

# Trinity Christian Academy 2018/19 Family Handbook

## General School Information (All Grades)

*“But they who wait for the LORD shall renew their strength;  
they shall mount up with wings like eagles;  
they shall run and not be weary;  
they shall walk and not faint.  
Isaiah 40:31*

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Trinity Christian Academy is accredited K-12 by  
the Association of Christian Schools International (ACSI)  
and the Southern Association of Colleges and Schools (SACS).

The school board and administration of Trinity Christian Academy reserve the right to change any policy herein at any time at the school's sole discretion should it be determined that such changes are in the best interest of the school. Changes will be communicated to affected groups and individuals.

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May 2018

Dear Parents and Students,

Welcome to Trinity Christian Academy! It is a privilege and a blessing to partner with you in fostering the educational and spiritual growth of your children. All of us at TCA look forward to a wonderful school year.

Our administration and School Board have worked hard to develop a program and assemble a staff that is committed to the Lord Jesus Christ as we seek to support Christian homes and churches in an academic environment worthy of your support. TCA strives to provide an environment that is rich in the love of our Lord so that our students graduate prepared for meaningful lives of Christian service in whatever endeavor to which they are led.

We see Trinity Christian Academy as an extension of, not a replacement for, Christian homes or churches. Because of this, we seek to partner with homes and churches that seek to obey God's Word that we might all rejoice in receiving His promise: "Train up a child in the way he should go and when he is old he will not depart from it" (Proverbs 22:6). Our ultimate goal is that each student will know Jesus Christ as their personal Savior and Lord and then impact their world for Him.

This handbook is a culmination of many years and many people's efforts. Guidelines have been chosen that we feel best encourage our students to be Christ-like in mind, body, and soul at all times. Please review it carefully.

We look forward to this school year and trust God will richly bless you and your family.

In Christ's service,

Mike Skaggs, M.Ed., Head of School  
Ken Nobles, MA.CE., Secondary Principal  
Steve Newby, Ed.D., Elementary Principal

## VISION and MISSION

**TCA Vision Statement:** Trinity Christian Academy exists to help each student fulfill God's purpose for his/her life and reach maximum potential in a joint effort between school, student, family, and church.

**TCA Mission Statement:** Trinity Christian Academy is dedicated to developing excellence in education, character, and servant leadership through a Christ-centered, biblical perspective.

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## DOCTRINAL STATEMENT

*“If you put these things before the brothers, you will be a good servant of Christ Jesus, being trained in the words of the faith and of the good doctrine that you have followed.” 1 Timothy 4:6*

Trinity Christian Academy partners with families from a variety of evangelical church backgrounds and denominational traditions. The statements below express our school's doctrinal positions and are reflected in all aspects of school life and curriculum.

***We believe that the Bible, in its entirety, is supernaturally inspired and, in the original writings, completely without error. Preserved by God, the Bible is our authority and standard for doctrine and practice (2 Timothy 3:16, 2 Peter 1:21).***

***We believe that God is One, existing eternally in three persons—Father, Son, and Holy Spirit—sharing equally in essence, power, glory, and perfection (Genesis 1:1, Matthew 28:19, John 10:30).***

***We believe that God created man in His image and likeness, but that in Adam's sin and through personal transgression, we are a fallen race, possessive of a sinful nature and separated from God without human remedy (John 3:16–19, John 5:24, Romans 3:23, Romans 5:8–9, Ephesians 2:8–10, Titus 3:5).***

***We believe that Jesus Christ, without ceasing to be God, became a man, was conceived by the Holy Spirit, born of a virgin, and lived a sinless life (Isaiah 7:14, Matthew 1:23–25, Luke 1:35, Luke 2:10–11, John 1:14, II Corinthians 8:9, Philippians 2:5–11, Colossians 1:15–19, Hebrews 4:15, Hebrews 7:26).***

***We believe in the deity of our Lord Jesus Christ, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory (John 10:33, John 2:11, 1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9, 1 Corinthians 15:4, Mark 16:19, Acts 1:11, Revelation 19:11).***

***We believe that in order to be saved, one must personally trust in Christ and His substitutionary sacrifice for our sins, and confess Him before men. Baptism is a public confession of that act of faith. Salvation comes through faith alone in Jesus Christ and is received entirely***

*apart from works (Romans 10:9-10, 1 Corinthians 15:3, Ephesians 2:8–10, Titus 3:5, John 11:25, Romans 6:4).*

**We believe** that the salvation of all true believers is kept eternally secure in Jesus Christ (John 5:24, John 10:27-30).

**We believe** that it should be the goal of every Christian, in dependence upon the indwelling Holy Spirit, to grow in spiritual maturity and holiness, to testify of Christ by life and by word, to support the work of the Lord through regular prayer and giving, and through regular involvement in a local, Bible-believing church (Malachi 3:8-10, Mark 12:41-44, Luke 18:1, Colossians 1:9-10, Colossians 2:6-8, Colossians 4:2, Ephesians 3:14-19, Ephesians 4:1-13, 1 Thessalonians 5:16-18, Hebrews 6:1, Hebrews 10:23-25).

**We believe** marriage to be a covenant between one man and one woman and that gender is immutably bestowed by God upon each person at birth as male or female based on physical and or chromosomal differences. Biblical marriage is the only legitimate and acceptable context for sexual intimacy. (Genesis 2:20-24, Matthew 19:4-6, Romans 7:2, 1 Thessalonians 4:1-8, Hebrews 13:4, Ephesians 5:22-33).

**We believe** in the spiritual unity of believers under the headship of our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12–13, Galatians 3:26–28).

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## TRINITY CHRISTIAN ACADEMY CORE VALUES

Like any successful community, the TCA family holds to a common set of values which serve as a foundation for who we are and what we do. These values drive our choices and our direction, bringing consistency and coherence to all aspects of our school. Each of the ten core values is categorized into one of three primary areas upon which we build our school's culture.

### RELATIONSHIPS

- *Partnership with Families* - Parents are a child's first and most important educators. TCA will partner with families in the task of helping students reach their maximum potential.
- *Qualified Professional Staff* - TCA employs a qualified teaching staff that is degreed and certified. All staff members sense a calling from God to serve at this Christian school and are dedicated to the ministry of Christian school education. Staff members serve as Christian role models and hold spiritual and philosophical perspectives compatible with that of the school.
- *Emphasis on Church Involvement* - TCA will support local churches and require students and their families to be actively involved in a local, Bible-believing body of believers.

### EXCELLENCE

- *Excellence in Education* - An outstanding teaching staff will use first-rate curriculum and quality instruction to provide a Christ-centered, college-preparatory education. Discipline will be purposeful, and directed toward the goals of self-discipline and right relationships with God and man.

- *Emphasis on God's Word* - The Bible will be taught as a core subject in the academic curriculum. Planned biblical integration will exist in all academic disciplines, helping students learn to process information and think critically in the context of a biblical worldview.
- *Personal and Corporate Integrity* - TCA will maintain and be known for the highest levels of individual and institutional integrity, including all aspects of fiscal and operational practices. Sound stewardship of God-given resources will be modeled on the organizational level and taught to students.
- *Quality Facilities and Physical Environment* - TCA is committed to providing quality facilities designed to provide an educational environment with a focus on safety that is conducive to learning.

## **SERVICE**

- *A Culture of Service* - Through instruction and practice, students will develop servant's hearts. Servant leadership will be modeled, taught and practiced.
- *Student Discipleship* - Students will be taught to love God with all their heart, soul, mind, and strength, and to love their neighbor as themselves. Students will be prepared to "go and make disciples of all nations."
- *Personal and Corporate Responsibility* - Students will value personal responsibility for their actions and decisions. TCA will foster a "family culture" within which students can learn to live within a nurturing, tightly-knit community of believers. TCA will be a valuable, contributing member of the local community.

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## **EXPECTED STUDENT OUTCOMES**

*"I have no greater joy than to hear that my children are walking in the truth." III John 4*

### **SPIRITUAL:** Students will

- Accept Jesus Christ as Savior and Lord.
- Demonstrate an indwelling of the Holy Spirit.
- Learn basic Bible doctrines.
- Understand that the Bible is the only inspired and infallible, authoritative Word of God and develop attitudes of love and respect towards it.
- Know, love, and obey the will of God as revealed in the Scriptures and carry it out daily.
- Understand their place in the body of Christ and recognize opportunities for involvement in its worldwide mission.
- Learn how to study God's Word.
- Understand their uniqueness as individuals created in God's image and strive to achieve their highest potential.
- Think critically based upon the proper use of Biblical criteria for evaluation.

### **MORAL:** Students will

- Demonstrate knowledge of right and wrong.
- Complete tasks showing personal initiative and perseverance.
- Use Christian standards to make moral decisions.
- Use self-discipline in personal relationships and act responsibly.
- Realize that mistakes initiate learning and are not an indicator of loss of self-esteem or worth.
- Adjust to success and failure appropriately.

- Develop a mind of Christ towards godliness.
- Study Biblical character qualities and incorporate them into daily use.
- Respect and submit to authority from God’s perspective.
- Exhibit patriotic pride and understand the role Christianity has played in our country’s heritage.

**ACADEMIC:** Students will

- Demonstrate good study habits and skills.
- Develop an eagerness for lifelong learning, creativity, and analytical thinking.
- Learn to research and reason logically from a Biblical worldview.
- Demonstrate aptitude in mathematical and scientific principles and skills and apply them to everyday learning.
- Display knowledge of our past and current American heritage, government and economics; understand the importance of citizen involvement.
- From a Christian perspective, recognize societal roles of literature, music, and art in the past and present.
- At the appropriate level of performance, demonstrate skills in reading, language arts, and spelling. The student will also use them effectively in both written and oral communication.

**PHYSICAL:** Students will

- Treat and revere the body as a temple for the Holy Spirit.
- Understand basic principles of physical fitness, the body, and health.
- Maintain sound nutritional, hygienic, and grooming practices.

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## **EDUCATIONAL PHILOSOPHY**

*“Get wisdom; and whatever you get, get insight.” Proverbs 4:7b*

The educational philosophy of Trinity Christian Academy is based upon a God-centered view of truth and man as presented in the Bible. We believe that a child’s education must develop the total person: academically, spiritually, morally, and physically. We also believe that a Christ-centered curriculum and academic excellence can coexist. Therefore, we integrate God’s Word into every part of our students’ learning so that the student will learn to see all truth as God’s truth.

It is our belief that each TCA student has a unique ability and personality. We encourage our students to strive for both personal excellence and independent thinking in all their endeavors. Through Christ’s guardianship, we hope that our students will mature to lead a prioritized wholeness in life, be productive leaders, and become a testimony to Christian living (Matthew 6:33).

TCA is operated as an extension of the Christian home. The authority for such an education comes both from God’s command that children be taught to love God and place Him first in their lives, and from the fact that parents are responsible for the total education and training of their children. At the parent’s request, the Christian school, along with the church, assists the parents in giving this education.

## **Curriculum**

TCA primarily uses Christian-based curricula which is regularly reviewed. All learning is based on a stepladder approach: skills must be learned in a progressive, age-appropriate manner.

Our curriculum covers reading, literature, language arts, math, history, science, foreign language, and Bible. Art, music, physical education, library, Spanish and computer are offered as enrichment classes in grades PK-8.

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## **DISCIPLINARY PHILOSOPHY**

*“Whoever loves discipline loves knowledge...” Proverbs 12:1a*

Trinity Christian Academy desires to provide an environment conducive to the academic and spiritual growth and development of young people. This necessitates a firm, fair, and easily understood system of disciplinary standards for students while they are at school, at home, or elsewhere.

Discipline is taught in many ways at TCA and is tailored to age level and the seriousness of the offense. By enrolling a child in Trinity Christian Academy, a parent consents to the teacher’s/administrator’s judgment and discretion in the area of discipline.

As a Christian school, we reserve the privilege of setting and maintaining our own standards for a student’s conduct, dress, grooming, and scholarship. The school reserves the right to refuse admittance to anyone it chooses, and to suspend, expel, or ask a parent to withdraw any student who violates the standards set down in this handbook, or other rules of conduct as defined by the administration. Students and families found to be out of harmony may be asked to withdraw whenever the general welfare of the school demands it, even though there may not be a specific breach of conduct as defined by the infractions listed in this handbook.

Trinity Christian Academy views discipline as a means of instruction to be administered with patience and compassion. While rewards and punishment are vital aspects of TCA’s disciplinary system, repentance and forgiveness are always to be emphasized with love as the foundation of all disciplinary measures. Discipline involves the biblical principles of self-control, responsibility, respect for authority, kindness, and peacefulness. It seeks the ultimate goal of self-discipline, grounded in a love for Christ.

See the Elementary and Secondary handbooks for more detailed information regarding disciplinary guidelines and expectations for younger and older students respectively.

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## **DISCIPLINARY RESPONSIBILITIES**

### **Students**

- Be familiar with and support the disciplinary philosophy and policies of TCA.
- Adhere to the behavioral expectations and personal qualities set forth in this handbook.
- Encourage one another to abide by school rules.

- Respectfully submit to disciplinary measures and to the authority of TCA faculty and staff.
- Students are responsible for informing school officials of violations of school rules. Students not doing so have chosen to participate in the offense and may face disciplinary actions.

### **Parents**

- Be familiar with and support the disciplinary philosophy and policies of TCA.
- Support and assist school employees in their quest to maintain a disciplined learning environment.
- Encourage Christian self-discipline in their children.
- Establish a home environment that is supportive to the processes of Christian education.

### **Teachers**

- Be familiar with and support the disciplinary philosophy and policies of TCA.
- Create Biblically-based and easily understood classroom discipline plans in order to maintain an orderly learning environment, and then consistently implement and clearly communicate these plans to students, parents, and administrators.
- Communicate promptly and appropriately with students, parents, and administrators throughout the disciplinary process.
- Work with parents and students at the outset of discipline issues to identify and solve problems.
- Seek to express and exemplify God’s love throughout the disciplinary process.

### **Administrators**

- Establish a Biblically based, easily understood schoolwide discipline philosophy and plan.
- Consistently implement the disciplinary policies of TCA.
- Communicate appropriately with students, parents, and teachers throughout the disciplinary process.
- Handle disciplinary issues that cannot be handled in the classroom.
- Maintain a campus-wide record of disciplinary disruptions.
- Seek to express and exemplify God’s love throughout the disciplinary process.

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## **ATHLETIC PROGRAM**

The TCA athletic department believes that Christian principles and values taught at home, in the classroom, and through the church can also be put into practice through competition, and that the athletic department of a Christian school should be a vital, contributing part of the total Christian education system. It should be a working ministry where students learn from being part of a team. The success of TCA athletics is largely dependent upon the daily commitment by its athletes, coaches and parents to grow spiritually and physically. The desire to win and excel is important, but to sacrifice Christ-like qualities to achieve victory is foolish. Success cannot be measured solely by a scoreboard, and we can all experience victory through Jesus Christ.

Student-athletes have the responsibility of displaying Christ-like qualities to a school community that looks upon athletes as leaders. These qualities are difficult to maintain unless Christ is the motivation. The student-athlete may feel pressure to perform for friends or for personal goals, but this is not the motivation that should drive a Christ-centered athletic program. Colossians 3:23 tells us we are “*to do all as unto the Lord rather than men.*” Athletics can provide an opportunity to practice the principles of

God’s Word, offer an arena for the demonstration of our faith in Jesus Christ, and open doors for ministry through which the true missions of TCA and God’s Kingdom are accomplished.

TCA competes against other private and public schools. The sports below are currently offered dependent upon student interest and availability of coaches.

- **Elementary Sports** (in some instances, 6<sup>th</sup> graders may be allowed to “play up” on a junior high team if numbers are needed to have enough athletes for a team to make.)
  - Fall: Girls’ Volleyball (3-6), Boys’ Flag Football (3-5), Girls’ Cheerleading (6), and Boys Tackle Football (6)
  - Winter: Boys’ and Girls’ Basketball (3-6)
  - Spring: Co-ed Track (4-6), Clay Target (6)
  
- **Middle School Sports**
  - Fall: Girls’ Cheerleading (6-8), Boys’ Football (6-8), Girls’ Volleyball (7-8), Boys’ & Girls’ Cross Country (7-8)
  - Winter: Boys’ & Girls’ Basketball (7-8)
  - Spring: Boys’ & Girls’ Clay Target (6-8), Boys’ Baseball (7-8), Boys’ & Girls’ Track (7-8), Girls’ Softball (7-8)
  
- **High School Sports**
  - Fall: Girls’ Cheerleading\*, Boys’ & Girls’ Cross Country, Boys’ Football, Girls’ Volleyball\*
  - Winter: Boys’ & Girls’ Basketball\*
  - Spring: Boys’ & Girls’ Clay Target\*, Boys’ Baseball, Boys’ & Girls’ Track, Girls’ Softball, Boys’ and Girls’ Tennis, Boys’ and Girls’ Golf

\*These high school sports are subject to selections (“cuts”)

Athletes and spectators are expected to exemplify Christian conduct and sportsmanship at all times. At no time may TCA athletes or spectators show disrespect to coaches, referees, spectators, or other schools’ teams. Unsportsmanlike behavior will result in benching or removal from the facility.

**Physical Examinations:** All students who wish to participate in a sport must verify that they are in good health by scheduling a physical exam with their doctor at the expense of the parent. Examination forms are available from the school office or the school website. This completed form **must** be submitted to the office each year a student participates in a sport **before the first practice or tryout.**

**Athletic Fees:** Each sport has an athletic fee that must be paid before the student can participate. Any uniforms that are issued to the student are school property and must be cared for and returned in good condition immediately after the season ends. Fees are listed in this handbook under “Tuition and Fees.”

**Extracurricular eligibility guidelines and additional information related to the TCA athletic program appear in the TCA Athletics Handbook.**

## HISTORY AND ACCREDITATION

Trinity Christian Academy was established in 1993 in response to a growing need in the community for a Bible-based Christian school. The school opened its doors with only 10 elementary students and was located in Trinity Bible Church's facility. A School Board was established and the school began the process of accreditation through the Association of Christian Schools International (ACSI). Currently, the school offers grades Pre-K3 through 12th grade. In the spring of 2001, TCA was fully accredited through the 12<sup>th</sup> grade by the Association of Christian Schools International.

Facilities:

- TCA's elementary campus houses 15 classrooms, a computer lab, an art room, a library, and administrative offices.
- Eagle Gym contains a competition gym, restrooms, office space, an elementary lunch area, and a music room.
- In the fall of 2011, TCA opened a new playground area for elementary students and a new secondary building for students in grades 6-12. This facility includes classrooms, science labs, a library/media center, computer lab, office space, cafeteria, weight room, and dressing rooms.
- The Fred and Marsha Barber Gymnasium was made available for basketball, volleyball, PE classes, and general events during the 2012/13 school year. Glory to God!

In 2015, TCA completed the re-accreditation process for the Association of Christian Schools International and the Southern Association of Colleges and Schools (AdvancEd).

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## TRINITY CHRISTIAN ACADEMY SCHOOL BOARD

The Trinity Christian Academy School Board is a self-appointed, policy-making body, responsible for the philosophy and objectives of the school as well as the implementation of policy through school administration. Board members' regularly pray for all aspects of the school in order to be prepared to fulfill the following duties:

- guard the school's mission;
- ensure that the school's philosophy and programs embody that mission;
- guarantee the school's financial health; and
- hire, advise, and when necessary, dismiss the person who heads the organization.

In short, board members focus on mission, policy, and budget approval, leaving to the head of school and administration the day to day operation of the school.

Trinity Christian Academy's board policy defines the limitations of individual board members. Members perform their roles only during duly called board meetings and their authority exists only in called board meetings. Although members may have contact with the staff, teachers, students and parents, as any other parent may have, they are expected to exercise discretion in what is said and done in relation to the staff, teachers, parents and students as well as their own children.

Regular board meetings are typically held the second Thursday of selected months at 5:30pm unless otherwise designated. While parents and staff may attend meetings, those wishing to address the board must inform the school's main office no less than seventy-two hours prior to the meeting.

## VISITOR GUIDELINES

**All visitors (including parents) must check in through the office immediately upon arrival** and obtain a visitor badge to be worn throughout their visit. Visitors may enter TCA classrooms only with administrative approval. Upon leaving campus, visitors should sign out in the office.

In keeping with our closed campus policy, only TCA alumni, immediate family members, and school-aged children who are actively involved in the admissions process and have been invited by TCA administration are allowed to eat lunch with TCA students after checking in through the office. Any guest whose presence, conduct or dress impedes the school's ability to function or is a distraction to the learning process may be asked to leave campus.

Please help us maintain a secure, safe, and productive campus by adhering to these policies at all times.

### **Raptor Visitor Check-In**

TCA uses Raptor Technologies Inc. to screen all visitors. Visitors must present a valid, state-issued driver's license when checking in at the office and check out at the office upon exiting TCA. Each visitor must receive a Raptor identification sticker prior to entering the building. Raptor helps keep TCA safe by identifying public sex offenders. This is not a background search—no other criminal information is searched or provided (traffic tickets, warrants, felonies, etc.). Data collected is exclusively for the use of TCA and law enforcement and is not sold or shared with any outside sources.

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## PARENT TEACHER FELLOWSHIP

A Parent-Teacher Fellowship (PTF) was organized at Trinity Christian Academy in 1994. The purpose of this organization is to encourage support for the school and staff. The PTF has been responsible for many of the “extras” at TCA, including lab equipment, PE and playground equipment, books for the library, classroom technology, and scholarships for students and teachers.

PTF officers are nominated and elected from the PTF membership. More detailed information on the various offices and their responsibilities can be obtained from the office and at Orientation in August.

All families are encouraged to become PTF members. Other family friends and relatives may join as well. Forms will be made available online and sent out at the beginning of the school year with membership information. We hope you will become a part of this wonderful TCA tradition!

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## GRANDPARENTS' ORGANIZATION

The “Silver Eagles” Grandparents’ Organization at TCA was formed in 2004. Members receive regular communication and are encouraged to participate in TCA activities with their grandchildren.

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### ADMISSIONS

TCA considers it a great privilege to partner with families in their children’s education. At the same time, it is important to note that enrollment at TCA is itself a privilege, not a right. Our desire is to walk alongside families over many years in a journey culminating in a young person graduating and moving on to fulfill God’s purpose for his or her life. In order for this to happen well, students, families, churches, and the school must work together. Continued enrollment and reenrollment depend not only on a student’s actions and attitudes, but also upon this effective partnership and continued parental support of the school, its staff, and its policies.

#### **The Admission Process**

- Open enrollment for the upcoming school year begins in February after re-enrollment concludes for current students and their siblings. When classes reach capacity, waiting lists may be created.
- For all new students, the formal admission process begins when a family requests an admission interview with the appropriate campus administrator. This is typically completed by submitting an inquiry through the admissions page on the TCA website. Attendance at the admission interview is required for students in grades 6-12.
- After the interview, families may be given the opportunity to complete the online application for admission. Upon completion of this application and submission of the application fee, a spot on the class roster or waiting list will be reserved for the student pending admission testing and evaluation forms as required (see below) for proceeding with the admissions process.
- A “shadow day” is recommended for students entering grades 3-12, allowing prospective students to visit TCA, spending time with future classmates and getting a feel for our school’s unique culture. This typically lasts a half day or less, dependent upon the student’s age.
- Once the application has been processed and previous school evaluations are received along with requested forms, the families will be contacted to complete the online enrollment or notified if the student is not approved for admission.
- Once the online enrollment process is completed and test scores are approved, the student will receive an official acceptance letter. If testing scores do not meet TCA requirements the family will be notified that their student is not eligible for admissions.

#### **Admissions Testing and Academic Entry Requirements**

- PK3 and PK4 students must be 3 or 4 years old respectively by September 1 and be completely potty-trained.
- Kindergarten students must be 5 years old by September 1 in order to apply. 1<sup>st</sup> graders must transfer from an acceptable kindergarten program or be 6 years old by September 1. A readiness test is required of new students entering kindergarten and 1<sup>st</sup> grade.
- Students entering grades 2-12 are considered based on scholastic aptitude as determined by TCA admissions testing, past achievement tests, previous school report cards, teacher recommendations, and the admission interview. Admission and achievement test scores must be

on grade level (at or above the 50<sup>th</sup> percentile), and only nationally recognized test scores will be accepted, including: Aspire, Stanford, California, Iowa, Terra Nova, and CTP (distributed by ERB). Students transferring from other schools, including home-school, who have not taken an achievement test recognized by TCA within the last six months will be administered an admission test prior to acceptance.

- Students transferring from another school must have grades in the ABC range for the previous year (K-5) or semester (6-12).
- In order to be admitted, students must agree to the school's purposes and goals and agree to take courses required for graduation and college admissions. Homeschooled students and students from unaccredited private schools may be required to take and pass a placement exam deemed appropriate by TCA before being awarded transfer credits.

### **Additional Admission Requirements**

- No transfers are allowed into any grade during the final grading period of the school year.
- Senior transfers are not admitted after the first day of the spring semester.
- Applicants should understand that TCA does not offer a modified curriculum for students with special academic needs. We do, however, offer limited accommodations to students with diagnosed learning differences/disabilities through our elementary Eagles Wings program and the Academic Learning Center on the secondary level. Additional fees apply for participants in these programs.
- An up-to-date immunization record signed by a doctor or Director of Public Health is required. This record must be on file before admission to class.
- New students must have a good disciplinary record to be granted admission. No students will be accepted who have been expelled from another school or who are known users of tobacco, alcohol, or drugs.
- Families and/or students found to have misrepresented or withheld information vital to the admission process (past disciplinary issues, learning disabilities, etc.), may be expelled or forced to withdraw.

### **Course Transfer Requirements and Information for Incoming High School Students**

- Students applying for high school admission must have successfully completed coursework similar to that offered at TCA in order to be prepared to work toward successful application for admission to a four-year college or university.
- Previous Bible courses are not required for incoming students transferring from schools that do not offer or require Bible classes.
- Students applying for 10<sup>th</sup> grade without an Algebra I credit will not be eligible for admission without administrative approval.
- Homeschooled students and students from unaccredited private schools may be required to take and pass a placement exam deemed appropriate by TCA before being awarded transfer credits.

### **Expectations of Prospective Students and Families**

- At least one parent must have a credible profession of faith in Jesus Christ, and at least one parent and all enrolled children must attest to regularly attending an area Bible-believing church. The family must be in accord with the Christian educational philosophy and policies of Trinity Christian Academy as outlined in this handbook.
- The biblical and philosophical goal of Trinity Christian Academy is to develop students into mature, Christlike individuals who will be able to exhibit a Christlike life. Of necessity, this

involves the school's understanding and belief of what qualities or characteristics exemplify a Christlike life. All students are expected to exhibit the qualities of a Christlike life espoused and taught by the school and to refrain from immoral activities or behavior. Thus TCA retains the right to refuse enrollment or to expel any student who engages in sexual immorality, including any student who professes homosexual, bisexual or transgender identity or engages in homosexual, bisexual, or transgender conduct, as well as any student who condones, supports, or otherwise promotes such practices (Leviticus 20:13, Romans 1:27).

- TCA's biblical role is to work in conjunction with the home to mold students to be Christlike. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to sexual immorality, homosexual or transgender orientation, or inability to support the moral principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

If the interview, testing, and completed application are satisfactory, acceptance will be based on the date and time that the completed application and enrollment fee are received. The family will be notified as to acceptance or rejection. New students are accepted on a one-semester probationary period.

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## RE-ENROLLMENT

Re-enrollment for all students will begin in January of 2019. Students not re-enrolled during these dates will lose their priority for enrollment. Specific dates will be announced in Fall 2018. A student is officially re-enrolled when the administration accepts the completed application and deposit that the parent completes online. The administration reserves the right to decline re-enrollment if it determines the school cannot adequately meet the needs of a student or if it is determined by TCA administration that re-enrollment is not in the best interest of the TCA school community.

All families, including returning families, must submit a new “Family Church Involvement Agreement” form each year with their enrollment/re-enrollment packets to be considered for admission. Regular church attendance is required for all TCA students, and at least one parent.

In keeping with our college preparatory philosophy, 11<sup>th</sup> grade students wishing to re-enroll for their 12<sup>th</sup> grade year must have taken either the SAT or ACT before beginning their senior year.

As mentioned in the “Admissions” section, families must understand that re-enrollment of children in TCA is a privilege, and not a right, and that the same expectations placed upon new students and families (see “Expectations of Prospective Students and Families”) apply to students families throughout the period of enrollment. Reenrollment is dependent not only upon a student’s actions and attitudes, but also upon continued parental support of the school, its staff, and its policies.

## **NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS**

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

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## **WITHDRAWALS**

Parents wishing to withdraw a child from TCA before the end of the school year are asked to notify the school office 2-3 days in advance. This allows teachers time to assign grades and the office time to prepare withdrawal records.

Before grades and records will be released, all textbooks, library books, and athletic uniforms must be returned in good condition or paid for. The office must show that all accounts have been settled; this includes tuition, library, textbook, lunch, and any other fees.

In some cases, the parents of students who have violated TCA disciplinary policies choose to withdraw their child prior to the student receiving school-imposed consequences for the misbehavior. These parents should understand that the misbehavior may still be reported to a future school should disciplinary records be requested by that school on a records request bearing the parent's signature. If the student's misbehavior warrants expulsion, the withdrawal record will reflect expulsion regardless of the family's desire to withdraw the child prior to expulsion proceedings.

A withdrawal form, completed by the appropriate teachers and school authorities, must be given to TCA administration in order to facilitate and document the withdrawal process.

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## **PARENT RELATIONS**

Trinity Christian Academy shall have complete discretion in all educational matters including, but not limited to, curriculum offerings, class and teacher assignments, and the assessment of student and teacher performance.

Trinity Christian Academy reserves the right to decline enrollment or reenrollment of any student or to suspend or dismiss any student at its discretion and for any cause deemed sufficient by the school. A positive and constructive working relationship between TCA and a student's parents/guardian is essential to the fulfillment of the school's educational purpose. Thus, TCA reserves the right not to extend the privilege of reenrollment to a student if the school reasonably concludes that the actions of a parent(s)/guardian make such a positive and constructive relationship impossible or otherwise seriously interfere with the school's accomplishment of its educational purpose.

The same expectations placed upon new students and families (see “Expectations of Prospective Students and Families”) apply to students families throughout the period of enrollment. The school may from time to time require the written acknowledgement of school rules, values and regulations by the family and student. Failure to sign such an acknowledgement would be considered a breach of this contract and may result in dismissal of the student from the school.

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## **MATTHEW 18 PRINCIPLE**

Matthew 18:15-16 states that *“If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses.”* TCA strongly believes in this principle. If a parent has a concern, the child’s teacher or coach should be addressed first, and all effort should be made to work out the concern at that level. In the event a satisfactory resolution is not met, then the parent may ask for a conference with the appropriate administrator and that teacher or coach. If necessary, the matter may be referred to the TCA school board per the appeals process as described in board policy. The goal should always be to solve any problem with the fewest people at the lowest level possible.

All parties involved are expected to guard against divisive speech and gossip. Parents blatantly violating this principle may risk the privilege of continued enrollment or re-enrollment of their children at Trinity Christian Academy.

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## TUITION & FEES

### 2018/19 Tuition Rates\* and Enrollment Fees

<u>Grade(s)</u>	<u>Tuition Rate</u>	<u>Enrollment Fee</u>	<u>Legacy Fund</u>
5 Day PK3	\$6,360 (\$530/month for 12 months)	\$325	\$360 (\$30/month)
5 Day PK4	\$6,480 (\$540/month for 12 months)	\$325	
Grades K – 5	\$9,120 (\$760/month for 12 months)	\$350	
Grades 6-8	\$9,720 (\$810/month for 12 months)	\$375	
Grades 9-12	\$10,380 (\$865/month for 12 months)	\$400	

\*A discounted tuition rate applies for families with more than two children attending TCA (10% for each additional child (3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, etc.).

### 2018/19 Optional Program Fees:

- **Stay and Grow (PK Extended Care):** \$7.00 per day for PK students and half-day kindergarten students as needed until 3:05pm. Billed separately from tuition on a monthly basis.
- **Eagles’ Nest:** After school care for students through 5<sup>th</sup> grade. Rates are \$12 per day (billed monthly, separately from tuition).
- **Early Bird:** \$1 per day for children in grades PK-5 arriving from 7:15am to 8:00am. No charge for students arriving after 8:00am. Early Bird is held in Eagle Gym.
- **Eagles Wings:** Educational support program for students in K—5<sup>th</sup> grades. Rates are \$200 per month for nine months for most students.
- **Academic Learning Center (ALC):** The ALC is a resource for secondary students with mild, diagnosed learning differences/disabilities that provides additional assistance, support and training on a regular basis. The ALC director will also work with enrolled student’s regular teachers to implement accommodations deemed feasible within our school context. Rates are \$200 per month for nine months for enrolled students.
- **Athletic Fees:** Athletic fees are nonrefundable unless a student withdraws from TCA or becomes physically unable to play prior to the season’s start. Fees are collected by coaches when the season begins. 2018/19 athletic fees per sport:
  - Tackle Football: \$300
  - Golf: \$400
  - Clay Target: \$500
  - Cheerleading: \$600 for varsity, \$500 for JH, and \$300 for mascot
  - All other sports: \$125

## FINANCIAL POLICIES

Trinity Christian Academy (TCA) utilizes a third party administrator (FACTS Management Company) to provide tuition management services. As part of the enrollment process, each family will be provided a link to the FACTS Management System, where they will be asked to set up an account at no cost. In setting up this account, families will create a Financial Agreement. It is through this Agreement that all

Tuition, Enrollment Fees, and Legacy Fees are paid. Each family has the flexibility to choose their method of payment (Bank Account or Credit Card), and the frequency (Monthly on the 3rd or 18th, Quarterly, Semi-Annually, or Annually) for the Tuition and Legacy Fee costs. The Enrollment Fee is payable in two installments for families enrolling prior to May 1. The first installment of \$200 per enrolled child (non-refundable) is due at the time the FACTS is created with the remainder due May 1. If enrollment occurs after May 1, the entire Enrollment Fee (non-refundable) is due at the time the account is created.

As of the 2017/18 school year, incidental expenses (such as Athletic Fees, Lunch Out payments, After School Care, Academic Learning Center, etc.) may still be paid with either cash or a check. These payments can be dropped off at either The Elementary or Secondary Offices, or mailed in to Trinity Christian Academy, 4954 E. I-20, Service Road South, Willow Park, TX 76087. We will be transitioning these expenses over to the FACTS Management System throughout the year.

Failure to keep current with Tuition and/or Fees of any kind could lead to the withholding of grades, transcripts, testing results, and/or report cards.

A \$30 service charge will be assessed should a payment be returned for insufficient funds.

TCA has financial and contractual arrangements with faculty, staff, vendors, etc..., which are made in the spring before the beginning of the school year. These obligations make it mandatory that we have a financial commitment for the entire school year from parents and/or guardians.

Tuition is neither refundable nor transferable except in the case where parents or guardians have prepaid the tuition annually or semi-annually. TCA will refund tuition paid PRIOR TO OCTOBER 1<sup>ST</sup> in accordance with the refund schedule below:

**Annual Payers** will be refunded **75%** of the amount of tuition paid to date

**Semi-Annual Payers** will be refunded **50%** of the amount of tuition paid to date

**\*\*\*\*\*NO REFUNDS WILL BE MADE AFTER OCTOBER 1<sup>ST</sup>\*\*\*\*\***

No portion of the tuition will be refunded for a student who is either dismissed or withdraws for disciplinary reasons. If a student is withdrawn or expelled after the first day of the month, parents or guardians are responsible for the entire month's tuition. School records and grades will be held until all tuition and fees are paid.

Students must pay full tuition each year they are enrolled at TCA irrespective of their class load. Enrollment fees are refunded only if there is no vacancy in a class, or if a student is denied admission. Enrollment fees will not be refunded or transferred for a student who voluntarily withdraws or is expelled.

Students should only bring money to school that is necessary for lunch, drink, book orders, or field trips. Please put all money carried by elementary students in an envelope with the name of the child, his or her teacher's name, and the designated purpose for the money written clearly on the front.

Students may not transact any financial business at school without prior approval by the Administration.

## **TEXTBOOKS**

All textbooks are the property of Trinity Christian Academy and should be treated with respect. Students are responsible for textbooks issued to them. If there are any damages to a textbook when it is issued, the student should make the teacher aware of this immediately. Textbooks must be covered at all times. Adhesive book covers may not be used on hardback textbooks, and “stretchy” book covers should only be used on small textbooks as they can damage the bindings when forcibly stretched over large textbooks. If a book is damaged or lost, the cost of replacing the book will be assessed to the student. All hardback textbooks must be returned to the school at the end of the year before transcripts or grades will be released. Students may keep workbooks and some softbound textbooks at the end of the year, but these are considered school property until that time.

Summer reading assignments for students entering grades 6-12 and some upper-level high school courses may require that students purchase personal copies of novels that can be marked for personal use to enhance the learning experience.

In order to honor God by preserving the trust-based relationship that must exist between school and home, Trinity Christian Academy strongly discourages families from possessing home copies of teacher’s materials for curriculum used in their children’s classes. Possession of such materials may be considered academic dishonesty and can be detrimental to a student’s ability to master material on his or her own and may hinder his or her ability to perform well on tests, quizzes, and other in-class activities.

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## **TECHNOLOGY AND INTERNET ACCEPTABLE USE GUIDELINES**

The availability of computers and the Internet at TCA offers our students a wealth of educational opportunities. We realize that computer technology and the Internet play important roles as tools in today’s society, but we are also aware that this availability raises issues of safety and appropriate use. While it is important that students know of the Internet’s capabilities, they must also know how to use it as responsible Christians.

The guidelines below were created out of the need to safeguard our students and school while enriching our curriculum. All rules are applicable to all uses of computers and related technologies. With this in mind, all students of TCA must abide by and act responsibly concerning the following Computer Technology/Internet issues:

1. The Internet may be used for educational purposes only.
2. Students may not access or use social networking sites, e-mail accounts or instant messaging at school unless specifically approved by a teacher.

3. Students may not give out any personal information including: name, home address, phone number, age, race, family income, school name/location, friends' names or credit card information.
4. Students may not share passwords with anyone except a parent/teacher.
5. Students may not use the school's computer system to engage in any illegal act.
6. Students may not access inappropriate material on the Internet. If any such sites are accessed, students are to immediately use the "Back" button to escape the site or turn off the monitor. Students should then inform their teacher so they can handle the situation appropriately.
7. Students may not access or tamper with other people's computer work or present themselves as someone other than who they are.
8. Students must obey copyright laws and may not download or plagiarize online information.
9. Students may not use any school computer to create a CD or DVD other than for educational purposes and not without permission by a teacher or staff member.
10. When using school computers, students may not modify components, attempt to bypass security, change settings, install or download programs, software or files, or attempt to impair these devices.
11. Students should be aware of and abide by the following guidelines related to printing personal documents at school. This includes documents created for school purposes other than those done as part of an assignment for computer class.
  - a. Printing may only be done in offices by office staff and at their convenience. A per-page fee may be charged.
  - b. Files should be emailed to school or shared through Google Docs rather than brought from home on disks, CD's or flash/thumb drives.
12. Secondary students may use personal electronic devices (iPads, laptops, etc.) for educational purposes during school with teacher permission. Such devices may not be used to take videos or photographs without teacher permission at any time.
13. Students are to act as responsible, considerate, respectable citizens and Christians when on-line, and adhere to the same Christian ethics that govern all other aspects of life at TCA when facing issues not specifically addressed above.

Students and families must understand that:

- all families are expected to have home computers with access to the Internet, email, basic word-processing programs, and a functional color printer;
- the use of the computers and the Internet at school are for the purposes of education and that such use is a privilege, not a right; and
- failure to abide by the *Computer Technology and Internet Acceptable Use Guidelines* can result in disciplinary or legal consequences including, but not limited to the loss of computer/Internet privileges and responsibility for financial costs associated with repairing or replacing hardware or software, or the restoration of data integrity.

Interpretations, applications, and modifications of this policy are within the sole authority and discretion of Trinity Christian Academy and may be required as new technologies emerge.

## ACSI, TAPPS, AND INTRAMURAL COMPETITIONS

Various fairs and competitions are held each year within our school and in competition against other schools through ACSI and TAPPS activities. Activities and events may include: TCA History Fair, ACSI Science Fair, ACSI Art Festival, ACSI Speech Meet (1<sup>st</sup> – 8<sup>th</sup>), ACSI Young Authors (1<sup>st</sup>-6<sup>th</sup>), ACSI Spelling Bee\* (3<sup>rd</sup> – 8<sup>th</sup>), and TAPPS Academic and Fine Arts competitions (9<sup>th</sup>-12<sup>th</sup>).

### ***Individual student participation requirements:***

- Students in grades PK-2 are not required to participate in academic fairs or competitions.
- 3rd and 5th Grade students participate in the History Fair.
- 4th and 6th Grade students participate in the Science Fair.
- Students in grades 7-12 may have opportunities to participate in selected academic and creative arts competitions through TAPPS and ACSI. These will be promoted during the year as opportunities arise.

All students in grades 3-8 participate in Spelling Bees at the classroom level. The top speller from each classroom advances to the ACSI district competition.

Student artwork from art classes in grades 3-12 may be chosen to participate in the ACSI Art Fair and TAPPS art competitions.

Students missing class time in order to attend academic or creative arts events as a representative of TCA are responsible for subject content covered that day, tests and quizzes missed, and any previously assigned projects. Students will be excused from daily work missed unless that work is needed to master concepts. Communication with the teacher is necessary to clarify assignment expectations and due dates before an absence, and to make up tests and quizzes missed, and it is the student's responsibility to make these arrangements. Requirements may vary depending on grade level and subjects.

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## SCHOOL UNIFORM DRESS ITEMS

Students should arrive at school in uniform and remain in uniform throughout the remainder of the school day unless appropriately dressed for PE class or athletic practices. Exceptions may be made for school programs, rewards or special emphases.

### **GIRLS ELEMENTARY (PK-5<sup>th</sup>)**

#### **Chapel / Field Trip Uniform: Plaid Jumper and White Polo Shirt (Chapel uniform not required for PK3)**

- Plaid Jumper or Skirt
- Navy or Khaki Shorts, Skorts, Skirts or Pants
- White, Green, or Navy Polo Shirts
- White, Green, or Navy Turtlenecks
- White Oxford Shirts—Long or Short Sleeved
- Navy Cardigan Sweater (w/official TCA logo)

**BOYS ELEMENTARY (PK-5<sup>th</sup>)**

**Chapel / Field Trip Uniform: Navy Slacks and Green Polo Shirt with official TCA logo  
(Chapel uniform not required for PK3)**

- Navy or Khaki Shorts or Pants
- White, Green, or Navy Polo Shirts
- White, Green, or Navy Turtlenecks
- White Oxford Shirts—Long or Short Sleeved
- Navy Cardigan Sweater (w/official TCA logo)

**GIRLS SECONDARY (6<sup>th</sup>-12<sup>th</sup>)**

**Chapel Uniform: Plaid Skirt and Green Polo Shirt with official TCA logo**

- Plaid Jumper or Skirt
- Navy or Khaki Shorts, Skorts, Skirts or Pants
- White, Green, or Navy Polo Shirt
- White Oxford Shirts—Long or Short Sleeved
- White, Green or Navy turtlenecks
- Navy Cardigan Sweater (w/official TCA logo)

**BOYS SECONDARY (6<sup>th</sup>-12<sup>th</sup>)**

**Chapel Uniform: Khaki Slacks and Green Polo Shirt with official TCA logo**

- Navy or Khaki Shorts or Pants
- White, Green, or Navy Polo Shirt
- White, Green, or Navy turtlenecks
- White Oxford Shirts—Long or Short Sleeved
- Navy Cardigan Sweater (w/official TCA logo)

**Green and navy items must be purchased from an official TCA uniform supplier (below). Plaid items are only available at Academy School Uniforms. White and khaki items may be purchased from any store.**

<p>Academy School Uniforms 5917 Helmick Ave. Fort Worth, TX 76107 817-292-5437 Fax 817-292-1679 <a href="http://www.academyuniforms.com">www.academyuniforms.com</a></p>	<p>Lands' End <a href="http://www.landsend.com/school">www.landsend.com/school</a></p>
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## DRESS CODE

TCA's uniform selections and dress code are based upon the following goals and principles:

- A Proper Sense of Pride... As individuals uniquely created in God's own image, students should take pride in their appearance, fostering a "dress for success" mentality pleasing to God and man.
- Uniformity... Uniformity removes the potential for a variety of clothing-related distractions, helping students maintain right relationships and a grasp of the true purposes of school. Uniformity also significantly decreases the "haves and have-nots" environment in school.
- Modesty... More than the length of a skirt or the cut of a blouse, modesty is an issue of the heart. All members of the TCA family, including parents, are asked to avoid immodesty both in terms of *underdressing* (too short, low-cut, tight, transparent, etc.) as well as *overdressing* ("look at me" apparel, accessories, or jewelry).
- Affordability... TCA administration and school board members consider uniform requirements and uniform providers in light of quality and financial practicality.

TCA requires students to adhere to school dress code and uniform requirements. Ultimately, parents and students are responsible for understanding and following these requirements. General dress code guidelines are listed below while specific uniform information is listed above and is on file at approved TCA uniform providers. Students should be in uniform and obey dress code guidelines during school hours and other times as instructed. Students not conforming to dress code and uniform requirements will be required to change into uniform items. If uniform items are not available, the student will be required to call his or her parents to bring the correct uniform. Continued violations may result in disciplinary action and/or a parent/teacher conference.

### *General Guidelines*

1. Uniform items that are too small (tight, can't be tucked in, etc.), too large (baggy pants), or in poor repair (holes, frayed, split at seams, etc.) should be replaced and may be prohibited at administrative discretion. This also applies to jeans and other non-uniform clothing when students earn the privilege of wearing such items.
2. Shirts and blouses must be buttoned and tucked neatly at all times. If it doesn't *look* tucked, it isn't!
3. Dress for off-campus and after-school activities must be conservative and in good taste. Students are to remember that they represent both TCA and our Lord at all times. Information regarding formal dress guidelines at special events appears in greater detail in the "Trinity Christian Academy Secondary School Program" in the TCA Handbook – Secondary Program.
4. During P.E. classes, students in grades 4-5 are to wear any shorts of appropriate length and a comfortable, modest t-shirt (no sleeveless shirts). There may be no printed messages on the backside of shorts worn for PE classes or athletics. Students in grades 6-12 wear the official PE uniform available for purchase from the athletic department.
5. Uniform items should not be altered in any way other than to improve their fit or to repair damage.
6. Only solid white, black, gray or navy t-shirts may be worn under uniform TCA shirts or blouses.
7. Pants and shorts legs may not be rolled up nor may the top of skirts be rolled or folded in order to shorten their length.
8. Hairstyles should be neat and clean and should not obstruct vision. Any hairstyle, cut, or color considered inappropriate by TCA administration is unacceptable. See specific expectations for boys' hairstyles under "Boys' Guidelines" below.
9. Glitter and decals may not be worn except with administrative permission on pep rally days.
10. Body piercings and tattoos are not permitted, either real or fake. This includes drawings on the skin.

11. Head coverings (sweatshirt/jacket hoods, caps, hats, bandanas, etc.) are not to be worn in school or on campus between classes. Sunglasses may not be worn without a documented medical reason.
12. Secondary students may not wear sandals (including Crocs®), heels over 1” inch, backless shoes, platform shoes, or shoes with wheels. Students in grades PK-5 may wear only athletic, lace-up (or Velcro) tennis shoes for playground safety. Socks should be solid white, gray, navy, or black (small logos allowed). Girls may wear solid white, gray, navy, or black tights or full-length leggings with uniform skirts. Boots may be worn by secondary students if the tops are covered by pants.
13. Belts, if worn, should be solid brown, black or navy. Students may not wear spiked or studded belts, bracelets, or necklaces.
14. Fridays are “Spirit Wear Days” at TCA. Students of all ages may wear a neat, clean, and modest “Spirit Shirt” instead of a uniform shirt with uniform pants, shorts, skirts or skorts. A “spirit shirt” is any school-approved shirt promoting TCA. In-season athletes may wear their jersey as a spirit shirt. A white, gray, navy or black undershirt must be worn underneath mesh or sleeveless jerseys.
15. High school seniors may wear college shirts/sweatshirts any day except chapel day during the spring semester. The student should have received acceptance to the college or university.
16. Clothing promoting other K-12 schools may not be worn during school or athletic practices (Let’s promote TCA Eagle pride!).
17. The following approved outerwear that may be worn in class: plain zippered, hooded navy sweatshirt; navy sweatshirt; navy sweaters; navy fleece pullover; TCA letter jackets; and other outerwear specifically approved by TCA administration (TCA sweatshirts or hoodies). Non-uniform jackets and coats may not be worn indoors.

### **Girls’ Guidelines**

1. Jewelry may not be excessively large, distracting, or in any way inappropriate as determined by school administration. Pierced jewelry may be worn in the ear only.
2. Makeup, nail polish, lotions, sprays, or perfumes, may not be brought to the classroom. Grooming is to be done in the restrooms only and grooming items should not be left in restrooms. No extreme or distracting colors of nail polish or makeup may be worn.
3. Appropriate undergarments must be worn, including shorts being worn under uniform skirts or jumpers in all grades at all times. Colored undergarments should not be visible through clothing.
4. The hem of girls’ uniform skirts, skorts, shorts, and jumpers may be no higher than five inches\* above the knee.

### **Boys’ Guidelines**

1. Hair should be clean, neatly styled, and may not touch the eyebrows or the collar of a uniform shirt. The lower part of the ear must be clearly visible. Hair that has to be styled or tucked behind the ears to keep it from violating these standards is not acceptable.
2. Boys should be clean-shaven at all times. Sideburns should be no longer than the bottom of the ear.
3. Boys may not wear earrings while on campus, in uniform, or at any school-sponsored event.
4. The hem of boys’ shorts may be no higher than five inches\* above the knee.

\*Distances are determined by measuring the distance between the floor and the hem of the back of the item while the student is kneeling and in an upright position. While the five inch limit is the general rule, situations may arise where school administration may deem a student’s skirt, skort, jumper or shorts as inappropriate even if it falls within the five-inch limit. In these cases, no disciplinary action will be taken the first time the piece of clothing is worn, but the item must be lengthened before being worn to school again.

*Special Notes Regarding Dress Code & Uniform Items:*

- Due to the constantly changing nature of fashion trends, the administration reserves the right to make specific, case-by-case judgments concerning the dress code that may not be covered in this handbook and to amend the dress code throughout the year as deemed necessary.
- TCA hosts Used Uniform Sales periodically which offer families the opportunity to buy or sell used, yet wearable uniform and spirit dress items.

**Chapel Dress:**

PK4 through 5<sup>th</sup> Grade:

*Girls* – plaid jumper and white polo shirt

*Boys* – navy pants and green polo shirt, with TCA logo

*Athletic lace-up* (or Velcro) tennis shoes

Grades 6-12:

*Girls* – plaid skirt and green polo shirt, with TCA logo

*Boys* – Khaki pants with green polo shirt, with TCA logo

\*Girls may wear uniform pants on chapel days during the months of December, January, and February. Boys in elementary grades may wear navy shorts during warm weather.

**Additional information regarding formal dress guidelines at special events appears in greater detail in the Trinity Christian Academy Secondary Handbook.**

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## LOST AND FOUND

**Please clearly label all clothing, lunch boxes, and backpacks.** “Lost and Found” locations will be maintained for items found on school grounds. If your child is missing an item, check the Lost and Found. Items not retrieved after several weeks will be donated to a charity.

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## SCHOOL GROUNDS AND PROPERTY

God has blessed our school with beautiful facilities, and students are encouraged to treat all school buildings and the contents of these buildings with the utmost respect.

Grades Pre-K through 5<sup>th</sup> will be assigned cubby space in their classrooms. Grades 6-12 will be assigned a locker. All lockers and cubbies are the property of the school and should be treated as such. They are not to be written on and no permanent attachments should be used. All pictures, posters, etc. hung in lockers should be in good taste and reflect Christian values. Food may be kept in lockers and cubbies no more than one day. Lockers/cubbies should be kept neat and orderly at all times. Students are to use

only the locker/cubby assigned to them and are to respect the privacy of other students. A student may not enter another student's locker/cubby without the other person's consent.

Students may not sit on desks, tables, or counters and must keep chair legs on the ground while seated.

Students may not enter TBC facilities, school kitchen or concession stands, teachers' lounges, workrooms, or PE/athletic storage without permission. Items in these facilities such as recreation equipment, plasticware, office supplies, cups, napkins, and paper plates are not for general use.

At all times, students will walk quietly in the hallways with hands kept to themselves. Please respect any student work hanging in the hallways and keep voices down to avoid disrupting classrooms.

Since all members of the TCA family share the use of school restrooms, we ask that students respect the privacy rights of other students, use clean hygienic practices when in the restrooms, and treat restroom facilities with care and respect.

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## SCHOOL PHONES / STUDENT CELL PHONES

Students may use school phones only in the event of an emergency and with administrative permission. Students may not call home for missing books, assignments, or other items that could have been dealt with before school. Parents are asked not to call students during school other than in an emergency.

Students' cell phones must be turned off and left in the student's locker, cubby, or car throughout the school day. Students who are out of school for the day may not use their phone in the building during school hours. Violations will result in the following consequences:

- *1<sup>st</sup> offense*...Confiscation of phone. Students choosing to pick up the phone at the end of the school day will be expected to pay a \$25 fine that day or the morning of the next school day. If a parent picks up the phone, no fine will be assessed for the first offense.
- *2<sup>nd</sup> offense*...Confiscation of phone. The phone may be picked up by a parent only and a \$25 fine will be assessed to be paid that day or the morning of the next school day.
- *3<sup>rd</sup> offense, 4<sup>th</sup> offense, etc.*...Same as above with the fine increasing by \$25 with each offense.
- Contents of confiscated cell phones are subject to examination (text messages, call logs, photographs, etc.).

**\*While the consequences above apply to all students, additional expectations and consequences exist for students in grades 6-12, including the Bring Your Own Device (BYOD) initiative for juniors and seniors. These are described in greater detail in the Trinity Christian Academy Secondary Handbook.**

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## DRIVING ON CAMPUS

For the safety of our children, all drivers on campus must drive with caution at all times. The parking lot speed limit is 10 mph, and handheld phones may not be used by drivers on the TCA campus.

To help the traffic flow and for emergency vehicle access, parents should not block or park in the front driveway areas. Please do not hold impromptu conferences with teachers or other parents during pick up times. If you must exit your car to unload students, backpacks, etc., please park and unload from a marked parking spot; do not block traffic. Do not park in any spot not designated as a parking spot or in handicapped parking spots even “for a minute” unless you have a handicapped sticker. Do not park in the staff parking lot in front of Eagle Gym.

Driving to school is a privilege for students that may be suspended or revoked. **Only licensed students may drive to school. Student drivers must have a photocopy of their driver’s license and current insurance on file in the office.** Student drivers who do not observe good driving practices will not only lose the privilege of driving on campus, but may also face disciplinary consequences. Parents will be notified of any driving infractions.

Student vehicles and driving practices should be safe. They may not detract from the school’s ability to function or reflect poorly upon the witness of TCA on or off campus. Students must park in designated parking areas and student vehicles must visibly display a TCA parking decal in the upper left-hand corner of the front windshield.

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## SCHOOL CLOSINGS

TCA administrators take very seriously decisions regarding whether to cancel or delay school due to threatening weather conditions or other emergency situations. In the event of potential closings or delays, details will be distributed to families by means such as major television stations, email, text alerts, automated phone messages and social media. Please do not call school offices during these situations. Our staff cannot field phone calls from hundreds of families. If school is cancelled while in session, parents will be notified as soon as possible after a decision is made. Thanks for making every effort to see that your student is in attendance for the entire time that classes are scheduled to take place.

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## SAFETY DRILLS

The safety of each child is of utmost concern to all of our staff. Our school is well prepared to deal with a variety of emergency situations. Each teacher and classroom has a map showing exit locations and emergency plans. Students participate in unscheduled fire, severe weather, and lockdown drills throughout the year to ensure that everyone will know what is expected in the event of a real emergency.

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## STUDENT RECORDS

Trinity Christian Academy maintains a number of records for students over the time that they are enrolled. Student records are the property of Trinity Christian Academy.

A student's *Educational Record* or "*Cumulative File*" is a compilation of records, files, documents and other materials that contain information directly related to a student. These records are accessible to (1) the student's parents, (2) school officials or staff members who have a professional interest in that student's education and (3) other individuals or entities as required by legal court order. Educational Records may be in hard copy or electronic format and most are kept for a minimum of seven years after a student graduates or withdraws. Grades, graduation information, and a final high school transcript are kept indefinitely.

Education Records include the following information:

- Legal name
- Birth Certificate showing gender, birthdate, and place of birth
- Social Security Number
- Name and address of parents or guardians
- Medical and health records (including immunization records or verification of exemption—as required by state law)
- Dates of enrollment and withdrawal or graduation
- Report Card copies for grades PK-8
- High School Transcripts for grades 9-12
- Achievement test scores
- Notices of Suspension or Expulsion, if applicable (records related to lower level misbehaviors are typically not included in a student's cumulative file)
- Documentation of schools attended

### **Release/Review of Records**

Upon written parent request (with a parent's signature) or per court order, TCA will release a student's educational records or allow a review of these records. In most cases, requests for record release or review will be processed within two weeks of the date of the request. If photocopies are requested, a photocopying fee may be assessed. Access to educational records is only allowed in the school office in the presence of a supervising school official.

High school students may request an official or unofficial high school transcript by completing the online transcript request. Transcript requests are typically completed within one week.

Unless specifically requested in writing by a student's parents or by a former student over the age of 18 (withdrawn or graduated), most records not generated by Trinity Christian Academy will not be released as a part of a student's educational record. This might include documents such as SAT/ACT score reports, transcripts from previous schools, special education records, drug testing records, court records, etc. Exceptions to this rule include achievement test scores, birth certificates and immunization records which are released to requesting schools or agencies with parent permission.

### **Directory Information**

This includes student information deemed not harmful if released by school officials at their discretion for school-related purposes. This information may appear in yearbooks, newsletters, media releases, and school website or social media sites. Directory Information at TCA typically includes: name, photograph, grade, school activities, grade, address and phone number. In some cases, such as sports programs, height and weight may be included. Students' full names will not appear with their photograph on school social media sites.

## **STUDENT HEALTH**

### **Illnesses**

Trinity Christian Academy has a nurse on campus on a full-time basis and constant on-call access to trained nurses/doctors; minor first aid may also be administered by the teacher or trained staff.

When a medical question or problem arises while the child is in the custody of the school, the school will contact and advise the parents or guardians of the situation. In cases of an emergency or when parent contact cannot be made, the school shall use the most expedient means to obtain medical treatment for the child. Every effort will then be made to contact the child's physician, parents, or guardian.

No child who is vomiting or who has a fever above 100 degrees or who has displayed these symptoms within the past 24 hours will be allowed to remain in class. Children with rashes, eye infections, and contagious illnesses will be sent home. The child may return to school when his/her physician states that the child is no longer contagious or when symptoms disappear. The school nurse and/or TCA administration will decide to admit students back to class when it is determined that there is no longer a cause for concern.

Students must be fever and vomit free for 24 hours before returning to school after an absence.

### **Medications**

All prescription and OTC (over the counter) medication to be given during the school day must be accompanied by a completed Request for Administration of Medicines and turned in to the school nurse.

1. Any prescription or OTC medications that need to be administered at school for 10 consecutive days or less need to be in the original pharmacy container labeled by the pharmacist or in the original OTC container. This needs to be accompanied by the Request for Administration of Medicines sheet with start and end dates.
2. Any prescription or OTC medications that need to be administered at school for 10 consecutive days or more need to be in the original pharmacy container labeled by the pharmacist or in the original OTC container. This needs to be accompanied by the Request for Administration of Medicines sheet with start and end dates.
3. Any student with a chronic condition must have an appropriate action plan on file for their condition. (i.e. Allergy Action Plan for EpiPens, Asthma Action Plan for inhalers, Diabetes Care Plan for any Type I Diabetics.) All action plans are only valid for current school year.

A new Request for Administration of Medicines sheet must accompany any changes in the administration of prescription or OTC medications, such as time and dose. A request to discontinue medication must be in writing from the parent/guardian and/or physician.

Students may not keep medications in their personal possession, including OTC medication, other than rescue inhalers or autoinjectors such as an EpiPen. Medications are considered to be any pills, liquids, inhalers, sprays, eye drops, ear drops, or topically applied creams or ointments that are expected to relieve symptoms. Only injections that will be given at school are those needed in emergency situations or those necessary for the student to remain in school (i.e. insulin, epinephrine), as ordered by a prescribing health care provider.

All medications will be stored and dispensed in the nurse's office. All medication should be delivered to and picked up from the clinic by the parent/guardian or authorized adult.

Physician's orders are required each school year for long term prescribed or OTC medications, including "as needed" medications.

Medications stored in the nurse's office must be picked up by the parent/guardian on or before the last day of school. Any unused medication left in the nurse's office at the end of the school year will be destroyed.

For student safety, students who are allowed to self-administer/carry prescription medication, such as EpiPens or inhalers, must make every effort to ensure medication packaging with pharmacy label remains with medication at all times. These meds should not be left out or unattended. A student who administers his/her medication during the school day should report to the school nurse for assessment to ensure symptoms have been relieved and no further assistance is needed.

In accordance with Board of Nurse Examiners Rule, 22 Texas Administrative Code §217.11, the school nurse has the responsibility and authority to refuse to administer medications that, in his or her judgment, are not in the best interest of the student.

### **Lice Policy**

If a teacher suspects that a student has acquired head lice, the student will be sent to the Nurse's office to be checked. If the student actually does have head lice, the following will occur:

- The student's parent will be called and the child will be sent home to have treatment.
- The nurse will help instruct the parent concerning how to treat the student and their home.
- The student's classroom will be evaluated for areas that may need to be cleaned or treated.
- PK-5<sup>th</sup> grades may have a note sent to parents due to the close activities of young students.
- The student may return to school the day after treatment with the approval of the nurse.
- The nurse will check the student every three days for three weeks to ensure that the student is clear of lice.

## SPECIAL EVENTS

TCA observes several traditional celebrations and special events throughout the year. Parents will be notified in advance of when they will be scheduled. The school newsletter, “The Eagle,” is sent by email each Monday and is the best source of information for any upcoming events. Some major events of the year include:

- Student Government Week: Middle school and high school students elect student council officers and class representatives.
- Grandparents’ Day (Fall): All grandparents of TCA students are invited to visit their grandchildren’s classrooms. Grandparents are also invited to the spring elementary field day.
- Spirit Week / Homecoming: A week of celebration and school spirit.
- Turkey in the Ground and Thanksgiving Luncheon (November): students and staff prepare and roast turkeys in a large, in-ground pit. The turkey is then served as part of a schoolwide Thanksgiving luncheon for students, their families, and TCA staff.
- Creative Arts Performances: Presented by various grades, choirs, and groups throughout the year.
- Family Fellowship Breakfast (Spring): A morning of fellowship and breakfast before school hosted by the TCA Parent Teacher Fellowship.
- Spiritual Emphasis Week/ Unity Retreat (Spring): A special week to promote spiritual reflection and growth. Elementary S.E.W. is held the week before Easter break. Secondary S.E.W. concludes with the Unity Retreat for grades 7-12.
- Unity Retreat (Spring): This overnight retreat for students and staff in grades 7-12 is designed to promote unity and spiritual growth among the secondary student body. The retreat is planned and conducted by the high school student council.
- NHS & NJHS Induction: This ceremony is held each spring to honor secondary students whose academic record and behavior qualify them for entry to these prestigious organizations.
- Elementary Field Day (May): This is a day of fun for students in grades K-5. Parents and grandparents are invited.
- Teacher Appreciation Week (May): This event is a welcomed time of encouragement and blessing for TCA teachers as the end of the year draws near.
- Senior Recognition (May): This event is a special assembly during which graduating seniors are honored in the presence of all secondary students and staff. Family members are invited.
- Secondary Awards Assembly (May): This event is held each spring to honor secondary students for a variety of accomplishments.
- Kindergarten and High School Graduation (May)

## **FUNDRAISING & TEACHER GIFTS**

TCA does not receive financial support for operating expenses from churches or other institutions and, unlike many private schools, operates almost exclusively on revenue from tuition and fees. In order to remain accessible for our families, we rely on fundraising to provide for many of the “extras” that our students enjoy and to supplement our tuition assistance program for qualifying families. Major, regular schoolwide fundraising events are limited to two per year with larger fundraising emphases as needed for the purpose of advancing the school’s ability to fulfill its vision (this would include capital campaigns). Clubs, organizations, and classes may hold small fundraisers and collections during the year with administrative approval.

In keeping with our culture of service and desire to be a contributing member of the local community, Trinity Christian Academy has chosen to strategically align itself with a limited number of likeminded ministries and charities in our area (typically within Parker County). Regular partnerships include Careity, Grace House, and Center of Hope. The school conducts activities such as “Pink Out” and “Eagles for Life” emphases at athletic events as well as regularly scheduled campuswide canned food drives to support these organizations in their efforts to care for people in our community. When possible, students are directly involved in these activities.

For appearance’ sake and in order to remain above reproach, families may not give cash gifts to TCA staff members. Room mothers may solicit a one-time donation of \$10 per year to go toward a class gift(s) for a teacher if the class desires (Christmas, birthdays, end of year). No other solicitation for a teacher gift is to be made.

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## **ANIMALS ON CAMPUS**

Animals may be brought on campus only at the invitation of a teacher in conjunction with a specific class project. Pets should not be brought into the building, on the playground or on campus during drop-off and pick-up times in order to ensure the safety of children and the pet. An animal may not come to school if the animal will pose a medical or emotional threat to any student.

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## **SALES ON CAMPUS**

Private business owners, coworkers, students and TCA personnel may not sell products or services on the TCA campus. At no time will TCA provide vendors names and addresses of TCA families. If there is a question about selling products on campus, please contact a TCA administrator for clarification.