

# **TCA Secondary School (6-12)**

## **2021/2022 Handbook**



**Trinity Christian Academy is accredited K-12 by the Association of Christian Schools International (ACSI) and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement(SACS/CASI).**

**The 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.**

## SCHOOL ADMINISTRATION

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***“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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## SIXTH GRADE PROGRAM

Sixth grade is a year of great growth and maturity, and the sixth grade experience at TCA is unique, incorporating elements of both the elementary and secondary school programs. The lists below help explain both the elementary and secondary aspects of TCA's sixth grade program. Additional questions should be directed to sixth grade teachers or to the secondary principal.

### Elementary Aspects of Sixth Grade

1. Sixth-graders participate in some elementary and some middle school sports.
2. Sixth-graders do not take a full slate of semester exams. Instead, they take a single semester exam at the conclusion of the spring semester.
3. Sixth-graders take part in the Core Group Kick-off in September and an off-campus day retreat with middle school in the spring.

### Secondary Aspects of Sixth Grade

1. Official secondary uniforms (including chapel dress)
2. Secondary chapel
3. Secondary Lunch Out
4. Awards Ceremony with secondary student body
5. Secondary Discipline Program
6. Secondary-styled report cards

## SCHEDULES

Individual student schedules will be available at least one week before school starts. Classes for grades 6-12 will follow the schedules below. Please click the link to see the schedule for 2020.21.

[https://docs.google.com/spreadsheets/d/1pHK\\_nOztkgCrqd5Mm4-3spDLcHRV7A-KuHgBpN-TV5M/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1pHK_nOztkgCrqd5Mm4-3spDLcHRV7A-KuHgBpN-TV5M/edit?usp=sharing)

**Before School:** Supervision will be provided in the cafeteria for students arriving between 7:15 am and 8:00 am. Students arriving during this time must report directly to the cafeteria and may not go to classrooms or lockers without permission.

**After School:** Please be prompt about picking up children after school or athletic practices. Students not under the direct supervision of a teacher should not be in the school building more than 10 minutes following dismissal of their last class.

To help the traffic flow and for emergency vehicle access, we ask that parents 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 loading zone or parking spot; do not block traffic. Vehicles without handicapped tags should never park in handicapped parking spots even for "a minute."

## SCHEDULE CHANGES

Changes in class schedules can be made only with administrative approval. Changes will be made no later than the third week of a semester in order for the student to receive credit for the class into which he or she has transferred.

The following classes require a one year commitment from students and may not be dropped mid-year in most circumstances: Yearbook, Praise Team, Drumline, and Dual Enrollment classes.

## CHAPEL

Secondary chapel schedule features a variety of guest speakers, praise and worship led by the High School Praise Team, and regular meetings of student small groups. Chapel is an uplifting and integral part of our school week, and all students are expected to participate with attitudes of respect and worship. Parents are welcome to attend!

**Chapel Dress:**        *Girls* – plaid skirt and green polo knit shirt, with TCA logo  
                              *Boys* – Khaki pants with green knit shirt, with TCA logo  
                              \*Girls may wear uniform pants during December, January, and February.

## DEGREE PLANS

Families and students should carefully review degree plans and course selections in light of the admissions requirements and recommendations of the colleges and universities of their choice.

	<b>Academic Achievement Degree</b>	<b>Advanced Achievement Degree</b>
Bible	4	4
English	4	4
Mathematics	4	4
Science	4	4
Social Studies	4	4
Foreign Language	2	3
Physical Education	1	1
Speech	.5	.5
Fine Arts	1	1
Electives	2	1

### Notes:

- Students desiring to earn the Advanced Achievement Degree must
  - complete at least 80 hours of community ministry before the Community Ministry documentation deadline their senior year.
  - successfully complete a dual enrollment course OR successfully complete at least one AP class and take the AP exam at the end of that course.
- Foreign language credits must be in the same language.
- Bible must be taken each year at TCA. Students transferring into TCA are not required to have Bible credits for those semesters they were not enrolled at TCA.

## CLASS RANK

In light of Trinity Christian Academy's selective admissions practice, competitive academic programs, and small class sizes, TCA only publicly releases academic rankings of students in the top 10% of their graduating class. For college admission purposes, an explanation of this policy is issued with transcripts. TCA defines the "top 10%" as the top 3 students in graduating classes of 34 or less, the top 4 students in classes of 35 to 44, and the top 5 students in classes of 45 or more.

The *valedictorian* is the graduating senior with the highest Cumulative Numerical Average as determined by the process described below. The *salutatorian* is the graduating senior with the second highest Cumulative Numerical Average as determined by the process described below. No student who fails to earn the Advanced Achievement Degree or who enrolls at TCA after the first day of their junior year will be ranked or be eligible for valedictorian or salutatorian. The administration and board of Trinity Christian Academy reserve the right to withhold the valedictory and salutatory titles and associated privileges (regardless of grades or class rank) from students whose behavior demonstrates character not fitting of that high honor. In this event, these titles would be bestowed upon the next highest ranking student(s).

## SECONDARY GRADING SCALES and GRADE REPORTING

Numerical Average	Letter Grade (Corresponding number grade)	Regular Grade Point	Pre-AP, Honors, and Dual Enrollment Grade Point	AP Grade Point
98-100	A+ (99)	4.0	4.5	5
93-97	A (95)	3.8	4.3	4.8
90-92	A- (91)	3.6	4.1	4.6
87-89	B+ (88)	3.4	3.9	4.4
83-86	B (85)	3.2	3.7	4.2
80-82	B- (81)	3.0	3.5	4.0
78-79	C+ (79)	2.7	3.2	3.7
76-77	C (77)	2.3	2.8	3.3
75	C- (75)	2.0	2.5	3
73-74	D+ (74)	1.7	2.2	2.7
71-72	D (72)	1.3	1.8	2.3
70	D- (70)	1.0	1.5	2.0
0-69	F (69)	0	0	0
Incomplete **	I			

**Pre-AP courses** may include Pre-AP Pre-Cal and Pre-AP English II.

**Honors** level courses may include World History, Spanish III, Human Anatomy and Physiology, Honors Algebra II, and Honors Physics.

**Advanced Placement courses** may include AP Calculus, AP English Literature, AP English Language, and AP Environmental Science.

TCA offers junior and senior students the opportunity to concurrently earn high school and college credits by enrolling in select **Dual Enrollment courses** through Letourneau University. More information regarding dual enrollment coursework is available through the secondary office.

\*When calculating weighted numerical averages, add 5 points to semester averages in honors, Pre-AP, and Dual Enrollment classes and 10 points to semester averages in AP classes. These averages do not appear as weighted averages on report cards or transcripts.

\*\*Incomplete coursework must be made up within two weeks after the end of the grading period or by the date assigned by the teacher. Failure to do so will result in a grade of zero.

### **Character and Conduct Codes**

*E* = Exemplary

*S* = Satisfactory

*N* = Needs Improvement (conference suggested)

*U* = Unsatisfactory (conference required)

### **Report Cards**

Report cards are emailed after each nine week grading period.

### **Progress Reports**

Emailed grade reports will be automatically sent out each week. Averages on the final progress report of a grading period may differ from averages appearing on report cards as additional grades may be posted. Parents choosing to receive daily emailed progress reports are reminded to maintain reasonable expectations of teachers in terms of when to expect grades to be posted (typically within one week).

### **Academic Warning/Probation**

Students are expected to maintain passing grades in every subject. Any student receiving a failing grade on their report card will be placed on Academic Warning. If a student has brought up all grades to passing by the next report card period, he/she may return to regular status. If the student does not bring up the grade for which he/she was put on warning, he/she will be placed on Academic Probation until grades are released on the following nine-week's report card. Conditions of the probation will be specified in order to give the student direction. If the student fails to maintain the conditions of the probation he/she may be dismissed from TCA. Academic probation may be invoked earlier in the event of acute academic difficulties as deemed necessary by TCA administration.

All new students enter TCA on an automatic one-semester probationary period during which time school administrators monitor their success in adjusting to life at TCA. This probation is not punitive and is automatically lifted after the successful completion of the probation period.

### **Extra Credit**

Extra credit is offered at the teacher's discretion; check with teachers for classroom policies. When offered, extra credit work should be offered equally to all students in a class, be academic in nature and apply to the subject for which it is given. No more than 10% of a quarter's grade may be comprised of extra credit work.



## CUMULATIVE NUMERIC AVERAGE / GRADE POINT AVERAGE

### Cumulative Numeric Average (CNA):

This is determined by averaging semester averages from: (A) the 9th, 10th, and 11th grades; (B) 12<sup>th</sup> grade first semester; and (C) 12<sup>th</sup> grade, second semester averages determined by the third quarter average. CNA is based on the existing scale and will be available to students at the beginning of the 11<sup>th</sup> grade. *For example, a student in regular, unweighted classes with semester averages of 99, 90, 96, 88, 82, 76 and 67 will have a CNA of 85.429 .*

### Grade Point Average (GPA):

Grade points are earned according to the grading chart above after the completion of one semester in a course taken for high school credit. *The student in the example above will accumulate a total of 20.1 grade points.*

99 (A+)...4.0 points    88 (B+)...3.4 points    76 (C)...2.3 points    67 (F)...0 points  
90 (A-)...3.6 points    82 (B-)...3.0 points  
96 (A)...3.8 points

GPA is determined by dividing the sum of all grade points earned by the total number of GPA units. Students earn 1 GPA unit for each semester completed. *In the case of the student above, 20.1 (grade points) is divided by 7 (GPA units) to produce a GPA of 2.871.*

*Note the following:*

1. 8<sup>th</sup> grade classes completed for high school credit (either at TCA or prior to enrolling at TCA) are counted when calculating GPA and CNA.
2. One GPA unit is recorded each semester for each completed class taken for high school credit. If a class is not passed, no grade points are awarded, but a GPA unit is still recorded. Some year-long courses that meet less than four days per week may earn only one GPA unit at the end of the full year of study.
3. Courses failed at TCA may be repeated for credit at TCA or in an administrator-approved summer school or correspondence program. Repeated courses accumulate additional GPA units. Both grades appear on the transcript, and both count when computing GPA and CNA.
4. GPA and CNA are determined by the existing scale each semester beginning at the start of the junior year.
5. Service Learning grades are *not* included when calculating GPA or CNA. Service Learning grades *will be* counted for honor roll, free dress days and extracurricular eligibility.
6. Grades for classes taken prior to enrolling in TCA will be included when calculating GPA and CNA only if TCA offers an equivalent course.
7. Transferred honors, Pre-AP, Dual Enrollment and AP grades will be weighted by the TCA scale only if TCA offers an equivalent course.
8. Grades for classes approved to be taken for credit outside of TCA (summer school, correspondence, etc.) while a student is enrolled at TCA will not be weighted.
9. The following codes may appear on student transcripts: **H** = honors courses; **AP** = Advanced Placement courses; **R** = repeated courses; **P** = passing grade on a pass/fail standard with an assigned grade of B (85 numerical) for computing GPA and CNA; **W** = a class dropped

- without credit awarded (no assigned grade); **F** = a failing grade on a pass/fail standard with an assigned grade of 69 (no credit awarded for any class with a semester average of “F.”).
10. All make-up work for seniors must be turned in one week before graduation. Work not turned in by this time will be assigned a grade of “0” (zero).

## **AWARDING OF HIGH SCHOOL CREDIT**

Course credit will be given on the following conditions:

- Course credit (.5 credit per full-time semester) will be given for a grade of 70 or higher. Year long courses that meet less than four days per week may earn only one-half credit at the end of a full year of study if a grade of 70 or higher is earned.
- Course credit (.5 credit per full-time semester) will be denied for a grade below 70 except for a full-year course in which the two semesters in a single school year together average 70 or higher. If the two semesters average 70 or above, the student will receive credit for the full year.
- Students not completing the required number of Community Ministry hours will not receive credit for the spring semester of Bible regardless of other grades earned in the course. Please see the “Community Ministry Program” section for more details.

Credits will be awarded to students transferring from another school based upon the accreditation status of the previous institution. Credits will be accepted from public schools and private schools that are accredited by organizations belonging to NCPSA, TEPSAC, or OPSAC.

Credits will be awarded to students transferring from a home school course of study based upon administrative approval of evidence of a satisfactory home school course of study. Evidence to be considered includes curriculum used, time spent daily/weekly on individual subjects, standardized test scores, and the certification status of the home school instructor. Homeschool transfers may be asked to demonstrate subject mastery by passing end-of-year exams from TCA courses similar to homeschool courses before course credit is awarded, particularly in core curriculum courses. Another option is to pass a credit-by-exam test from a TCA-approved program.

In calculating the average of a transfer student when only letter grades are available, a numerical value for each letter grade will be assigned based on the TCA scale.

## **OUTSIDE STUDIES**

Courses taken outside of the TCA program of study will be accepted for graduation credit only when pre-approved by TCA administration. Such classes will be considered for TCA credit only if they serve as make-up courses for failed subjects, if they are part of the online elective class for seniors, or if they are being taken to accommodate specific scheduling conflicts. While TCA encourages students to pursue courses for college credit during summer break, these courses are not accepted for high school credit and will not affect graduation, class rank, or GPA unless they are taken as a part of TCA’s dual enrollment agreement (see secondary office for details).

## **HOMEWORK**

Secondary students are expected to keep track of homework assignments. In order to assist them with this task and develop appropriate organizational and study skills, teachers list upcoming assignments on ParentsWeb. It is the students' responsibility to be aware of assignments and ensure that they are thoroughly completed by the assigned due date. Students missing school should collect make-up work and return it completed as directed. Students are encouraged to keep an assignment notebook.

Homework is an important part of the learning process that reinforces material studied in class. Students should structure this habit into their day and keep up with both short- and long-term assignments to avoid overload at the end of grading periods. It is recommended that all students set aside an amount of time every night in order to establish successful study habits. During this time, children should complete assigned work, review new concepts, review graded work, and prepare for upcoming tests, quizzes, and projects. Families are to provide adequate materials at home for completing school work. By the time students are in secondary grades, many assignments require regular access to a computer with Internet access, email, and basic word-processing programs along with a functional color printer.

A common question asked by parents is, "How much time should my child spend on homework?" Unfortunately, no set number of minutes can apply to all children, and much depends on the study habits of the child. Teachers try to avoid Wednesday night homework out of respect to students involved in Wednesday night church activities and strive to coordinate major projects and tests to avoid overloading students. Please realize that homework load does increase as students progress into secondary school. We want our students to be thoroughly prepared for the rigors of college.

Because of the importance of completing assigned work, a zero tolerance for late homework applies. Students in grades 6-12 may not make up missed assignments except in the case of an emergency; students not completing assigned work will be assigned a zero (0) for missed assignments.

## **RECOGNITION AND REWARDS**

### **Academic Awards Ceremony & Senior Blessing Ceremony**

These year-end awards assemblies honor students who have excelled in character, academics, and attendance. They are held in May.

### **Honor Rolls**

Honor Roll students will be recognized at two levels: *All A Honor Roll* and *A/B Honor Roll*.

### **Free Dress Days**

Students in grades 6-12 are offered the opportunity to have a free dress day following the first three quarter grading periods.

*Free Dress Day eligibility guidelines:*

1. Students must have a passing average in every course for the grading period.
2. Students must not have had any detentions or suspensions for the grading period.
3. Students must have no N's or U's in conduct for the grading period.

### **Off Campus Lunch for Seniors**

Senior students will be given (with parent permission) the opportunity for off campus lunch throughout the senior year. Seniors returning late from off campus lunch will receive a class d for tardiness, and will be counted absent if returning from lunch more than 20 minutes after class has begun. Senior students regularly returning late or otherwise abusing this privilege may lose the privilege of off campus lunch.

## **COURSES FAILED**

Students in grades 6-8 may not show two or more year-end cumulative grades below passing in major subjects (English, Math, Science, History, and Bible) in order to automatically be considered for promotion and/or re-enrollment. Students that fail a major subject must receive tutoring in a TCA-approved program the following summer and show evidence that required concepts have been learned. The student will then be accepted on probation at the next grade level for the following quarter, but must pass all work at grade level with a “D” or above to remain enrolled at grade level. Summer tutorials will not change the original grade given, but are mandatory for re-enrollment.

Students in grades 9-12 who fail to earn credit toward graduation in a course required for graduation must repeat that course as soon as possible either in an approved summer school program or at TCA. In most cases, the class must be repeated the following summer in an approved summer school program. Families may contact the secondary office for school-approved options.

## **CLASSIFICATION OF HIGH SCHOOL STUDENTS**

- *Freshman* – Completed 8<sup>th</sup> Grade
- *Sophomore* – Completed 6.5 Credits
- *Junior* – Completed 13 Credits
- *Senior* – Completed 19 Credits

## **STUDY STOP**

Study Stop was designed to help those students who are struggling academically at TCA. Any student who fails a class for the nine weeks will automatically be placed into the Study Stop program. Parents may choose to enroll their student into Study Stop even if they aren’t failing for a \$30 fee. Students will report to Study Stop for two weeks beginning the week after report cards are issued, Monday through Thursday from 3:30 - 4:00.

### **The purpose of Study Stop is three-fold:**

1. **Teach Accountability:** Students will have a Homework Sheet to fill out and must have it initialed by each of their teachers. They will bring the Homework Sheet with them to Study Stop and will present it to the teacher on duty each day. The teacher will record daily attendance and will check to ensure students have their Homework Sheets.
2. **Develop Good Habits:** Students will have the opportunity to learn how to effectively manage study time and homework assignments, and to see how studying and completing homework can improve their grades.

3. **Provide a Study-Friendly Environment:** Students will have a designated block of time in a quiet space solely for the purpose of completing homework assignments or studying for upcoming tests. Teachers on duty will do their best to ensure students are using their time wisely.

### **Missed Days and Program Accountability**

Study Stop is not viewed as a punishment but rather a means of instilling good organizational and study habits for students who struggle. To ensure students are gaining the full benefits of the program, it is important that they show up daily, on time, with their initialed Homework Sheet and all books/supplies/handouts needed to work. The following guidelines will help hold students accountable to the program.

1. If a student misses a day of Study Stop, that day will be made up the week following the last normally scheduled day.
2. If a student is late to Study Stop, an extra day will be added, also to be served the week following the last normally scheduled day.
3. Students must bring their initialed Homework Sheets with them daily. If a student does not have his or her Homework Sheet, the student will be sent to collect those assignments and have teachers initial them. If the student is able to return soon enough to serve the full time, no days will be added. However, if the student is late returning to Study Stop, the aforementioned late policy will apply.

## **TESTING**

### **Semester Exams**

A single semester exam is required of sixth grade students at the end of the spring semester. This exam will be weighted like any other test and applies only to the fourth quarter grading period. The purpose of this exam is to introduce these students to the experience of preparing for a greater number of semester exams the following year.

Fall and Spring semester exams are required of students in grades 7-12 and count as 1/7 of the semester average (each quarter's grade counts three times and semester exams count once in calculating semester averages). The last week of each semester will be an exam week for students in grades 7-12 featuring three half-days for exams. A special schedule for this week will be distributed prior to exam week. Semester exams will not be rescheduled in order to accommodate non-emergency trips or appointments. Non-emergency trips or appointments may result in unexcused absences and exam grades of zero.

Exemption privileges from semester exams may be earned by the means listed below.

1. Graduating seniors may earn exemption from spring semester exams in individual classes based upon established criteria which will be distributed to senior students before the spring semester.
2. Junior and senior students enrolled in AP classes who take an AP exam in May may be exempted from the semester exam in that course.
3. Junior and senior students enrolled in dual enrollment coursework will not be required to take semester exams for dual enrollment courses.

### **Achievement Testing**

All students in grades 6-10 will participate in achievement testing each spring. Seniors are exempted from achievement testing.

### **Preparatory Tests**

- ***Stanford 10***  
This comprehensive standardized testing resource is one tool that helps students measure their current academic development. Typically, the Stanford 10 is administered in the spring for grades 6-10.
- ***PSAT/NMSQT*** (Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test)  
This test is a predictor of SAT success and is given to 10<sup>th</sup> and 11<sup>th</sup> grade students in October. Scores are returned to students in January. Eleventh graders are eligible for academic scholarships and National Merit Scholar status through the NMSQT.  
([www.collegeboard.com/student/testing/psat](http://www.collegeboard.com/student/testing/psat))

### **Advanced Placement Tests**

TCA offers selected Advanced Placement courses to high school juniors and seniors. Students are required to sit for the AP exams when they are administered in May. These AP Examinations represent the culmination of college-level work in a given discipline in a secondary school setting. Rigorously developed by committees of college and AP high school faculty, the AP Exams test students' ability to perform at a college level. Students who perform well may receive course credit and/or advanced standing at participating universities. ([www.apcentral.collegeboard.com](http://www.apcentral.collegeboard.com))

### **College Preparation & Entrance Tests**

All students should be familiar with the entrance requirements of the college(s) of their choice. Entrance requirements for colleges vary in requirements in areas such as mathematics, foreign language, and science. Therefore, a student should begin to peruse college and university websites early in the high school years to become familiar with requirements, offerings, and the general nature of colleges being considered. TCA's College Preparation class is required of all juniors to assist them in preparing for college entrance exams and in seeking God's will as they explore college and career choices. TCA employs a college advisor who works with high school students and their parents, helping them navigate the college preparation process.

### **SAT and ACT**

Often referred to as “college entrance exams,” colleges use scores from these exams for admission, placement, and scholarship purposes. Students should check with the college(s) of their choice to determine which, if either, test is required or preferred. These tests are given throughout the year on Saturdays at designated testing centers. Registration is done online and a fee is required. **Eleventh-grade students must take one of these tests before being allowed to reenroll at TCA for their senior year.** ([www.sat.collegeboard.org](http://www.sat.collegeboard.org) and [www.actstudent.org](http://www.actstudent.org))

### **Personality / Career Interest / Spiritual Gift Inventories**

These tests may be given to students as a part of TCA’s curriculum in order to help students gain insight into their God-given areas of giftedness and aptitude.

## **ATTENDANCE**

Successful students attend school regularly and punctually. All class time is valuable and to miss class time means missing important instructions and interpretations given by a teacher as well as the give and take between other students and the teacher. Excessive absences (defined below) compromise the integrity of the curriculum and may violate accreditation attendance regulations. Students with lengthy absences may require additional outside tutoring to catch up with their studies.

School policy, ACSI and SACS accreditation standards, and state law require that students be in school at least 90% of the days during a semester.

When a student is absent, a parent or guardian is asked to telephone the school office between 8:00am and 9:00am. Do not notify offices of absences by email. **Makeup work is available on ParentsWeb.**

### **Returning to school**

**Upon returning to school after an absence, students must bring a written excuse from either a parent/guardian or medical/dental office. This note must contain the date(s) of the absence, the reason for the absence, and a parent or guardian’s signature. If the absence was for a medical or dental appointment, the student is to bring a note from the medical or dental office showing the time and date of the appointment.** When possible, make such appointments after school or on Saturdays. A parental note excuses an absence due to personal illness for no more than (5) consecutive days; from then on, the student’s absence must be excused with a doctor’s note. **Without an appropriate note upon return, the absence will be considered unexcused. A phone call or a parent’s signature signing the student out the day before does not take the place of a written excuse from a parent.**

### **Make-up work**

**It is the student’s responsibility to seek out missed assignments and to make up all missed work.** Make up work is available on ParentsWeb. This includes instances when students are in attendance but have missed class(es) because of special activities, athletic contests or school-sponsored trips (Exceptions may be made for students representing TCA at special events or competitions.). In any case, it is the student’s responsibility to confer with his/her teacher and clearly understand the due date of each assignment



Make-up work will be accepted when the absence is excused; zeros may be issued for work missed on days of unexcused absences. Work missed due to absences must be completed and returned promptly. One day is given for each day of absence (clarify due dates with the appropriate teacher). **Students should be aware that work assigned before the absence that falls due the date of the absence should be turned in the day the student returns to school. Tests assigned before the absence, which fall due the date of absence, should be taken the day the student returns to school.** Tests assigned before the absence which fall due the day following the absence may be taken the day the student returns to school or the next day. All make-up tests should be taken before or after school when possible to avoid additional lost class time.

### **Excessive Absences**

In order to receive credit for a class, students may not be absent from a class more than 10% of the total days per semester (10 or more absences). If absences exceed this number, credit will be denied. The student's family may choose to make up lost class time by means of Saturday School, or may appeal the absences to the TCA Attendance Committee. Saturday School information is available in the secondary office. The parents of students who have excessive absences may be contacted for a conference to alleviate this problem.

### **College Visits**

High school students may take three college visitation days during both their junior year and senior years. Students wishing to take a college day are to submit a College Day Form to the secondary office at least one week prior to the college visit. The form provides detailed instructions regarding college visits that must be followed in order to avoid the visit being counted as an absence. Approved college visitation days do not count in the number of absences allowed under the 10% rule stated previously.

### **Extracurricular / School-sponsored Extracurricular Events**

School-sponsored extracurricular events are not counted as absences for team members. Siblings or friends who miss school to attend extracurricular events in which they are not competing will be counted absent. Administrative exceptions may be made for play-off games.

In order for a student to participate in any extracurricular event, he or she must be in attendance for three full class periods (4 class periods on Mondays) on the day of a contest or practice. Students may not make a practice of attending just enough of the school day to participate. Such a pattern will require a conference with TCA administration and disciplinary consequences as deemed necessary.

### **Planned Absences (mission trips, family vacations, and other educational trips)**

The TCA calendar includes many holidays and breaks. Vacations and mission trips should be scheduled during these breaks so that students do not miss school, and existing school holidays and breaks should not be extended into longer family trips. Up to five days for personal family trips may be taken per school year. These days count as absences. Families should submit a Planned Absence Form at least one week prior to the trip in order for the absence to be excused. Averages in all classes must be passing in order for the trip to receive approval and for absences to be considered excused. Students are to collect work from teachers prior to leaving and turn this work in prior to leaving or upon their return. Tests or quizzes missed during a planned absence are to be taken upon the student's return to school unless prior arrangements have been made with the child's teacher.



Semester exams given during the last week of each semester will not be rescheduled in order to accommodate non-emergency trips or appointments. Non-emergency trips or appointments may result in unexcused absences and an exam grade of zero.

### **Leaving Class or Lunch**

Students are not to leave the classrooms or lunch areas without permission from their teacher or lunch supervisor. A signed pass is needed to do so. If permission is granted, the student is to go directly to the destination indicated on the pass and then to return directly to class.

### **Permission to Leave School**

Students leaving school early must be signed out at the appropriate office before leaving campus. For our students' protection, a written request is required if someone other than the parent or guardian is to pick the child up at school. TCA cannot release children to anyone not listed on the School Release Form, so please keep this information updated.

Student drivers may not leave campus without written parental permission (no phone calls please!) from a parent detailing the reason for leaving campus and/or with administrative permission.

## **TARDIES**

**All tardies are considered unexcused unless accompanied by a note from a parent, teacher, or medical professional detailing a serious emergency for the late arrival.** Unexcused tardies are recorded as Class D offenses for secondary students.

Punctuality is essential in a successful learning environment. Tardies upset the flow of a class and disrupt the learning process for all. In order to prevent this, as well as to help students master the discipline of punctuality, students should arrive at school on time. **Please understand that parental tardiness can result in disciplinary measures for students.** Continued tardies in excessive amounts may require a conference between the student, parent(s), and administrator.

A student is tardy if not in his or her seat on time. **Students tardy 20 or more minutes will be counted absent for that class period;** this absence will be considered excused only if accompanied by a note from a parent, teacher, or medical professional detailing an emergency or other unavoidable reason for the late arrival. Secondary students who are tardy to first period should go directly to the first floor attendance office before reporting to their first period class.

## **LUNCH**

TCA does not provide a daily hot lunch program, so students are asked to bring their own sack lunch. A "Lunch Out" program is offered to secondary students each Monday, Wednesday, and Friday. Lunch Out options include fast food from local restaurants, but drinks are not included, so please remember to send a drink with your child or money to purchase one. Parents must order & pay for lunches via their FACTS account. TCA no longer accepts paper forms and checks for lunches. For more information regarding lunch out please contact the Lunch Out Coordinator.

Students may not have food commercially delivered to the school.

Parents are welcome to eat lunch with their child and may take their child out to lunch after notifying the office and teacher. Children must be signed out if taken to lunch and returned in time for the next class after lunch. Senior students are given the privilege of off campus lunch. Other than this, no students may leave campus during lunch unless signed out by a parent or pre-approved guest.

In keeping with our closed campus policy, only Trinity Christian Academy alumni, immediate family members and school-aged children active in the admissions process who have been invited by TCA administration may eat lunch with TCA students after checking in through the office.

## **DISCIPLINE CATEGORIES AND CONSEQUENCES (grades 6-12)**

Through His Word, God gives us guidelines to follow, and as He sets limits for His people, so must a society (including schools) set limits. Trinity Christian Academy is designed for students and parents willing to meet high standards of achievement and behavior. Students are expected at all times to be a credit to their parents and school and to act in a way that is pleasing to the Lord. An atmosphere of good conduct, good scholastic performance, and good relationship between faculty and student provides a climate conducive to learning and to the development of strong Christian character.

The behavioral expectations below are effective during school hours and at school-related functions, including school-organized trips. TCA expects that students honor Christ in all behavior and activities at all times (24/7/365), and the school reserves the right to take disciplinary action in response to actions occurring off campus or outside of school hours when such incidents hinder the school's ability to accomplish its mission or reflect negatively upon the school.

Infractions listed below identify and categorize types of conduct undesirable and detrimental to the mission of our school. In some instances, circumstances may lead TCA administration to deal with an offense differently than indicated below. Cooperation of students and parents is essential and expected.

### **Class D Offenses**

**Class D Offenses are minor offenses determined to be detrimental to the operation of a Christian school. These offenses merit a written warning and are typically brief disruptions in which no other person is in danger.** A copy of the Class D offense is kept on file and emailed to the parent. Class D offenses are cleared at the start of each new quarter. A record of these offenses is kept for documentation purposes. **Four Class D offenses in a quarter grading period results in a detention assignment.**

The following are examples of what might constitute a Class D offense. Depending on severity, TCA administration may impose more severe consequences for these types of actions.

- D Dress code violations
- D Tardies
- D Coming to class unprepared
- D Rowdy behavior
- D Passing, receiving, or reading notes during class
- D Inappropriate use/storage of food and drink. Water in clear plastic bottles is allowed in classrooms – no soft drinks, flavored waters, juices, etc.). Gum is not allowed on campus during school hours, and violators may be assigned light cleaning duty during lunch.

- D Violation of school cell phone policies.
  - Phones must be turned off and left in the student’s locker or car during school. Students out of school for the day may not use their phone in the building during school hours. This includes Apple Watches (or equivalent) and earbuds or headphones.
  - 1<sup>st</sup> offense...Confiscation of phone or device and a class d. Students may collect the phone at the end of the day if a \$25 fine is paid 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.
  - Contents of confiscated cell phones are subject to examination (photographs, text messages, etc.).
- D Minor incidents of harassing verbal or physical conduct toward another person
- D Littering (including messy lockers)
- D Toys and electronic devices primarily designed for entertainment are not allowed without specific permission. This includes, but is not limited to: cell phones, video cameras, cameras, laser pointers, video games, sports equipment, Apple Watches (or equivalent) and music playing devices. Calculators may be used with teacher permission.
- D Violation of TCA’s “Computer Technology and Internet Acceptable Use Guidelines,” and the BYOD (Bring Your Own Device) Agreement for 11th - 12th grades. Depending upon the type of violation, misuse of school-owned computers or personal electronic devices such as laptop computers, tablet computers, and e-readers may result in consequences beyond the class d level in addition to loss of the privilege of using that technology at school.
- D Failure to obey when warned on minor issues

### **Class C Offenses (Detention)**

**A detention will be assigned when a student commits four Class D offenses in a quarter period or commits a Class C offense as described below.** Detentions are typically assigned for 1-5 days. Notice of detentions will be emailed to parents. Students missing or arriving late will be assigned additional days of detention. Any student not following detention guidelines (misbehaving, breaking detention rules, etc.) will be subject to further detentions and possibly a suspension. In some instances, students may be assigned a duty or assignment to be completed during detention, often corresponding to the offense committed. A record of these offenses is kept for documentation purposes.

The following are examples of what might constitute a Class C offense. Depending on severity, TCA administration may impose more severe consequences for these types of actions.

- C Multiple Class D Offenses—typically 1 day of detention for every 4 class D’s earned per quarter (i.e. 4 class D’s = a 1-day detention; 8 class D’s = a 2-day detention; 12 class D’s = a 3-day detention). A 16<sup>th</sup> class d during a grading period will result in suspension.
- C Disrespect or intentional disobedience to faculty, staff, or other adults on campus
- C Bullying others which may include verbal and/or physical abuse of others, acts of unkindness, cruelty or intimidation, including sexual harassment or activity, fighting and threats to other students or faculty, verbal or written
- C Student speech should show love and respect for all people. Inappropriate communication, including racial slurs, is never allowed in spoken, gestured, or written form. “Inappropriate communication” is any communication viewed by TCA faculty and staff as vulgar, critical, disrespectful, crude, or abusive. In some instances, verbal abuse may result in suspension.
- C Academic dishonesty (including plagiarism)
  - First offense – zero for the work, detention, and a parent contact by the teacher.

- Second offense – zero for the work, suspension, and a conference between the student, parent, teacher, and administrator
  - Students found cheating a third time may be dismissed from Trinity Christian Academy
- C Repeated violation of school cell phone policies.
- *2<sup>nd</sup> offense*...Confiscation of phone and one day detention. The phone may only be picked up by a parent and a \$25 fine will be assessed to be paid by the morning of the next school day.
  - *3<sup>rd</sup> offense, 4<sup>th</sup> offense, etc.*...Same as above with additional days of detention and an increase of the fine by \$25 with each offense.
  - Contents of confiscated cell phones are subject to examination (text messages, etc.).
- C Use of inappropriate language (written or spoken, including text messages and social networking sites).
- C Leaving class, building, or school grounds without permission (depending upon the circumstances, this can be deemed “skipping school,” a suspension offense).
- C Reckless use of an automobile. In some situations this can result in suspension and loss of driving privileges.
- C Inappropriate display of affection
- C Inappropriate material on campus (in locker, backpack, pocket, purse, vehicle, etc.)
- C Failure to respond appropriately to “class d” issues
- C Actions determined to be rebellious in nature or deserving of a detention assignment

### **Class B Offenses (Suspension)**

When detention assignments do not deter misbehavior, or if a student commits a Class B offense, suspension will be assigned and a conference will be scheduled with the parents, the student, and administration. A student will not be allowed to return to regular classes until this conference has been held, the suspension has been completed, and the student has expressed repentance for his/her actions and sincerely apologized to any injured party. Disciplinary probation is automatically invoked when a suspension occurs. The suspension will typically be for 1-3 school days.

In-School Suspension – ISS is available only to students whose suspension is assigned as a result of an accumulated number of minor offenses (i.e., not to students whose suspension is a result of a single Class B offense). The student will remain on campus under the direct supervision of a substitute teacher at the family’s expense. Further guidelines will be given when ISS is assigned.

Out-Of-School Suspension – Classes missed count as absences. The student may not attend school or school events. Students are responsible for requesting work missed due to OSS. Students assigned to OSS will be given an assignment by the secondary principal to be completed within one week of the date suspension is assigned. Failure to satisfactorily complete this assignment within one week will result in additional disciplinary consequences.

Disciplinary Probation results from suspension or actions deemed worthy of probation by TCA administration. Disciplinary probation will be assessed for a period of time set by the principal (typically 1 to 3 months). Students on probation will be closely monitored for specific changes in behavior. Class B offenses committed during probation may be cause for recommendation of expulsion. At any time during the probation, if administration determines that necessary behavior changes have not occurred, a recommendation for expulsion may be given.

As stated earlier, all new students are accepted for a one semester probationary period, and specific, discipline-related conditions may be set for new students. Any student with Class B offenses will be re-evaluated prior to re-enrollment the following year.

The following are examples of what might constitute a Class B offense. Depending on severity, TCA administration may impose more severe consequences for these types of actions.

- B Fighting or assault...Physical aggression will not be tolerated.
  - *Fighting*: two or more persons involved in hitting, slapping, or other acts of aggression against one another.
  - *Assault*: one person hitting, slapping, or committing aggressive acts against another person attempting to leave the situation or displaying a clear unwillingness to participate.
- B Serious verbal abuse (involvement in or causing others to be involved in such abuse)
- B Racially insensitive comments or actions
- B Stealing (suspension plus return of stolen property)
- B Vandalism (suspension plus restitution of all damages)
- B Possession of pornography or other sexually-related materials, including the use of school computers to access pornographic content.
- B Skipping school
- B Forgery or hindrance of parental receipt of school communications
- B Dishonesty / Deliberate deception, (including second instances of academic dishonesty)
- B Habitual non-conformity to school rules
- B Actions or attitudes which are spiritually detrimental to the operation of a Christian school or determined to merit a suspension

### **Class A Offenses**

If the administration deems expulsion necessary, the parent will be notified, and the student's expulsion will become effective immediately. The administrator will provide immediate notification of the infraction and expulsion to the School Board.

- Expulsion may result in the event of any Class A offense or multiple Class B offenses.
- Students found guilty of an offense worthy of expulsion may not withdraw from TCA in order to avoid having an expulsion on record.
- Senior students will lose the privilege to participate in graduation exercises.
- Any student expelled from TCA for disciplinary reasons may be prohibited from attending school events for a specified period of time and may not re-enroll until the beginning of a semester following one full calendar year after the date of expulsion. At that time, the student must express genuine repentance and have demonstrated exemplary behavior since the expulsion occurred to be considered for admittance. Students and parents must be interviewed by administration and go through the admissions process as a new student.
- Students expelled for illegal activities may not be considered for re-enrollment.
- Actions by parents or guardians which hinder the school's ability to accomplish its spiritual and/or educational purposes may be grounds for the student's expulsion.

The following are examples of what might constitute a Class A offense:

- A Possession of real or look-alike tobacco, alcohol, drugs, drug paraphernalia, an electronic cigarette or any other device that simulates smoking. TCA reserves the right to require drug testing of students when drug, alcohol, or tobacco use is suspected. TCA conducts periodic, unannounced canine detection searches of school facilities and vehicles parked on campus.

- A Possession of weapons (real or look-alike)
- A Behavior deemed blatantly immoral, threatening or violent.
- A Pregnancy or abortion or responsibility for a pregnancy or abortion
- A Serious violations of the law on or off campus
- A Actions which hinder the school’s ability to accomplish its spiritual and/or educational purposes may be grounds for the student’s expulsion.
- A Violations transcending the scope of infractions listed above or deemed worthy of expulsion

**Redemptive Discipline**

The policies and people of TCA must bear witness to Christ. While teaching personal responsibility, we want to convey all of God’s nature—holiness and purity along with love, forgiveness, and restoration. Jesus abhorred sin but loved sinners (John 8:1–11), and by approaching immoral and/or illegal behavior of students from a perspective of “redemptive discipline,” TCA seeks to do the same when deemed appropriate by school administration.

TCA reserves the right to evaluate situations regarding student issues of morality and participation in illegal activities on a case-by-case basis. While a student may be referred to the appropriate legal authorities or expelled for Class A offenses, the redemptive approach may be considered if the student and his/her family exhibit truly repentant and humble hearts and if TCA administration determines that continued enrollment is in the best interest of the TCA student body. Specific requirements and conditions for continued enrollment will be clearly stated in an agreement between school and family requiring full student and parent cooperation. This agreement will be written and approved by TCA administration and can be cancelled at any time by TCA if the elements of the agreement are not fulfilled. Failure to meet the agreement’s conditions can result in immediate suspension or termination of enrollment.

**BULLYING**

Trinity Christian Academy defines bullying as one or more students using an imbalance of power (physical, verbal, social) to inflict repeated and intentional harm upon another student (the “Target”). Bullying is not accepted or tolerated at our school. When reviewing disciplinary matters, school leaders will use the information below to determine whether or not bullying has occurred.

Bullying can involve written, verbal or electronic expressions as well as physical acts or gestures, directed at a Target. This could also include the threat of further harm. Examples might include:

- physical or emotional harm or damage to the Target’s property;
  - placing the Target in reasonable fear of harm to himself or herself or of damage to his or her property;
  - creating a hostile environment at school for the Target;
  - materially or substantially disrupting the education process or the orderly operation of a school;
- or

- cyberbullying, defined as the use of technology or electronic devices such as telephones, cell phones, computers and the Internet. This includes, but is not limited to, email, instant messages, text messages, social media and Internet postings.

## **DRESS & BEHAVIOR GUIDELINES FOR SPECIAL EVENTS**

The guidelines below refer to special events such as Homecoming, Junior/Senior Banquet, Athletic Banquet, Awards Night, High School Commencement, Honor Society Induction, etc. Additional guidelines related to dress or behavior may be provided prior to specific events.

### Guests (Dates)

Bringing a guest to school-sponsored banquets or ceremonies is an optional privilege, and students are encouraged to come individually or in groups. Students may not bring a guest over twenty years of age to TCA banquets unless that guest is a member of the student's family. At all school-sponsored events, guests of TCA students are expected to meet the behavioral and dress standards outlined in this handbook. TCA students are responsible for informing their guest of these expectations. If either a student or his/her guest fails to meet these standards, both will be corrected or asked to leave. Students are reminded that while it might feel uncomfortable explaining TCA's standards to a guest, it will be *much* more uncomfortable should your guest be corrected or should both of you be asked to leave.

### Behavioral Guidelines

Please refer to the current TCA Family Handbook for behavioral guidelines. All rules contained therein apply to all students and their guests attending the event.

### Formal Dress Guidelines

Honor the Lord in your dress and behavior during these special events, and encourage guests to do the same. Use common sense in selecting neat, clean, and modest attire for the event and for activities before and after events that is both conservative and in good taste.

1. Ladies
  - a. All aspects of a young lady's appearance should meet a high standard of modesty.
  - b. Avoid clothing that is excessively short, tight fitting or transparent.
  - c. Dresses should not be low-cut in the back or front. Cleavage may not be apparent, nor should the abdomen be visible.
2. Gentlemen
  - a. Expected dress for banquets includes dress slacks, shirt, shoes, jacket, and a tie.
  - b. No visible piercings.

With popular fashions changing constantly, it can be a challenge for students to remain modest while trying to fit in with their friends and trending styles. Though it is difficult, it is not impossible. As believers it is our calling to represent Christ in everything we do, including how we choose to dress. There are many places in Scripture that warn us against immodesty, but most importantly we should choose modesty in order to protect our witness. I Peter 3:3-4 tells us, "Your beauty should not come from outward adornment, such as elaborate hairstyles and the wearing of gold jewelry or fine clothes. Rather, it should be that of your inner self, the unfading beauty of a gentle and quiet spirit, which is of great worth in God's sight." TCA's intention is not judgement, but to call our students to a higher standard of modesty than that of the world.

*Should students or their guests have questions of any sort regarding behavioral or dress expectations, please ask the secondary principal well before the event.*

## **SCHOOL TRIPS**

Field trips at all levels are offered at the discretion of teachers and administration. Day trips have stated goals and purposes and are not optional. Eligibility for field trips will be based on students meeting state guidelines for school attendance and being in good academic standing at the time of the field trip. Written information will be sent home for parents to read and sign and must be returned by the required date in order for the child to participate. Neither verbal permission over the phone nor handwritten notes will be substituted for a signed school field trip form.

In order for chaperones to give their complete attention to TCA students in their care, non-TCA students and siblings are not permitted on field trips. All students must return to the school from the field trip unless prior arrangements with the teacher have been made. Seat belts must be worn at all times while traveling in a car. Students choosing to unbuckle seat belts, misbehave, or behave disrespectfully may face disciplinary actions including loss of participation on future field trips. Parents or TCA administrators may be called to pick up students who misbehave on trips. Anyone wishing to drive on field trips must sign their agreement to TCA's guidelines for field trip drivers on a yearly basis, including submission to a nationwide criminal background check to be kept on file in the office and to be renewed every three years. Guidelines for sponsors are available in the office and must be signed by each driver annually. Students may not drive on field trips.

In order to encourage Christian fellowship, students are not allowed to bring music or video playing devices of any sort to, from, or during school events. Drivers are responsible not only for driving, but also for the propriety of music or videos played during the trip.

### Overnight Trips:

- 9th - 12th Grade Spring Retreat - This 2 day, 1 night spring retreat for students in grades 7-12 is designed to build unity among the secondary student body.
- 8th Grade New York & Washington DC Trip - This 6 day trip coincides with 8<sup>th</sup> grade American History studies and exposes students to the rich history of our great nation. Parents are encouraged to attend this trip with their eighth grader.
- I-Term - I-Term is a week of the school year designated to increase both educational and ministry opportunities for high school students (grades 9-12) at Trinity Christian Academy. Students will have the unique opportunity to serve a variety of local or regional ministries, participate in family organized mission projects, or literally travel across the country and the world through a variety of educational and mission focused excursions.

Because trip participants represent Trinity Christian Academy, they must reflect the school's Christian values while on trips. Any student or sponsor not exhibiting TCA conduct standards may be sent home at their expense and/or lose the privilege of attending future trips.



## COMMUNICATIONS

Parent Night will be held prior to the first day of school, and at least one parent must attend. This event is a good time to welcome new families and staff, learn about new aspects of the TCA program and remind families of important aspects of school life. Student Day is also held prior to the first day of school. Students must attend to pick up books, take school pictures, and turn in any specified documents.

Communication between parent and teacher is vital to students' progress. Student progress will be communicated by means of report cards after each quarter grading period, weekly emailed grade reports, and parent-teacher-student conferences.

Teacher-parent conferences may be requested at any time by a teacher, parent, or administrator. Conferences will be scheduled during teacher conference periods or immediately before or after school. In most cases, it is beneficial that the student attend these conferences. Parents desiring conferences may request them by contacting the teacher directly or by requesting a conference through the secondary office. Childcare for siblings is not provided at conferences and parents are asked to make other arrangements for small children so that conference time is used effectively. If at any time you are not able to make a scheduled conference, please contact the teacher or school.

Teacher-Parent conferences may be audio or video-recorded only by mutual agreement prior to the conference and only if both the parent and school record the meeting using the same recording method. Only TCA administration may agree to such recordings on the school's behalf (not classroom teachers).

Teachers and coaches should be the parent's primary contact with the school when classroom or team issues arise. Please discuss concerns with them first. If further help is needed, a conference with the appropriate administrator may be requested.

**Please respect teachers' time at work and after hours. Do not call, text, or send electronic messages (i.e. Facebook) to teachers after hours.** Teachers have daily scheduled conference periods. Contact them in advance to schedule appointments during these times rather than dropping in or approaching them at church, school events or in the community. Many times our teachers attend school events in order to support students or as a parent themselves. Thank you for respecting them by saving questions or concerns for more appropriate times.

### **Change of Address/Telephone/Email**

Changes in mailing addresses, phone numbers, or e-mail addresses must be reported to the school offices immediately. The most effective means of reporting these changes is by using ParentsWeb.

## PARTIES

In grades 6-12, student-initiated parties should be scheduled during the lunch break with advance (one day) administrative approval. **Birthday celebrations should be limited to refreshments only.** Invitations given out at school for parties must be given to all classmates so that no child is made to feel left out. Students may exchange gifts with other students at school only as a part of a class-organized Christmas gift exchange. Trinity Christian Academy is responsible only for social events that have been pre-approved by the administration and are chaperoned by school staff and parents.

## COMMUNITY MINISTRY PROGRAM (Grades 9-12)

*"I will show you my faith by my works." James 2:18b*

*"Let your light shine before men in such a way that they may see your good works, and glorify your Father who is in heaven." Matthew 5:16*

### I. Program Purpose and Goals

Salvation comes through faith in Christ alone and is received entirely apart from works. The Bible does clearly state, however, that we are to show our faith by our good works and that the world will know we are Christians by the love we show others. TCA's Community Ministry program seeks to accomplish the following:

- A. TCA students will put their faith to work and share the love of Jesus Christ with the world around them, imitating Jesus' model of servanthood.
- B. TCA students will fulfill the scriptural mandate to love their fellow man.
- C. TCA students will experience the sense of satisfaction that comes from serving others.
- D. TCA students will gain valuable life experiences (often outside of their "comfort zone") as they minister to people and in places they might not ordinarily experience.
- E. Students spending four years of high school at TCA will graduate with at least 40 hours of documented volunteer service, rendering them more competitive for scholarships and college admission.

### II. Student Responsibilities

- A. Participation in the Community Ministry program is required of all students in grades 9-12.
- B. Students (not parents) should make necessary arrangements to fulfill ministry requirements outside of the school day. School-organized mission/service efforts completed during school does not count for ministry hours. (This excludes hours spent on mission/service efforts during I-term trips held during school hours, or planned Core Group projects.)
- C. Students must bring documentation of ministry hours to the secondary office no later than the first week of May. Required documentation consists of a completed documentation form signed by the person in charge of the facility or program in which the student served.
- D. Ministry hours accumulated during the summer before a school year begins must be documented before the end of the first quarter grading period.
- E. At the end of the year, each student will write a reflective essay with the purpose of contemplating the effect that ministry opportunities throughout the school year have had in the lives of others as well as on his or her own life and Christian walk.

### III. Assessment / Evaluation

- A. All students in grades 9-12 must complete *at least ten hours of service each school year enrolled at TCA*. Students entering TCA on or before the first day of the spring semester are expected to earn all 10 hours before the year's end. Students entering after the first day of the spring semester will be assigned a reduced number of service hours based upon how much of that semester remains.
- B. Members of Student Council, NHS, and NJHS are required to complete at least 15 hours per year during years they are members of these organizations.

- C. Students desiring to earn the advanced achievement degree upon graduation must document a minimum of 80 hours of community ministry prior to graduation.
- D. If a student in grades 9-12 completes less than the required number of hours in a year, that student will receive an “Incomplete” in Bible class for the spring semester. The student may appeal for additional time (not to exceed one week) following the last day of school to complete the ministry hours or a letter grade of “F” will appear on the student’s transcript for the spring semester average. The student will then not receive credit for the spring semester regardless of grades earned up to that point.
- E. Partial credit is not awarded for accumulating less than the required amount of hours, nor will extra hours result in any sort of extra credit or carry over to following years.
- F. **Service should be extended *directly to people* (i.e., not animals, the environment, etc.) and done in a “ministry context.” This means that service should be clearly performed in Jesus’ name for needy individuals unable to help themselves.** An easy way to make certain of this is to serve under the umbrella of a Christian organization. Students may serve needy individuals they know as long as the service is clearly done in Jesus’ name. Church activities designed to assist the needy are acceptable, but events designed to assist the church itself are not (maintenance, lawncare, etc.). Don’t look for “easy” ministry projects! God can work in and through you in amazing ways when you step out of your comfort zone!
- G. Service activities that do not clearly meet these requirements will be evaluated by TCA administration to determine if the act of service fits the description of community ministry as described above.
- H. The official “community ministry year” runs from the day after the last day of the previous school year to the last day of the third week of the final quarter grading period.

#### IV. **Sample Opportunities for Service\***

Center of Hope, Grace House, Salvation Army, Union Gospel Mission, Beautiful Feet, Mission/Backyard VBS, A Place for Grace, Upward Sports, Habitat for Humanity, Church Mission Trips

**\*Organizations and individual acts of service not included on this list should be approved by the high school principal before service is completed to ensure that credit will be given.**

*Countless opportunities exist – your imagination is the limit!* If you have a good idea or experience regarding potential service sites, let us know so we can tell others.

## **CLUBS and ORGANIZATIONS**

### ***National Honor Society***

The “Eagle NHS” chapter of the National Honor Society was granted its charter in 2001. The National Honor Society Faculty Committee reviews academically eligible students in grades 10-12, offering an invitation to apply to students who have demonstrated excellence in character, leadership, scholarship, and service. Students who successfully complete and submit this application are then inducted at the annual spring induction ceremony. The club chooses a civic activity each year and provides a generous scholarship to a graduating senior NHS member at each spring’s commencement ceremony.

### ***National Junior Honor Society***

The TCA National Junior Honor Society was granted its charter in 1997. The National Junior Honor Society Faculty Committee reviews academically eligible students in grades 7-9, offering an invitation to apply to students who have demonstrated excellence in character, leadership, scholarship, and service. Students who successfully complete and submit this application are then inducted at the annual spring induction ceremony. The club chooses a civic activity each year.

### ***High School and Middle School Student Councils***

The High School Student Council is composed of students in grades 9-12, and the Middle School Student Council of students in grades 6-8. Officers are chosen by vote (in the spring of the prior year for High School and early in the fall of the current year for Middle School) and include a president, a vice-president, a secretary, a treasurer, and a publicist. Each grade selects one class representative per class in that grade.

Because student councils represent the best that Trinity Christian Academy has to offer, members are held to high standards. TCA student councils act as a voice for the student body and members must be good listeners. Students' suggestions are discussed at council meetings; ideas deemed appropriate and helpful may be recommended to TCA administration. Members of both councils are instrumental in helping organize and conduct the annual retreats and other school activities where their help may be needed. The student council sponsor and secondary administration assist members in these roles.

### ***Secondary Core Group Program***

All students in grades 6-12 are assigned to a small group which meets roughly once a month during secondary chapel. Groups are led by student leaders under the watchful eye of an adult staff member. Student leaders are responsible for planned activities and discussions with administrative input. This program helps build strong relationships among secondary students and provides opportunities for upperclassmen to grow in Christian leadership.

### ***Student Clubs***

All TCA clubs are sponsored by TCA teachers, but are student led and student initiated. Any students desiring to begin a club must make an appeal to administration and complete certain agreed upon guidelines.

## **ATHLETIC ELIGIBILITY**

To be academically eligible to participate in athletic events, students must be enrolled full-time at Trinity Christian Academy. In most circumstances, students must be in attendance a minimum of 3 full class periods (4 class periods on Monday) on the day of an event in order to participate.

Eligibility rules for elementary, junior high and high school athletes are determined by the league to which TCA belongs. These rules and other information regarding the TCA athletic program are provided in detail in the TCA Athletic Handbook.