

MANDATORY FORMS LIST

The following forms must be filled out and returned with a photocopy of the following:

If there is a privacy, political, or religious issue concerning any of the following, please discuss with the secretary.

- Social Security Card
- Current Immunization Records
- Student Birth Certification
- Proof of Health Insurance
- Student Driver's License (If Applicable)
- Student Vehicle Insurance (If Applicable)

If you have questions, please feel free to call. To insure that your child will have a place at Trinity Christian Academy, these forms must be filled out and returned with the tuition.

I release and hold harmless Trinity Christian Academy and its agents from any charges or fees, or loss of property, limb, or life that may be incurred or occur if insurance ceases or no longer is in force as required by the school.

Parent or Legal Guardian Signature

Date

PLEASE TELL US HOW YOU HEARD ABOUT US ON THE LINE BELOW!!

Trinity Christian Academy
Registration 20__ - 20__
Grade Enrolling _____

Annual registration fee of \$50 is due before student can enroll.

Student's Name: _____
Last First Middle

Student's SSN: _____

Student's Date of Birth: _____

Father/Guardian Name: _____

Mother/Guardian Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____

Dad Work: _____ Dad Cell: _____

Mom Work: _____ Mom Cell: _____

Guardian Work: _____ Guardian Work: _____

Payment Schedule

Babies through 2 years

\$500.00 a month

K-3 through 12th

1st child - \$3,465 per school year

(\$385 x 9 months)

2nd child - \$3,285 per school year

(\$365 x 9 months)

3rd child - \$3,105 per school year

(\$345 x 9 months)

4th child - \$2,925 per school year

(\$325 x 9 months)

(Every child after the 4th is FREE!)

First payment is due August 1st

Last payment is due April 1st

A credit card or debit card must be on file to charge if cash or check isn't paid by the 10th of each month. Your credit card or debit card will be ran for your monthly tuition amount.

Credit card or debit card information:

Visa or MasterCard (please circle one)

Name on card: _____

Zip code on card: _____

Number: _____

Expiration date: _____

3 digit code: _____

** Payments are due the 1st of each month.*

****Tuition subject to change***

Payment Obligation

I agree to pay the monthly tuition rate of \$_____ beginning _____.

* Payments are due the 1st of each month. (August through April)

* Accounts that become 30 days delinquent will result in withdrawal of the student.

Parent Signature: _____

Date: _____

Administration Signature: _____

Date: _____

A credit card or debit card must be on file to charge if cash or check isn't paid by the 10th of each month. Your credit card or debit card will be ran for your monthly tuition amount.

Trinity Christian Academy
119 Myrtle Ave
Hollister, MO 65672
417-334-7084
417-334-1794 Fax

Request for Release of Records

Complete One Form for Each School Attended

Request To:

Previous School Name Fax Number Address

School Year(s) Requested: _____

It is required that a copy of each document(s) checked which you may have for the student(s) listed be forwarded to Trinity Christian Academy. Your assistance and cooperation is appreciated.

- ____ Academic Records
- ____ Immunizations
- ____ Standardized Test Scores
- ____ Family Info. Sheets
- ____ Health Records
- ____ Intellectual Educational Reports
- ____ Other

Students Name Date of Birth Last Grade Attended

Signature of Parent/Guardian Date

Signature of Administration Date

Trinity Christian Academy

New, Returning, and Transferring, and Home Schooled Students

Trinity Christian Academy expects, and reserves the right to request and receive any information regarding the transfer of any student as it pertains to discipline, drug use, (or paraphernalia), probation, illegal activity, or anything falling under the jurisdiction of the juvenile court.

Any student or parent that does not disclose leaving another school truthfully, or any problem that arises at any time will cause the loss of the privilege of attending Trinity Christian Academy for the student.

If at any time the administration suspects the violation of any drug law, the school will request a drug test once, or on a continual basis, as deemed necessary. The student and parents shall comply with the request, at their expense, or the student will be expelled immediately.

If the student is under suspicion of drug use and remains in school, the school will request drug counseling and Church attendance. Non-compliance will result in expulsion.

Any expulsion, as stated above, or any other reason will result in the loss of registration, tuition, fees, and any tuition paid.

All students and parents must sign prior to attendance of the first day of school.

Student Signature

Date

Parent Signature

Date

Medical and Health Care Authorization

I/We hereby authorize Trinity Christian Academy to include my child (ren) in the following procedures.

1. Emergency medical care for accident or illness during the school hours or during a school function. I also give my permission for Trinity Christian Academy to take my child (ren) to the nearest emergency facility when they deem it necessary.

Proof of Medical Insurance for each student is required. Those with no medical insurance must carry student accident insurance for the school year.

In case of emergency during school hours, you may contact me.

Father or Legal Guardian

Phone Number

Mother or Legal Guardian

Phone Number.

If I/We cannot reach you, please notify:

Name

Relationship

Phone Number

Name of Family Doctor: _____

Father or Legal Guardian Signature

Mother or Legal Guardian Signature

Consent to Treat

Student Name _____

Grade _____

Trinity Christian Academy

_____ **Does or** _____ **Does Not**

Have permission to give my child over the counter medications for headaches, general body aches, nasal congestions, coughing, scratchy throat, or mild scrapes and abrasions.

Significant Health History _____

Rx meds taken on daily basis (Include those given before and after school)

Treatment/Medication exemptions: We have no products in the Nurses Station containing ASA or PPA.

Any meds or treatments you DO NOT want your child to receive.

If your child needs an OTC or Rx medication that needs to be given during school hours the medication needs to be sent in the original container with a note from the parent on times and amount to be dispensed. NO medications will be dispensed that is sent in envelopes, baggies, or Tupperware.

Date: _____

Parent or Legal Guardian Signature _____

Phone Number (Must be able to be reached during School hours)

Thank You

**Trinity Christian Academy Authorized Pick Up
(Required for all Students)**

Student's Name _____

Grade/Teacher _____

Please note that the following individual(s) are authorized by me/us to pick up my child/ren from Trinity Christian Academy.

Trinity Christian Academy
Conditions of Enrollment and Pledge of Cooperation

Dear Academy Patrons,

As an essential part of the enrollment process, the pledge written below must be completed. It serves as a protective legal hedge for the benefit of our families and the school. In the interest of being good stewards, we must make every attempt to insulate our school against costly lawsuits and/or other forms of avoidable disruption. Please understand that we dearly value your patronage and ask that you realize our mission and purpose has not changed even though the climate around us has required that we be "wise as serpents" yet "harmless as doves."

I pledge to apply myself wholeheartedly to my intellectual pursuits and to use the full powers of my mind for the glory of God.

I pledge to grow in my spirit, developing my own relationship with God.

I pledge to develop my body with sound health habits through the required physical fitness program and by participating in wholesome physical activities.

I pledge to cultivate good relationships socially with others and to seek to love others as I love myself. I will not lie; I will not steal; I will not curse; I will not be a talebearer. I will not cheat or plagiarize; I will do my own academic work and will not inappropriately collaborate with other students on assignments.

CONDITIONS OF ENROLLMENT AND PLEDGE OF COOPERATION

1. I understand that it is a privilege, and not a right, for my child to attend Trinity Christian Academy ("TCA"). I further understand that all students are accepted on a probationary status. I further understand that the school reserves the right to dismiss any student who does not cooperate with any phase of the educational program and process, be it curricular or extracurricular, or whose attitudes and actions are not in harmony with the aims and ideals of TCA. I give TCA's administration full discretion in the discipline of my child, including the issuing of demerits, referrals, detention, suspension (in-school or out), and expulsion from the school for conduct deemed by TCA to be improper, regardless of where the incident(s) giving rise to such discipline occurs.
2. In order to preserve the spiritual atmosphere nurtured at TCA, I understand that discipline will be more swiftly and rigorously enforced than in a public school environment or in some other private schools. I further understand there may be times where I disagree with the discipline imposed upon my child. I further understand that in the event of such disagreement, I am to request a conference with the principal and /or his or her designee(s) of the educational unit involved.
3. I understand that TCA, in the interest of nurturing its school atmosphere and spiritual goals, has a "Zero Tolerance" policy regarding possession and/or use of drugs on or off campus. If in the judgment of TCA's administration, it is determined my child (ren) should be drug tested, I agree to have my child (ren) tested, at my own expense, by an appropriate medical provider approved by TCA to conduct such drug test. If I am unwilling to permit such a drug test, or to release the results of such test to TCA, I shall withdraw my child (ren) from TCA and thereby waive all rights to any recourse. (monthly test will take place)
4. I understand and agree to the need for, not random, but reasonably determined investigations of student activities which may involve and include searching my child's or children's belongings (i.e., book or carrying bag, lunch box, purse, gym bag, etc.) and locker. In the case of secondary students, I also give permission for any motor vehicle in my student's possession to be searched for stolen or other improper items. I ask that TCA's administration make a reasonable attempt to contact me prior to such a search in order to allow me to be present. If I am not available by telephone after reasonable efforts to contact me have been made by TCA, I permit TCA's administration to search the vehicle.
5. I agree to fully cooperate with TCA's administration regarding all actions requested of me pertaining to my child's or children's enrollment at the school and in the enforcement of its rules and policies. I agree to uphold the aims and ideals of the school and to encourage my child (ren) to likewise abide by the aims and ideals of the school.
6. I understand that my child's or children's continued enrollment at TCA is conditioned upon my prompt and timely payment of all tuition and fees (including late fees).

7. I acknowledge receiving and reading a copy of TCA's current handbook before execution of this application. I agree that my child's or children's enrollment at TCA is subject to all terms and conditions of the handbook which are fully incorporated herein by reference.

PLEASE SIGN AND RETURN THIS PAGE. REGISTRATION CANNOT BE COMPLETED WITHOUT THIS FORM.

STUDENT NAME _____ GRADE _____

PLEASE PRINT

Student Signature _____ Date _____

I have read, or reviewed with my parents, and understand and agree to abide by the provisions of the school handbook.

Parent Signature _____

Date _____

The Matthew 18 Principle for Solving School Problems

The “me generation” philosophy of “I’ll do it my way” sometimes spills over into the Christian community. For example, when differences develop between individuals, some Christians take matters into their “own hands” and bypass the biblical procedure of solving problems. A Christian school is made up of people—parents, administrators, teachers, and students. Like any other collection of earthly mortals, the people associated with a Christian school have the potential for misunderstanding, disagreement, and even wrongdoing. Nevertheless, it is God’s will that we live and work together in harmony. Jesus said, “A new commandment I give unto you, that ye love one another; as I have loved you, that ye also love one another. By this shall all men know that ye are my disciples, if ye have love one to another” (John 13:34-35, KJV).

Due to our human nature, we may at times irritate others, resulting in misunderstandings or strong disagreements. In Matthew 18:15-17, KJV, Jesus gives His formula for solving person-to-person problems. I call it “the Matthew 18 principle” for solving school problems. The following are the words of Jesus:

Moreover, if thy brother shall trespass against thee, go, and tell him his fault between thee and him alone; if he shall hear thee, thou hast gained thy brother. But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established. And if he shall neglect to hear them, tell it unto the church; but if he neglects to hear the church, let him be unto thee as a heathen man and a tax collector.

There are several clear principles that Jesus taught in solving people-to-people problems:

One: Keep the matter confidential. The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality. The Bible has much to say about those who gossip or malign others with their words. “A hypocrite with his mouth destroyeth his neighbor; but through knowledge shall the just be delivered” (Proverbs 11:9, KJV).

Two: Keep the circle small. “If thy brother shall trespass against thee, go and tell him his fault between thee and him alone....” The first step and most often the only step needed in solving a person-to-person problem is for one of the two people involved to initiate face-to-face dialogue. Most problems are solved at the two-people level.

Three: Be straightforward. “Tell him his fault.” Jesus tells us to be forthright and to love honestly. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. But restoration and improvement can only come when the issues are lovingly, yet clearly, presented. The Scripture says, “Faithful are the wounds of a friend . . .” (Proverbs 27:6, KJV).

Four: Be forgiving. “If he shall hear thee, thou has gained thy brother.” This implies that once the matter is resolved, we should wholeheartedly forgive and restore the person whose fault has offended us. Galatians 6:1, KJV, reads “If a man be overtaken in a fault, ye who are spiritual restore such an one in the spirit of meekness, considering thyself, lest thou also be tempted.”

As I mentioned earlier, most school problems are resolved at the two-people level. Forgiveness and restoration is the normal happy conclusion. But what is the Matthew 18 principle if the individual will not “hear” you, or openly disagrees with your version of the problem? Let’s say you are a parent of a student in a Christian school. You are unhappy with a teacher because you believe your child is being treated unfairly in the classroom. The two of you have met and talked

together and you are not satisfied with the outcome of your discussion. What is the next step in the Matthew 18 principle?

Five: The parent and teacher should agree to share the matter with the school administrator and or principal. At this stage the counsel of Jesus would be “Take with thee one or two more, that in the mouth of two or three witnesses every word may be established.” Both parent and teacher should rehearse their version of the issue or issues with the school’s administration. Each person should come to the meeting in a spirit of prayer and humility, willing to submit to the Lord’s will in the matter and also willing to submit to reproof and correction if needed. Those of us who bear the name of Christ should joyfully conform to the will of Christ. An open and honest discussion among people who are sensitive to godly principles will most often reach an amicable solution.

Let’s say a problem now exists and is not solvable by the normal channels of communication and established school policy. What is the next step in the Matthew 18 principle?

Six: The school administrator and or principal should explain the problem to the school board. The administrator and or principal will decide how the matter should be presented to the board. Depending on the complexity of the problem, it may be appropriate for the board chairman to request that all persons involved be present at a school board meeting. The goal of such a high-level meeting is 1) a clear understanding of the problem; 2) solving the problem; 3) reproof and correction if necessary; and 4) forgiveness and wholehearted restoration of those who have made amends.

In summary, the Matthew 18 principle requires that parents talk to teachers about student problems before they talk to principal/administrator/board. If unresolved at the two-people level, the matter is prayerfully and in an orderly fashion moved upward in the school organizational structure. This is the Lord’s way of solving people-to-people problems.

A Christian school is a ministry in Christ’s name. Everything that is done in the context of the school must be done Christ’s way. The world’s methods of solving school problems is inappropriate. The idea of suing the school or persons in the school is a secular idea that has no place in the Lord’s work. The Bible is clear on this. “Dare any of you, having a matter against another, go to law before the unjust, and not before the saints?” (1 Corinthians 6:1, KJV).

Satan would like to destroy the normal flow of harmony and good fellowship in Christian school education. That is not possible if all of us follow the Matthew 18 principle of solving school problems.

Name: _____ Date: _____

Amos 3:3 ~ “Can two walk together except they be agreed?”

- I. Trinity Christian Academy is a partnership between parents, faculty and staff.
 - A. God has ordained only two institutions for the training of children.
 - 1. He ordained the home (Ephesians 6:1-4).
 - 2. He ordained the church (Matthew 19:14; 28:20; John 21:15).
 - B. The Christian school is a supplement, not a replacement for the training of children by parents.
 - 1. Discipline and character molding are the responsibility of parents.
 - 2. TCA reinforces parental authority and supplements the instruction process with specialized training.
 - 3. TCA will not undermine a child’s respect for parents with negative comments and criticisms.
 - 4. TCA will cooperate with law enforcement agencies and honor state laws pertaining to child abuse.
 - C. Trinity Christian Academy is not an outreach to troubled youth.
 - 1. Parents must be committed to the Biblical concepts of discipline and moral integrity.
 - 2. Students who violate the on or off campus Pledge of Cooperation will be subject to expulsion.
 - 3. TCA will not admit students who have exhibited behavioral problems at other schools.
 - D. Trinity Christian Academy was founded to provide a quality education for the children in the Tri-Lake area.
 - E. Trinity Christian Academy expects students to fulfill their commitments to extracurricular activities (both athletic and non-athletic).
 - 1. We encourage student participation in extracurricular activities because they instill discipline and strengthen the character-building process.
 - 2. Students and parents will sign a Student Activity Participation Contract for each activity at the beginning of its respective season pledging their commitment to that activity for the duration of the season.
- II. Trinity Christian Academy is governed by an Executive Board, an Advisory School Board, a Superintendent/Administrator and a Principal.
 - A. School administration will not seek permission from parents in the development and implementation of school policies.
 - B. Parents will not be asked to assume any financial burden relating to the school other than tuition and appropriate activity fees.
 - 1. Parents will be expected to assist their students in special activities.
 - 2. Parents will not be required to participate in fundraising activities.

- C. Parents are encouraged to make constructive suggestions and offer creative ideas to improve the school.
 - 1. TCA asks that parents refrain from making critical remarks to other parents.
 - 2. TCA asks that parents bring their criticisms to the appropriate authorities in order to fix problems.
 - 3. TCA asks that parents follow our Matthew 18 policy when dealing with issues.
 - 4. TCA will operate with moral and fiscal integrity. The Matthew 18 Policy (resolving issues)
 - 5. Trinity Christian Academy expects parents to handle conflict with civility.
- D. TCA pledges to conduct its dealings with parents and students in a civil and Christ-like manner.
 - 1. Teachers who do not observe this policy will be reprimanded.
 - 2. The Principal, Administrator, faculty and staff will handle disciplinary matters and conflicts in a firm but civil manner.
- E. Parents are expected to hear both sides of an issue before making judgments.
 - 1. Meetings with Principal, Administrator, faculty and staff will be conducted in a civil manner.
 - 2. Belligerent outbursts will not be tolerated.
- F. Parents and/or students who are consistently disagreeable will be asked to leave.
- G. Parents and family members are expected to behave in a Christ-like manner at all school functions, including assemblies, field trips, and sporting events.
- H. Parents are asked not to participate in gossip.
 - 1. Tale bearing results in strife and erodes relationships.
 - 2. Parents who engage in gossip will be asked to remove their children from school after one warning.
- I. Trinity Christian Academy expects parents to follow a three-step plan to resolve conflict regarding their student: (See Matthew 18 policy for full details.)
 - 1. Schedule an after-school meeting with the teacher. This should be immediately after the school day.
 - 2. If the conflict is not resolved, the parent may then contact the principal.
 - 3. If the principal cannot resolve the issue to the parent's satisfaction, the principal will notify the administrator. The administrator will contact the board. The board will reach a decision on the issue and render its decision through the principal to the parent.
 - 4. If the issue is still unresolved a formal meeting including parent, principal, administrator and board can be requested. The request will be reviewed. The board will reach a decision on the issue and render its decision through the principal to the parent. The request may be approved or denied.

5. If request is approved a time and date will be chosen by the board as to when the meeting will take place.
6. The end result should be resolved if at all possible and privacy and professionalism should be kept by all parties. TCA expects parents to withdraw in an agreeable manner in the event of an unresolved dispute.

III. Parents are expected to stay current with tuition payments.

- A. The goal of TCA is for salaries to be funded by tuition.
- B. Tuition is kept at a reasonable level to make TCA available to the greatest number of families.
- C. Tuition is payment for services rendered; it is not an offering.
- D. Tuition at TCA does not cover the cost of buildings and their maintenance.
- E. Parents who are consistently late with tuition payments will be asked to remove their children from school.
 1. The school business office expects honest communication regarding payments.
 2. Parents who have been consistently late in their payments will be notified by mail if they will be required to pay full tuition in advance.
 3. TCA asks that parents consider the financial aspects of this agreement before enrolling their children.
 4. Trinity Christian Academy expects parents to be supportive of school authority. The Matthew 18 Policy (resolving issues)
- F. When it becomes obvious that a parent(s) is not supportive of school policy, that parent will be asked to remove his or her child from school.
- G. Parents are expected to support the following:
 1. The Dress Code
 2. The Pledge of Cooperation
 3. The Matthew 18 Policy (resolving issues)
 4. TCA handbook
 5. Disciplinary measures
 6. Homework and classroom assignments
 7. The Statement of Faith
- H. Trinity Christian Academy expects students to embrace the major points of our Statement of Faith.
 1. Teachers and administrators will not exhibit bias toward a student who does not subscribe to all our views.
 2. Students and parents who disagree with the minor issues are expected not to vocalize their disagreements.

Parent signature: _____ Date: _____

Student signature: _____ Date: _____

Principal signature: _____ Date: _____

Administrator signature: _____ Date: _____



Trinity Christian Academy – Calendar

EARLY OUT EVERY FRIDAY AT 2:30 PM – IF NOT EARLY DISMISSAL

EARLY DISMISSAL MEANS WE ARE OUT AT 11:30 A.M (August 30, September 27, October 11, November 26, December 20, February 14, March 13, April 9, and May 22, 2020)

2019-2020

- August 19-23 District Teacher Workshops 8 am -4 pm
- August 22 Open House/Orientation 6:30 pm
- August 26 First Day of School - Full Day Attendance
- August 30 Early Dismissal - 11:30 am
- September 2 Labor Day - No Student or Teacher Attendance
- September 9-13 Parent Teacher Conference week
- September 27 Early Dismissal - 11:30 am
- September 27 Walk-a-thon **(FUNDRAISER)**
- October (TBA) ASVAB
- October (TBA) Health Fair
- October (TBA) Fire Prevention Day – Hosted by Taney County Fire Department
- October 11 End Quarter 1
- October 11 Early Dismissal for all students – 11:30 am
- October 11 Staff Work Day (afternoon) – 12:30-2:30 pm
- October 11 G.L.O.W. party
- October 14 Start Quarter 2
- November 4 Honor America – 6:30 – 8 pm
- November 15 Sock Hop **(FUNDRAISER)6 – 9 pm**

November 11-15 Parent Teacher Conference week

November 26 Early Dismissal – 11:30 am

November 27-29 Thanksgiving Vacation - No Student or Teacher Attendance

December 1 Adoration Day Parade

December 16 Christmas Production

December 20 End Semester I

December 20 Last Day of Student Attendance in 2018 – Early Out 11:30 am

December 21-January 5 Christmas/New Year’s Vacation - No Student or Teacher Attendance

January 6 Classes Resume – Start Semester II

January 6-31 CAM food drive

Jan. 27- 31 Parent Teacher Conference week

Jan. 27- Feb. 1 Homecoming Week – Trinity’s Got Talent

March 13 Dodgeball **(FUNDRAISER)**

March 13 End Quarter 3 – Early Dismissal – 11:30 am

March 16-20 Spring Break – No Student or Teacher Attendance

March 23 Start Quarter 4

March 23-27 Achievement Testing week

April 9 Early Dismissal 11:30 am

April 10 Good Friday – No school

April 20-24 Parent Teacher Conference Week

April 27 Open House and Spring Sing

May 15 Senior Graduation

May 20 Award Ceremony 6, 7, 9, 10, & 11 (Middle school and High School)

May 20 8th grade Graduation

May 21 SDC Field Trip

May 22 1st-5th Award Ceremony & Kindergarten Graduation (Elementary and Intermediate)

May 22 Last Day of Student Attendance - Early Dismissal

SUBJECT TO CHANGE

03/01/2019