

# Trinity Christian Academy Student Handbook



*Educating the mind, body and spirit!*

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## OUR VISION

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...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 followers of Christ; and where families are fully committed to keeping Him preeminent in every aspect of the learning program.

## OUR MISSION

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...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

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Trinity Christian Academy is dually accredited with **COGNIA**, the International Christian Accrediting Association (**ICAA**); TCA is also a member of the Association of Christian Schools International (**ACSI**).

## STATEMENT OF FAITH

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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

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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 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

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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,
6. having previously withdrawn from TCA

## ACADEMIC EXCELLENCE

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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

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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

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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

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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

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

### SPECIFIC REQUIREMENTS FOR GRADUATION

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

Students attending TCA must take a Bible class each year enrolled

### TEXTBOOKS AND CURRICULUM

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Trinity Christian Academy primarily uses the ABEKA curriculum for grades K-3- 2nd grade. Grades 3-12 students use computer program Ignitia for all classes except math which will use ABEKA 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 the teacher at the end of the school day.

## LOCKERS

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Beginning the 2020-2021 school term, Trinity Christian will no longer provide lockers for students. All lockers will be removed.

## BACKPACKS

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In order to continue improving safety measures for all students, TCA is requiring that only **clear backpacks** be used.

## HOMEWORK

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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

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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.

TCA also participates in the National Honor Society. Candidates eligible for election to the chapter shall have a minimum cumulative GPA of 3.5 on a 4.0 scale.

## ACHIEVEMENT TESTING

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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

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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

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

Boys: Basketball and (dependent upon interest) Cross-country and Track

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

## ATHLETIC ELIGIBILITY

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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

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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. (10 per semester)

## 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.( Social distancing) If your child arrives after the 8:13 bell, **the parent/guardian** must sign them in at the office before they can go to class.

After school Care- Trinity Christian Academy will provide after school supervision or a program for students that remain on campus after dismissal, ages 9 and below. The cost for this will be \$5.00 a day.. 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).

## LUNCH

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Students will bring their own lunch everyday. Fridays will still be Pizza Friday. Forms for Fridays will be sent home and students will be able to purchase slices of pizza. **Due to the new social distancing, students will eat their lunch in their homeroom class.**

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.**

\*\*\*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.

## CHAPEL

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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 and appropriate behavior. There will be no food or drink brought into the chapel.

## CHARACTER DEVELOPMENT

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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

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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 any time they are out of the classroom. Teachers will use this book to communicate with parents.

## DISCIPLINARY ISSUES/CONSEQUENCES

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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.

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.

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

### **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, (**Office needs to be informed**)
2. enter the write-up in RENWEB,
3. inform the parent/guardian (by email, phone call, or text),and
4. follow the Matthew 18 Policy as you proceed through the discipline process.

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 (including any 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.

#### CELL PHONE POLICY

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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 an in school 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.

#### OSS RULES OF OPERATION

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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 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.

#### ISD RULES OF OPERATION (In School Detention)

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Detention 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.

1. Detention will be served on the next day in attendance following the incident and receipt of the punishment. If warranted, the student may be removed from the classroom immediately and placed in detention or time out.
2. A parent will be notified by the Principal of the reason for the detention
3. All homework, tests, and quizzes will be done during the ISD The main reason for ISD is simply to remove the child from the classroom in order to miss out on the "fun" and social aspects of the normal day.
4. Like an OSS, students with a full day ISD are not permitted to participate in any after school or evening activities on the day of an ISD, including curricular and extracurricular activities of school organizations such as drama, music, clubs, cheerleading, athletics, student government, field trips, etc.
5. **Refusal to serve an assigned ISD is cause for expulsion.**
6. Other rules and guidelines may be added as deemed necessary by the Principal and/or Administrator.

#### DRUGS

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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

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Tops - Official TCA logo/brand shirts ONLY. This means that students are only allowed to wear the TCA shirts purchased from the office for normal school wear. Shirts/hoodies from previously approved special events/activities will NOT be part of TCA dress code from this point forward.

Bottoms - ONLY khaki (tan/light brown) pants, shorts and skirts will be allowed. These can be purchased from any retail/department store (e.g., Walmart, Target, Amazon) NO jeans of any kind, leggings, tights, athletic shorts, joggers or sweatpants allowed.

Shoes - Appropriate shoes must be worn at all times. The following are NOT permitted: shoes which damage the floors, bedroom shoes, flip flops or shoes with wheels.

For Chapel on Wednesdays, TCA blue polo shirt and khaki pants will be worn.

#### (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. All boys must be clean shaven. No facial hair or long sideburns allowed. If boys come to school with facial hair they will be asked to shave immediately. If they continue to break this rule after the third time they will be dismissed from TCA.

#### (Hats/Bandanas)

Headwear is not appropriate during regular school hours. Hats may be worn on designated days or special events.

#### (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 function

### FIELD TRIPS

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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 20 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

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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

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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

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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

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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

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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

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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.

## HEALTH & WELLNESS

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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: Children 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 without medication.**
- Diarrhea, Vomiting: Children should be symptom free for at least 24 hours and able to keep food down. Temperature must be normal for 24 hours without medication.
- Streptococcal Sore Throats/Scarlet Fever: Child must be on an antibiotic for at least 24 hours. Temperature must be normal for 24 hours without medication
- Infectious Rashes, Ringworm, Impetigo, and Scabies: Child must be under effective treatment (medication) for 24 hours. Exposed ringworms 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

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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 a pharmacy-labeled container, and the parent must complete information and authorization forms.

## MEDICATION IN SCHOOL

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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 on date.
4. Medication will be dispensed according to manufacturer or pharmacy labeling only. Any changes must be in writing from the physician.
5. Written requests 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

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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

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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.

## LOST AND FOUND

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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

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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

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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 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/SCHOOL COMMUNICATIONS

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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. RenWeb is our parent portal. You will receive weekly grades through our RenWeb portal and emails can be sent through RenWeb 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

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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

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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. that withdraw from Trinity Christian Academy may denied re-enrollment

## NON-REENROLLMENT

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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 student's conduct is detrimental to the well-being of the other students or teachers.
3. The student's behavior demands more time and attention than we feel is reasonable to expect from our school.
4. Previous bills are unpaid.
5. The student has previously withdrawn from TCA

## NOTICE OF NON-DISCRIMINATION

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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.