. Child may return to school when every pustule is dry and scabbed over.
- Head Lice: We maintain a "nit free" policy. Re-entry to class must be approved by school personnel.

Please notify the office if your child has head lice. When a report is received, all children in the classroom and/or grade level are checked.

A student will be sent home if he/she has any of the above, untreated symptoms, or at the discretion of the school office. Pick up should be within one hour of notification.

STUDENTS WITH ASTHMA:

State Statutes mandate that a physician must authorize a student to carry and self-administer an asthma inhaler at school. There are specific forms available for the physician to complete. Forms must be maintained annually. Students who are authorized to carry an asthma inhaler must keep the inhaler in the pharmacy labeled container. Trinity Christian Academy reserves the right to rescind physician authorization if students fail to adhere to inhaler guidelines.

Inhalers kept in the office do not require physician authorization but must be in pharmacy labeled container, and the parent must complete information and authorization forms.

MEDICATION IN SCHOOL:

Written authorization is required for ALL medication. Verbal permission is not recognized. Only in person or faxed will requests be accepted.

School stocked medication: The school office stocks Tylenol and Ibuprofen. These medications are available for students with minor pain who do not need to go home. The following guidelines are followed before administering medication.

1. A specific form is completed and signed by the parent annually authorizing administration. (This form includes a medical profile.)

2. The duration of the pain is greater than one hour.
3. The quality of pain requires medication.
4. The student has eaten a meal prior to taking the medication.
5. The student has not taken pain medication in the last four hours.
6. The administration is documented and a form is sent home alerting the parent.
7. The clinic maintains communication with the parent for recurring or regular office visits.

Medication brought from home:

Students are not permitted to carry and/or self-administer any medication, prescription or over-the-counter. Medication must be turned in to the office upon arrival at school with a written parent authorization.

1. All over-the-counter medicine must be in its original labeled container; medication received in baggies will be disposed of.
2. All prescription medicine must be brought in the original pharmacy-labeled container. This pharmacy label represents physician authorization.
3. Medication must be in date.
4. Medication will be dispensed according to manufacturer or pharmacy labeling only. Any changes must be in writing from the physician.
5. Written request must be on a school form, or from the parent listing the medication name, the reason for the medication, the time and route to give the medication, and the last time the medication was given.
6. Students found carrying and/or self-administering medication at school will face disciplinary action.

Homeopathic medication:

It is the policy of Trinity Christian Academy that all homeopathic and/or herbal remedies will not be recognized as treatment for illness. Additionally, no homeopathic or herbal medication will be administered at school or by school personnel. A physician prescribed antibiotic is required for the treatment of bacterial infections which may include, but are not limited to, conjunctivitis (pink eye), streptococcal, staphylococcal, and pneumococcal infections.

Emergency medications:

Only students with life threatening conditions will be permitted to carry life-saving medications such as

an "Epi-Pen." Information forms and a request from the physician must be on file and maintained annually.

The parent is responsible to notify school clinic and staff regarding changes in health or medication throughout the school year.

Reportable diseases:

Trinity Christian Academy desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either by a susceptible host or infected person or animal to another person. A teacher or administration official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the school office. Any student or employee with a communicable disease for which immunization is required by law or is available shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with a communicable disease for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, TCA may require an independent physician's examination of the student or employee to verify the diagnosis of communicable disease. Trinity Christian Academy reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable disease within the school. Necessary action may include withdrawal from the school.

INSURANCE:

Trinity Christian Academy does not provide accident insurance for students. Medical requirements for student injuries suffered at school will be the responsibility of the parent. We suggest that all students be covered under a family health insurance plan.

LIABILITY:

The school assumes no liability or responsibility for the safekeeping of equipment, books, collections, or money collected from students. Also, the school assumes no liability or responsibility for any items that are lost or stolen from classrooms, hallways, storage areas, outside areas, other places on campus, at athletic practices and games, or at any other school activity.

LOCKERS:

Each student in High School and Jr. High will be assigned a locker. All lockers remain the property of Trinity Christian Academy and properly authorized persons may gain access at any time it is deemed necessary. All High School and Jr. High lockers must have a lock. No student will be permitted to enter any other student's locker at any time. If this takes place an automatic detention will be served.

LOST AND FOUND:

The room to the left of the main entrance is the designated place for lost and found articles. Lost and found articles will be cleared each month. Clothing and personal items not claimed at that time will be disposed of. **MANY MORE ITEMS COULD BE RETURNED IF THEY WERE PROPERLY LABELED.**

USE OF SCHOOL OFFICE:

Everyone should check in with the office when entering the building after the tardy bell has rung. **Neither parent nor visitors should go directly to a child's classroom.** In addition, any student leaving early must be signed out and picked up at the office. Safety precautions prevent us from sending students to other parts of the campus to meet their parents or ride without written permission.

Students are allowed to use the office phones. Please plan ahead so that the office can function with maximum efficiency.

VISITING THE SCHOOL:

(All visitors must check in at the office. You will be given a visitor's pass lanyard that must be worn during your visit.)

Parents visiting classrooms:

Parents must arrange this visit ahead of time. Conferences may be arranged with your child's teacher through the office. **Please do not go directly to your child's classroom during the school day. All contacts must be arranged through the office.**

PARENT OPPORTUNITIES:

Parents are invited to participate as actively as they choose in school events: field trips need chaperones; classrooms need room mothers; booster clubs welcome volunteers. Parents in Participation hours are mandatory for every family. You must do 10 hours a month per family.

PARENT/SCHOOL COMMUNICATIONS:

An important part of effective teaching is good parent/teacher communication. We welcome your involvement concerning your child's progress. Any time you desire a conference, simply leave word at the school office and you will be called to make arrangements. Please do not interrupt school activity by going to the classroom to talk to the teacher. If immediate information must be given to the teacher, please go to the office and someone will convey the message or escort you personally. After school, teachers are often involved with help classes, teacher's meetings, conferences, etc.; therefore, it is necessary for parents to make an appointment to meet with their student's teacher. Often small matters may be taken care of by sending a note or an email to the teacher. Ren Web is our parent portal. You will receive weekly grades through our Ren Web portal and emails can be sent through Ren Web as well. All 3rd grade through 12th grade will carry a planner as well. This is a good communication tool as well.

OUTSIDE ACTIVITIES, MATERIAL AND GUESTS:

No lecturers, visitors, posters, literature, sale items, tapes or videos are allowed in a classroom without permission from the administration.

A Thanksgiving party, a Christmas party, a Valentine's Day party, and an end of the year party are the only regular parties in the school year. A child's birthday may be celebrated. This will be worked into the day's activities at the teacher's discretion. Please notify the teacher in advance.

Parents may visit their child's classrooms by permission only and for a limited time. Those wishing to do so should notify the child's teacher and arrange the visit through the office.

WITHDRAWALS:

Withdrawals from school must be initiated and processed through the individual school offices. Withdrawal is not complete until the withdrawal form is turned in to the administration office.

NON-REENROLLMENT:

A student may be denied enrollment based upon parent/guardian's lack of cooperation or support. A student may also be denied re-enrollment for reasons including, but not limited to, the following:

1. Parents will not cooperate with the administration of the school.
2. A child's conduct is detrimental to the well-being of the other students or teachers.
3. The child's behavior demands more time and attention than we feel is reasonable to expect from our school.
4. Previous bills are unpaid.

NOTICE OF NON-DISCRIMINATION:

Trinity Christian Academy admits students and staff of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students and staff at the academy. It also does not discriminate on the basis of admissions policies, educational policies, scholarships and loan programs, or athletic and other school-administered programs.