

# Trinity Christian Academy Student Handbook



*Educating the mind, body and spirit!*

## **Trinity Christian Academy**

119 Myrtle Avenue  
Hollister, MO 65672  
Phone: (417)334-7084  
Fax: (417)334-1794

## Trinity Christian Academy Handbook Table of Contents

---

OUR VISION .....	4
OUR MISSION.....	4
ACCREDITATION AND AFFILIATIONS: .....	4
STATEMENT OF FAITH:.....	4
STATEMENT OF PHILOSOPHY OF EDUCATION: .....	4
ADMISSIONS POLICY: .....	5
ACADEMIC EXCELLENCE:.....	6
PROGRESS REPORTS/REPORT CARDS: .....	6
GRADING SCALE: .....	6
ACADEMIC PROGRAM/UPPER DIVISION: .....	6
TRANSFER OF COLLEGE CREDITS:.....	7
SPECIFIC REQUIREMENTS FOR GRADUATION: .....	7
TEXTBOOKS AND CURRICULUM: .....	7
HOMEWORK: .....	7
HONOR ROLL: .....	8
ACHIEVEMENT TESTING:.....	8
DROPPING OR ADDING COURSES: .....	8
TRANSFER CRITERIA: .....	8
TRANSFER STUDENTS: .....	8
ATHLETICS: .....	9
ATHLETIC ELIGIBILITY:.....	9
ATTENDANCE: .....	9
ARRIVAL AND DISMISSAL: .....	10
CHAPEL: .....	10
CHARACTER DEVELOPMENT: .....	10
DISCIPLINE: .....	11
DISCIPLINARY ISSUES/CONSEQUENCES: .....	11
OSS RULES OF OPERATION: .....	13
ISS RULES OF OPERATION: .....	13
DRUGS: .....	14
DRESS CODE POLICY:.....	14
DRESS CODE OBJECTIVES:.....	16
DRESS CODE ENFORCEMENT: .....	16
ENRICHMENT OPPORTUNITIES .....	16
FIELD TRIPS: .....	16

FACULTY: .....	17
TEACHER TITLES: .....	17
FINANCES AND PAYMENTS: .....	17
LATE CHARGES: .....	17
LATE DAY CHARGES: .....	17
SENDING MONEY: .....	18
FUNDRAISING: .....	18
LUNCH PROGRAM: .....	18
ILLNESS: .....	18
STUDENTS WITH ASTHMA: .....	19
MEDICATION IN SCHOOL: .....	19
INSURANCE: .....	21
LIABILITY: .....	21
LOCKERS: .....	21
LOST AND FOUND: .....	21
USE OF SCHOOL OFFICE: .....	21
VISITING THE SCHOOL: .....	21
PARENT OPPORTUNITIES: .....	22
PARENT/SCHOOL COMMUNICATIONS: .....	22
OUTSIDE ACTIVITIES, MATERIAL AND GUESTS: .....	22
WITHDRAWALS: .....	22
NON-REENROLLMENT: .....	22
NOTICE OF NON-DISCRIMINATION: .....	23

## OUR VISION

---

...is to be a school of learning where students, parents, and teachers are followers of Christ and are fully committed to keep Him preeminent in every aspect of the learning program.

## OUR MISSION

---

...is to glorify God:

by providing a Christ-centered education,  
by influencing each for salvation in Christ,  
by instructing in values for Godly living, and  
by providing a program of academic excellence.

## ACCREDITATION AND AFFILIATIONS:

---

Trinity Christian Academy is dually accredited 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 begin 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 accepted 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 (K5-6th) can obtain the necessary enrollment/admissions information from the administration office.
2. Students in the seventh through twelfth grades must be formally interviewed by the administrator to complete admission screening. 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 the student will be enrolled based on the records. If a child needs to be screened for any reason the administration will administer all testing.

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 field. Training in Christian character demands that a student do his 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:

---

<b>GRADE</b>	<b>RANGE</b>	<b>GPA</b>
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, College of the Ozarks, 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:

---

Total number of credits: 27.5

Subject areas and credits required:

Bible—4 credits (one for each year at Trinity)

English—4 credits

Mathematics—3 credits

Science—3 credits History—3 credits

Personal Finance—1 credit

Physical Education—1 credit

Health—0.5 credit

Practical Arts—1 credit

Fine Arts—1 credit Electives—6 credits

## TEXTBOOKS AND CURRICULUM:

---

Trinity Christian Academy primarily uses the A BEKA curriculum. 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 textbook must be bought by parents/guardian. A book fee for each grade may be found in your welcome packet. (Booklists do not include the books required by dual credit classes; those books must be bought separately.)

Some elective classes are taught online through MONARC curriculum.

## 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 the "A/B" honor roll. "A/B" honor roll means no grade lower than a "B" in any quarter.

### HELP CLASSES:

All teachers at TCA will offer after-school help Tuesday through Friday from 3:30-4:00. These help classes may be initiated by the teacher or the parent. If tutoring is needed more than twice a week, there will be a charge for the extra services. (This extra fee is charged by the tutoring teachers). A student can often avoid failure by taking advantage of this kind of help.

## 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 Attitude 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.

## DROPPING OR ADDING COURSES:

---

1. Students can drop non-required courses up to three weeks into the first grading period. Students dropping a course after the three-week deadline will receive an "F" for the semester.
2. After the first grading period, a student can make interdepartmental changes (example: from one math to another math). A teacher recommendation and teacher/parent conference is required.
3. The only other time a non-required course can be dropped is at semester break following a teacher/parent conference and guidance office recommendation. All required courses must be taken on first impulse at Trinity Christian Academy. An exception to the academic policy for one is not meant as an exception in the academic policy for anyone else.

## TRANSFER CRITERIA:

---

If a parent requests a transfer of his student to another class, it is referred to the administrator for consideration. Only after "all other means" of resolving problems have been exhausted, will consideration of class change be given. If at all possible, the student must learn to adjust for a harmonious relationship. Transfers are not dealt with in a casual manner.

## 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 the OACS, Public school and MESHA, 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's 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>
8:16 - 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 total tardies will equal one lunch detention. Elementary will spend detention in front office and M/S & H/S will spend their detention in Mr. Gilliland's room.
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 40 tardies and/or early dismissals. They will be put on probation if they reach 20 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 8:15 a.m. A child is tardy if not in the gym by 8:15 a.m. Any student who is not in school by 11:30 a.m. will be counted absent. Eighteen (18) 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 8:10am warning bell, they need to go to the gym where they will be supervised by a teacher. If your child arrives after the 8:15 bell, he must sign in at the office before going to class.

After school - All students who are not picked up by 3:30 p.m. will have to go to late day until their parents arrive. If your child is to be picked up during the school day, he must be checked out through the office. (Late day charge is \$100.00 a month no matter how many times the student attends.)

Driving - All high school students who drive must park in middle parking spaces in 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 main middle parking area and escort your child into the building. All students K5-12 grade will be supervised in the gym. 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 building. In the afternoon please park in designated area and enter school 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 to 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 short, pants or skirts), and appropriate behavior.

## 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 study the pyramid of success book that is written by John Wooden and Jay Carty. 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, skilled, team spirit, poise, confidence, competitive greatness, ambition, sincerity, adaptability, honesty, resourcefulness, reliability, fight, integrity, patients, 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 below consequences are subject to change depending on the administration's decisions.

All students will be required to purchase a student assignment book/disciplinary log. Students must be responsible to bring this book to school every day and to each class throughout the day; following an initial warning, failure to have this book will result in a detention. Throughout the course of the day, teachers will use this book to communicate both with their peers and with parents. In the event of a disciplinary issue in the classroom, teachers will mark the problem in the assignment book/disciplinary log so that other teachers and parents will be made aware of the situation without taking excessive time away from teaching. For each issue, the student will receive the teacher's initial next to a description of the offense. After three initials have accrued in the course of a day, the student will be sent to the principal's office and punishment will be administered at the administrator's discretion. The offenses below that fall under "Category I" are those that require three initials within a day before discipline will result. All other offenses will receive the appropriate discipline as listed below.

## DISCIPLINARY ISSUES/CONSEQUENCES:

---

CATEGORY I: Three of the following in the course of a day = trip to principal's office

- Tardies
- Littering
- Unprepared for class (class supplies)
- Not paying attention
- Talking without permission
- Failure to follow directions
- Class disruption
- Horseplay (pushing, shoving, running, inappropriate boundaries, etc.)

- Writing on desktop

The student assignment book/disciplinary log will also be used in conjunction with the reward field trips at the end of each semester. If a student has more than twelve initials in their log in the course of the semester, they will not be eligible for the reward field trip at the end of that semester.

#### CATEGORY II: 1 Detention

- Throwing objects
- Dress code violation (modesty issue: held out of class until corrected)
- Inappropriate books, magazines, tapes, or CDs
- Using or writing improper language
- Lying
- Pretending to have or use drugs
- Speeding or reckless driving
- Arguing with the teacher (back talk, debating with teacher, disrespect)
- Public Display of Affection (PDA)

#### CATEGORY III: 1 day ISS

- Cell phone (usage or visibility) \*ABSOLUTELY NO CELL PHONES ON CAMPUS!  
(If the student's cell phone is confiscated, the phone will need to be picked up in the office only by the parent).
- Possession of electronic games, CD players, iPods, THESE DEVICES ARE NOT ALLOWED AT SCHOOL!! (Like cell phones, they will be confiscated and will only be released to the parent).
- First offense cheating (including copying homework & "0" on work and plagiarism)
- Damaging school or teacher's property
- Direct disobedience
- Carrying or using tobacco on campus
- Threats of physical abuse to teacher, staff, students or property

#### CATEGORY IV: 3 day ISS/OSS (depending upon circumstances)

- Physical Contact (hitting faculty member or a student)
- Leaving campus without permission
- Stealing

#### CATEGORY V: Expulsion

- Breaking in or vandalizing the campus or property on campus
- Possession of pornographic or lewd materials on campus including accessed via the internet
- 3rd offense of fighting on campus
- Bringing a gun or any personal item considered to be a weapon to school
- Bringing or using alcoholic beverages on campus
- Carrying or using drugs on campus
- Students arrested or referred to the juvenile justice system

Additionally, three violations of the same offense will automatically be the equivalent of a violation in the next category. For example, upon the third separate violation of using or writing improper language (CATEGORY II), the student will receive 1 day ISS (CATEGORY III). Once a student has repeated the same violation a total of nine times, the punishment is expulsion.

It is also school policy for teachers to call parents when 1 Quiz or Test has been failed and/or 3 or more work assignments are missing. When an ISS is administered, a phone call will be made as well.

## OSS RULES OF OPERATION:

---

1. Suspensions are a full day OUT OF SCHOOL OFF CAMPUS! (Example Friday at 2pm expulsion may not return until Monday at 2pm or Monday 11am expulsion may not return until Tuesday at 11am)
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 Administrator 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 0's 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 of a full day 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 am 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 Administrator 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, they 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/Bandannas)

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)

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. 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 as well as with no excessive holes or tears 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. Students 6th through 12th are to dress out every day during P.E. class.

(Chapel)\*\*\*\*\*

Boys: Are required to wear a TCA polo, and a nice slacks or khaki shorts of any color are to be worn. Dress shoes or boat shoes are the only footwear allowed. Tennis shoes are not appropriate footwear. No colored or denim jeans 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. Dress shoes are the only footwear allowed. Tennis shoes are not appropriate footwear. No colored or denim jeans 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 each student 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 their 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 P.E., Music, and Art. Middle school and High school students will be given the opportunity to take advantage of computer classes. Jr. and Sr.'s 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, they 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. Lunch (\$50.00 a month) and late day (\$100.00 a month) are due on the 15th of every 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.

## LATE DAY CHARGES:

---

This program is offered for the convenience of working parents who wish to have their children remain at school after 3:30p.m. This supervised program is offered for an additional \$100.00 fee per month per student. The fee for late day is paid directly to TCA.

## SENDING MONEY:

---

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

1. Child's first and last name
2. Amount and purpose of the money
3. Teacher's name or grade.

## FUNDRAISING:

---

Students may participate, on an elective basis, in the occasional fund-raising activities of the school. All fund raising 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 for 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 for a flat rate of \$50.00 for the whole month. Please send plates and utensils for your child as well.

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 requests will 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 manufacturers 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

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 student 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 students 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 rang. 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 visitors pass lanyard that must be worn during your visit.)

**Parents visiting classrooms:**

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 event—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 3<sup>rd</sup> grade through 12<sup>th</sup> 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 unpaid bills.

## NOTICE OF NON-DISCRIMINATION:

---

Trinity Christian Academy admits students & 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.