

TCA Elementary School (PK-5th)

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

Mike Skaggs, M.S. Ed., Head of School
Steve Newby, Ed.D., Elementary Principal
Jesse Whiteaker, M.Ed, Secondary Principal
Lyricia Squyres, MA. CE., Director of Curriculum and Faculty Development
Becky Staggs, M. Ed., Secondary Assistant Principal
Carolyn Hansen, M.Ed., Academic Advisor
Cody McKenzie, M.S., Operations Coordinator
Carrie Harless, M.Ed., Elementary Counselor
Gary Squyres, B.B.A., Business Administrator
Joe Hamstra, M.S. Ed., Athletic Director

CONTACT INFORMATION

Elementary Campus Phone: (817) 441-7901
Elementary Campus Fax: (817) 441-7912
Secondary Campus Phone: (817) 441-5897
Secondary Campus Fax: (817) 441-9063
TCA Athletic Office: (817) 441-5325
Business Office: (817) 441-6780
School Nurse: (817) 441-5375
Website: www.tcaeagles.org
Address: 4954 East I-20 Service Rd. S., Willow Park, 76087

***“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***

Table of Contents

The TCA Elementary Handbook contains information specific to TCA Elementary programs. Families are reminded to refer to the TCA Family Handbook which contains additional information and requirements applicable to all grade levels offered at our school.

COVID-19	4
Schedules	5
Elementary Carpool Procedures	6
Chapel	7
School Supplies	7
Homework	7
Late Work	8
Grading and Reporting	9
Promotion and Retention	10
Academic Recognition and Awards	10
Eagle's Wings	10
Elementary Student Discipline	11
Attendance	14
Lunch	16
Enrichment Classes	16
Playground Safety Rules	17
Communications	17
Field Trips	18
Assemblies and Pep Rallies	18
Classroom Parties	19
Eagle Squad	19
Elementary Athletics	19

COVID-19

Because of the high priority we place on the health and safety of our students, faculty and staff, TCA reserves the right to implement a variety of preventative measures as deemed necessary to reduce the spread of COVID-19. While our intent is to operate in ways that might be described as “normal” during the 2021/22 school year, there may be times when school leaders deem it necessary to adjust typical operating procedures or implement additional policies and protocols to protect the health and well-being of our students and staff and to provide a safe learning environment that is in-person and on-campus.

By enrolling a student at our school, families confirm their acknowledgement that no school, TCA included, can guarantee that it will remain free of illness or that their child will not contact this virus or any other infection at school or at activities or events sponsored, arranged, or allowed by TCA. Families should understand that subsequent events, such as a resurgence of cases or government mandated closures, may require TCA to suspend on-campus instruction and extracurricular activities. In that case, TCA will offer instruction in an online format, with prorated refunds provided only for activities and programs that cannot be continued.

Trinity Christian Academy will comply with all applicable legal mandates, including those regarding public health. The school will make reasonable efforts to follow appropriate guidelines for schools issued by public health authorities on local, state and national levels.

Students, parents, faculty, and staff are reminded of their responsibility as well. Our school’s emphasis on the core value of Service can be reflected in consistent adherence to school rules and expectations designed to reduce the spread of COVID-19 and to keep our people safe. These measures are important ways we can honor the value of life and the inherent dignity of others (Mark 12:31) while reflecting the humility of Christ by placing their interests ahead of our own (Philippians 2:1-10). Anyone choosing not to comply with school rules may be asked to leave campus. For students, this may include disciplinary consequences.

SCHEDULES

PK3 and PK4 -- 8:20-12:30 (regular curricular program) / Stay-and-Grow until 3:05

K-5th Grades -- 8:20-3:10

Before School

Students may enter the classrooms at 8:10 each day.

Staff members are in devotions and meetings before 8:10, so for the safety of your child, please do not drop them off before that time unless they are going to Early Bird.

Early Bird Drop Off

Supervision will be provided in the Eagle gym for students arriving between 7:30 and 8:10 AM. Students arriving during this time must report directly to the Early Bird Teachers in the gym and may not go to classrooms or linger in the halls. A teacher will walk PK3, PK4, K, 1st and 2nd grade students to class at 8:10 each day. 3rd -5th grade students will be dismissed at 8:10 to walk to their classes. Students may not eat or drink in the gym before school. Early arrivals are not to enter their classroom without a teacher present.

After School

Please be prompt about picking up your child after school. Students who are not under the direct supervision of a teacher should not be in the school building. Elementary students will be sent to Eagle's Nest and charged accordingly. On early dismissal days, we do not offer Eagle's Nest.

Stay-and-Grow

Stay-and-Grow is an extended day/enrichment class for PK3 and PK4 students. Students stay at school until 3:05. During this time, students participate in purposeful learning activities which reinforce PK goals. Students also snack, rest, play outside and enjoy the company of their classmates. To participate, parents notify their child's classroom teacher on the day that their child will stay. There is an additional fee for Stay-and- Grow.

Eagle's Nest

Eagle's Nest is TCA's after school program in which PK-5th grade students are supervised until 6:00 p.m. During this time, students work on homework, eat a snack, play, and do fun, pre-planned activities. There is an additional fee for Eagle's Nest. Students participating in any part of a day will be billed for the entire day. While parents may pick up their child at any time, students picked up after 6:00 pm are billed an additional \$1.00 per minute they are late. Parents must pick up children from their Eagle's Nest classrooms.

ELEMENTARY CARPOOL PROCEDURES

PARENTS SHOULD ALWAYS ENTER IN THE 2ND ENTRANCE. If there is congestion, please loop around to Ranch House Rd. and Bankhead Rd. and try again. Do not enter the 3rd and 4th driveways. These are reserved for “exits only” and staff. Do not block the left lane or pick up your child from the left lane. That lane is reserved for parents picking up their children at the front of TCA. Please use the marked crosswalk when crossing traffic. Do not park or drop off children on the access road.

Morning Drop-Off

We will have our Student Safety Patrol to assist you in the mornings only!

Please follow the directions below in order to safely drop-off and pick-up your child. Do not exit your car. If your child needs help in entering/exiting the car or entering/exiting the building, please park in the lower lot and walk your child to the building.

PreK - Please park in designated parking lots and walk your child in.

K-5th Grades- Enter in through Entrance 2, use the right lane. Pull up to the next available drop off spot and then let your child exit the car. **DUE TO CROSSING TRAFFIC, PLEASE REFRAIN FROM PARKING and EXITING YOUR CARS IN CARPOOL LANES.**

Do not drive into or park in front of the gym or the small faculty parking lot. This is reserved for faculty/staff and emergency vehicles only.

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 drop off and 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 handicapped parking spots even for “a minute” unless you have a handicapped sticker. Please do not use your cell phone during drop off and pick up times.

Afternoon Pick-Up

PreK - Parents please park in the designated parking lots and walk in to pick up your PreK child.

K-5th Grades- Pick-up is the drive in front of the main entrance of the elementary building. Enter in through Entrance 2, use the left lane following the line to drive to the front of the TCA Elementary Building (North Door).. All parents have been issued carpool cards to display in the front windshield of their cars. This will allow our teachers to call your child from their class and to your car.

CHAPEL

Chapel is the time students from various grades come together to worship God in praise and song. Throughout the year, different grades will lead elementary chapel service. Classes may sing, perform skits, invite a speaker, recite Bible passages, etc. to lead their peers in worship. Chapel is an uplifting and integral part of our school week. All students are expected to participate with an attitude of respect and love. Parents are welcome to attend too! Chapel is in the Worship Center at Trinity Bible Church.

Chapel Schedule: Pre-K 3—1st...Tuesdays 8:30-9:00
2nd—5th...Tuesdays 9:10-9:40

Chapel Dress: *Grades PK-5
Girls – plaid jumper and white polo shirt
Boys – navy pants and green polo shirt, with TCA logo

*Girls may wear uniform pants during December, January, and February. Boys may wear navy shorts during warm weather.

SCHOOL SUPPLIES

The official school supply list will be posted on the TCA website (www.tcaeagles.org) or may be picked up at the elementary office. This is the list of supplies to be purchased before the first day of school. Pre-Packaged school-supplies are available for advance order each May. An order form will be sent home with students and posted on the school website. Pre-packaged supplies will be delivered directly to your child's classroom teacher before the start of school. All students not purchasing pre-packaged supplies will bring their supplies to their classrooms on Elementary Student Day.

HOMEWORK

Homework is an integral part of Trinity Christian Academy's curriculum. Homework is assigned in order to:

- improve/ refine skills learned in class
- extend or enrich learning
- complete projects that require creative effort over a period of time
- finish work not completed in class (as instructed by teacher)

Homework is assigned under the direction of each child's classroom teacher. PK-1st grade students will receive homework assignments through: teacher notes, newsletters, Parents Web and/or student planners. Please check with your child's classroom teacher for more information regarding homework.

Homework is subject to grading and may be penalized for being late. Just as with class work, late homework may be penalized according to the late work policy below.

A common question asked by new parents is, "How much time should my child spend on homework each night?" Unfortunately, there is no set number of minutes that will apply to all children. Much depends on the study habits of your child; however, 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 homework, review new concepts, and review any papers that were returned. It is a good discipline to use study time nightly to reinforce material from class. Teachers try to avoid Wednesday night homework assignments out of respect to those students involved in Wednesday night church activities.

LATE WORK

In an effort to teach responsibility and pride in completing class work, TCA elementary has adopted a hierarchical late work policy. As students mature, responsibility is greater and therefore consequences and penalties for late work increase.

Because of the importance of completing assigned work, teachers may ask a student to complete an assignment at recess or during an enrichment class (if the student did not work during class), and a reduced grade may be given. Teachers may also send missed work as homework.

Below is each grade's late work policy. Parents are encouraged to make a note of the policies for each grade and thereby support their child in this developmental process.

Late Work Policy by Grade:

Pre-Kindergarten/ Kindergarten- Students, teachers and parents join together to help students complete their work, turn in assignments to teachers, and transport work and supplies back and forth from school to home.

First Grade - There is a 5 point deduction for each day work is late up to 3 days. After 3 days, work is given a zero.

Second Grade - There is a 10 point deduction for each day work is late up to 3 days. After 3 days, work is given a zero.

Third Grade - 10 points are deducted for the first day work is late. 20 points are deducted on the second day the work is late. 30 points are deducted on the third day work is late. After 3 days, a zero is given.

Fourth Grade - 10 points are deducted for the first day work is late. 20 points are deducted on the second day work is late. After 2 days, work is given a zero.

Fifth Grade - 15 points are deducted for the first day work is late. After one day, work is given a zero.

GRADING and REPORTING

Grading Scale

A	90-100- Excellent
B	80-89- Above Average
C	75-79- Average
D	70-74- Below Average
F	69 and Below- Failing

Character, Conduct, Enrichment Classes, and Handwriting Grade

E-	Exemplary
S-	Satisfactory
N-	Needs Improvement
U-	Unsatisfactory

Incomplete

Incomplete work will be recorded with a zero until the work is made up. See “Late Work” policies for more information regarding how much time each grade is given to complete a missed assignment. In order for parents to get an immediate notification of an incomplete grade, they may select their preference on ParentsWeb. It is the parent’s responsibility to make this selection.

Report Cards

Report cards are sent via email at the end of every grading period (typically nine weeks in length). See your school calendar for dates when children are due to receive their emailed report card.

Progress Reports

Weekly emailed grade reports will automatically be sent out showing students’ standings in individual courses on a weekly basis. These reports will be emailed each Sunday night. Progress reports may also be given at a teacher’s discretion at any time in order to notify parents of changes in a student’s progress. It is suggested that parents contact their child’s teacher to discuss how below average grades or behavior can be improved.

Academic Warning/Probation

Students are expected to maintain passing grades in every subject on report cards. 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-weeks 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 entering TCA are on an automatic one-semester probationary period during which time school authorities 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.

Large Classroom Projects

From time-to-time, teachers will assign a larger, multi-day/ multi-step project. These projects are recognized by the teacher with parameters for completion. (Some examples of these types of projects may be: book reports, dioramas, history and science fair projects, monthly reading logs, etc.) Teachers will explain the requirements for these larger assignments in advance. Due dates for completion will be clearly given. If the work is not completed according to the project guidelines and timetables, the work will not be accepted and will receive a zero. Work should be on time and at school when it is due- it may not be accepted if it is brought later that same day. Also, if a child is absent on the day the large project is due, a parent may need to bring the project to school in order for it to be accepted. Please contact the teacher if this situation arises.

Extra Credit

Extra credit is not available to individual students.

PROMOTION AND RETENTION

Students in grades K-5 may not show two or more grades below passing in major subjects (English, Math, Science, History, and Bible) on their year-end cumulative grade in order to automatically be considered for promotion and/or re-enrollment. Students that fail a major subject for the year must receive tutoring in a TCA approved program and show evidence that required concepts have been learned. The student will then be accepted on probation at the next grade level for nine weeks, but must pass all work to remain enrolled at grade level. Summer tutorials will not change the original grade given, but are mandatory for re-enrollment.

ACADEMIC RECOGNITION AND REWARDS

Each nine-week grading period and at year's end, Honor Roll students will be recognized. Honored students will receive an award at the end of the year. Two levels of academic achievement will be recognized:

1. *All A Honor Roll* - students must have an A yearly average in each subject. All other grades shall be no lower than an S.
2. *A/B Honor Roll* - students must have an A or B yearly average in every subject. All other grades shall be no lower than an S.

All grades, other than penmanship, will be used to calculate honor roll.

EAGLE'S WINGS

Eagle's Wings is TCA's academic support class for K-5th grade students who have diagnosed dyslexia and as available, other diagnosed educational needs with math, language arts and/or reading. It is designed to supplement TCA's current instructional program in order to help struggling students maintain satisfactory progress and achieve grade-level expectations. The Eagle's Wings teacher pre-teaches and re-teaches lessons and broad concepts. There is an additional cost for Eagle's Wings. Pamphlets explaining this class are available through the elementary office. For more information and/or an application, please contact the Eagle's Wings teacher.

ELEMENTARY STUDENT DISCIPLINE

The philosophy of discipline at TCA is redemptive in nature. At TCA our goal is to train and nurture children in the precepts of the Word of God so that they become more Christlike in attitude and action. We want to provide an atmosphere that is both preventative and corrective with the goal of encouraging students to develop self-control. Classroom discipline is therefore a foundational aspect of our instructional program.

The teacher is charged with the responsibility for maintaining discipline in his/her classroom in such a way that creates a positive environment in which students can learn and interact with one another. Teachers establish an effective discipline plan by first clearly setting forth appropriate standards for conduct based on biblical principles and then consistently and fairly holding students accountable to those standards.

Discipline is taught and enforced through example, communication, positive reinforcement for obedience, and an established hierarchy of consequences for misbehavior. Teachers are encouraged to keep discipline actions in line with the offense. Our end goal is to help students develop self-discipline. In the event that a student continues to exercise poor judgment and/or is uncooperative with the teacher's classroom management system, he/she may be referred to the Elementary Principal for further action.

Parents are responsible to God for the discipline of their children, and TCA endeavors to work with the parents when discipline is needed. We believe that a positive and constructive working relationship between the school and a student's parent/guardians is essential to the accomplishment of the school's mission. By enrolling one's child at TCA, the parent consents to the teacher's and/or TCA Administration's judgment and discretion. The school reserves the right to deny re-enrollment to any student if the school concludes that such a positive working relationship is not possible.

The "Student Character" section in TCA's General Family Handbook provides a school-wide framework for behavioral expectations of the students of Trinity Christian Academy. Below is a more specific outline of behavioral offenses and their consequences. In some instances, circumstances may lead TCA administration to deal with an offense differently than indicated below. TCA administration 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. Student and parental cooperation is both expected and essential.

Elementary Disciplinary Levels

Level 1

1. Talking in class without permission
2. Minor disruptive behavior
3. Inappropriate verbal or physical teasing of another student
4. Deliberate inattention in class
5. Failing to follow directions or classroom procedures
6. Being unprepared for class
7. Not completing homework/assignments on time
8. Chewing gum
9. Eating in any area other than those designated for that purpose and in those areas only during

specified times. Food and drinks brought to school for lunch must be stored in backpacks or cubbies for one day only. Water in clear, plastic bottles is allowed in class. Sodas, flavored waters, juices, etc. are not allowed except for approved special occasions.

10. Running in buildings or at inappropriate times
11. Littering on campus
12. Minor vandalism
13. Violation of Uniform Code
14. Bringing Non-Approved Items to School: Toys and electronic devices are not allowed on school grounds without specific permission. This includes, but is not limited to: cell phones, video cameras, cameras, laser pointers, video games, computer software, sports equipment, and music playing devices of any sort (IPods, MP3 players, etc.). Calculators may be used with teacher permission.

Level 2

1. Actions or attitudes which are spiritually detrimental to the school. (Depending on the nature of this offense, it may be handled as a Level 1 offense.)
2. Verbal and/or physical abuse of others, acts of unkindness or cruelty, including threats to other students, harassment, or slander (Depending on the nature of the offense, it may be handled as a Level 1 offense.)
3. Failing to show respect to students, faculty, staff, or other adults who may be on campus.
4. The use of inappropriate language
5. Leaving the classroom without the permission of school personnel.
6. Failure to abide by school rules and regulations at extracurricular activities such as field trips, sporting events, etc.
7. Habitual violation of Level 1 offenses

Level 3

1. Academic dishonesty, cheating or plagiarism
2. Deliberate deception or lying
3. Deliberate rudeness or disrespect of students, faculty, staff, or other adults who may be on campus
4. The use of profane, abusive, or inappropriate language or gestures
5. 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
6. Verbal and/or physical abuse of others, acts of unkindness or cruelty, including sexual harassment or activity, fighting and threats to other students or faculty, verbal or written
7. Racially insensitive comments or actions
8. Engaging in threats or other acts of intimidation which interferes with another student's desire to participate in the education process
9. Stealing
10. Vandalism/destruction of property
11. Possession of real or look-alike tobacco, alcohol, drugs, or drug paraphernalia.
12. Possession of weapons either real or look-alike.
13. Cutting class or other forms of truancy
14. Failure to comply to school wide computer use policies
15. Habitual non-conformity to school rules
16. Any other acts of serious misconduct that disrupts the school environment in the classroom,

- school and/or school functions
17. Chronic or repeated disciplinary infraction of Level 1 and/or Level 2 offenses
 18. Violations transcending the scope of infractions listed above or deemed worthy of expulsion

Level 1 offenses are handled by the teacher by using verbal correction, teacher/student conferences, parent contacts by email, note or telephone call, or any other appropriate in-class disciplinary action. Each teacher has worked to establish fair and effective discipline policies. These policies are covered in detail at the beginning of school. Teachers are free to request input and assistance from the administration at whatever level of infraction the teacher feels inappropriate.

Level 2 offenses will result in a phone call or note to the parent to allow the parents the opportunity to work together with the teacher to reach an appropriate solution to the problem. Teachers may choose to use any of the Level 1 classroom discipline procedures to correct level 2 offenses. Level 2 offenses may also result in a referral to the Elementary Office. This referral will serve to impress upon the student the seriousness of the offense and will allow the administration the opportunity to assist the teacher in finding an effective solution.

Level 3 offenses will result in an automatic referral to the Elementary Principal and a probable parent conference with the teacher and administrator. At this level discipline may include suspension or expulsion. In addition, if the student is not expelled, the student will be placed on Disciplinary Probation.

Suspensions

In-School suspension may be assigned by the Elementary Principal for continued disruptive behaviors. It may be all or part of a school day. Students complete classroom assignments at a monitored desk. The student will be under the direct supervision of a substitute teacher (at the family's expense). Further guidelines at ISS will be given when it is assigned. Any student suspended for a second time in a school year is automatically placed on Disciplinary Probation for the rest of the year.

Disciplinary Probation

If a student is placed on Disciplinary Probation, the student's parents and Elementary Principal will be required to conference regarding the student's conduct. A plan of action will be drawn up to define the expected conduct and to provide compelling motivation and assistance for the student to change his/her behavior. The length of the conditions of the probationary period will be specified in writing for parents.

Disciplinary actions are not carried from one year to the next unless a student has been suspended twice in the school year and is therefore on Disciplinary Probation. If the student ends the year on Disciplinary Probation, a contract addendum may be added to the re-enrollment contract specifying the conditions under which the student may maintain enrollment.

Expulsion

The school may ask for the withdrawal of any student whose conduct is detrimental to the reputation of the Lord Jesus Christ or His school. When the Elementary Principal determines that a student should be separated from TCA, the principal will present that recommendation and the supporting evidence to TCA's Head of School in confidence. The Head of School will consider this and any other evidence bearing on the issue, as well as consider the school's written policies and Biblical standards. Final decision and expulsion rests with the Head of School.

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.

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, SACS and Advance Ed 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 from school due to illness, a parent or guardian is requested to telephone the school office between 8:00am and 10:00am. Elementary teachers will also accept phone notes or email. Work may be requested before 10:00am and should be picked up by 3:45pm.

Absences and Tardies

1. If a student arrives between 8:21 and 11:20, he/she is tardy unless accompanied by a doctor’s note.
2. Students in attendance less than three hours in a school day will be counted absent for the day. They would need to be in school by 11:30am.
3. Teachers will accept phone calls, letters or emails to notify the school in case of an absence.

Returning to School

Upon returning to school after an absence, students must bring a written excuse from either a parent/guardian or the doctor. This note is presented to the elementary office in order for the attendance clerk to record the excused absence. It must contain the date(s) of the absence, the reason for the absence, and a parent or guardian’s signature. When possible, 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. Elementary teachers and the office will also accept phone calls

and/or emails to provide an excuse for an absence.

Make-up work

Teachers will let students know what assignments they have missed during their absence. The teacher may send home an assignment sheet, ask the student to write the assignment in his/her planner or send an email to parents to notify them of the work missed. After this written notification, students are responsible for turning in all missed assignments. This includes instances when students are in attendance but have missed class because of a special activity or school-sponsored trip. If a student is in attendance for any part of a day or attends an after-school practice or function, he/she is expected to be prepared for all of his classes the next school day, even those classes he/she missed. In any case, the teacher and student will confer orally and in writing in order for the student to clearly understand the due date of each assignment.

Make-up work will be accepted when the absence is excused; zeros will be issued for any work missed on the days of unexcused absences. Work missed due to absences must be completed and returned promptly. One day is given for each day of absence.

Students should be aware that work assigned before the absence that was due the date of the absence or the following day 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.

Excessive Absences

If an elementary student has unexcused absences for more than 10% of the total days per grading period (9 or more absences per semester, 4 or more absences per nine-weeks), he or she may be put on academic warning or probation. The parents of students who have excessive absences may be contacted for a conference to alleviate this problem. Students who miss more than 10% of the total days of school for unexcused absences during a school year may be ineligible for promotion. Retention or promotion will be decided at the end of the year.

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 most cases, a student must be in attendance for at least four hours of the school day in order to participate in any extracurricular event on that same day.

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

The TCA calendar includes many holidays as well as spring and summer breaks. Parents and students are asked to schedule mission trips or family vacations during these breaks so that students do not miss important class time. Parents and students are also asked not to extend existing school holidays and breaks into longer family trips.

Up to five days for personal family trips may be taken per school year. These days do count as absences. Families should inform TCA administration by completing a Planned Absence Form at least one week prior to missing school for such a trip in order for the absence to be excused. Averages in all classes

must be passing in order for the trip to receive administrative approval and for the absences to be considered excused.

Students are to arrange make-up work with teachers prior to leaving. Tests and 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 student's teacher.

Leaving Class

Students are not to leave the classroom, playground, or the lunch area without obtaining permission from their teacher or lunch supervisor.

LUNCH

Since TCA does not have cafeteria facilities, students are asked to bring their own sack lunch.

Parents are welcome to eat lunch with their child and may take their child out to lunch after notifying the office and teacher. Please sign your child in and out of the office if taking him or her to lunch and be sure to return your student to class on time. No student will be allowed to leave school grounds during lunch unless he is accompanied by a parent or pre-approved guest.

In keeping with our closed campus policy, only Trinity Christian Academy alumni, family members and school-aged children who are actively involved in the admissions process are allowed to eat lunch with TCA students after checking in through the elementary office.

Students are not to have food commercially delivered to the school.

Elementary students should not bring food that needs to be heated for lunch. Elementary students do not have access to a microwave and cafeteria workers will not be able to leave their assigned areas to heat student's food. Therefore, please do not include any item to be heated in your child's lunchbox.

Lunch Out

Lunch Out is a program available for students Pre-K through 12th Grade each Monday, Wednesday and Friday. A Lunch Out order form is available for download from the TCA website. Lunch options include fast food from local restaurants. Meals are ordered online, with orders being placed and paid for through the online program by a deadline for the month, semi-annually or annually. Lunch Out does not include a drink, so please remember to send a drink with your child or money to purchase one. For more information regarding Lunch Out (prices, ordering, meal items, etc.), please contact Cyndi Smith, lunchroom coordinator, at cyndismith@tcaeagles.org. There is no refund for missed pre-ordered lunches regardless of circumstances. In the case of inclement weather and school closing, the lunch out day will be moved to another day the following week. Parents will receive an email and text concerning the substituted Lunch-Out make-up day.

Missionary Lunches

In order to support our TCA missionary, Rachel Chapman in Mexico, volunteers hold fundraiser food sales in which students may purchase a hot lunch on the 2nd and 4th Tuesday of each month. Parents may pre-pay for these lunches on the lunch out form.

Snack Options

Occasionally the Lunch Program may have special offerings for the students to purchase and enjoy. You will be notified in advance of those opportunities. They are always optional.

ENRICHMENT CLASSES

TCA offers a variety of enrichment classes to all students PK-5th grade. Each week, students may attend music, art, P.E., library, Spanish and computer. Enrichment teachers give grades based on the E, S, N, U scale. (See Grades) Grades are based on participation. Classroom rules apply to these classes. If a child misbehaves, an Enrichment Class Behavior Form is sent home for parents to sign and return. Parental support of enrichment teachers is both needed and expected.

PLAYGROUND SAFETY

1. The Early Childhood Playground is for children in the PreK through Kindergarten programs only.
2. Slide down one person at a time, feet first, on all slides.
3. No food or drink is allowed on the playgrounds. Let's keep our play areas clean and litter free!
4. For the safety of the younger children, no more than one grade level difference may be on the playground at one time, nor more than two classes at one time.
5. Play should be courteous and respectful; no fighting, kicking, or hitting is allowed.
6. Do not leave the fenced area or go into the building without teacher permission.
7. Respect our property: do not hang on the gates, climb trees, rock walls, or fences.
8. Rocks, sticks, and dirt belong on the ground, not in students' hands.
9. Return to class in a line with your teacher.
10. Recess should be a fun time – use courtesy and respect to all.

Teachers may not take students outside to play if temperatures are below 32° or above 100°.

COMMUNICATION

Communication between parents and teachers is vital to students' progress. Student progress will be communicated as follows: report cards every grading period; weekly emailed grade reports, a scheduled conference with parents; and other conferences upon parent request or teacher request.

Parent Night will be held at the beginning of the school year for elementary parents. This is a mandatory meeting for at least one parent. During this night, parents will go to their child's classroom in order to meet the teacher and learn about the class. Students do not attend Parent Night.

After Parent Night, there will be "Elementary Student Day." During this two hour period, students and at least one parent will come to the school to meet their teacher and deliver their classroom supplies. Typically, Elementary Student Day is from 10:00-12:00. Student Day provides a time for students to feel comfortable with their teachers and classrooms before school begins. We highly encourage every child to attend Elementary Student Day.

A pre-scheduled teacher/parent conference will be held after the end of the second nine-week grading period. The school calendar reflects this conference day. Students will not come to school on that day so that teachers have time to meet with each student's parents. Additional conferences may be scheduled as needed throughout the remainder of the school year. Parents desiring conferences may request them by note, email or by phoning the office. Childcare for siblings is not provided at these conferences and we

ask that you make other arrangements for your children so that the conference time is not disrupted. If at any time you are not able to make a scheduled conference, please contact the teacher or school. Please respect teachers' rights to personal time by:

- avoiding calling teachers at home or on cell phones
- avoiding impromptu conferences during school events (athletic events, PTF meetings, etc.)
- avoiding initiating unscheduled meetings with teachers before or after school, as these are teacher work times
- always scheduling conferences with teachers during their conferences periods or during conference week mentioned during the second nine-week grading period

Your child's teacher should be your primary contact with the school. Please discuss concerns with him/her first. If further consultation is needed, a conference with the appropriate administrator may be requested.

Change of Address/Telephone/Email

Changes in mailing addresses, phone numbers, or email addresses must be reported to the school offices immediately. The most effective means of reporting these changes is by using ParentsWeb. Parents can update information themselves by going to RenWeb.

FIELD TRIPS

Field trips at all levels are offered at the discretion of the teacher. Trips must have a stated goal and purpose and are not optional for students. Written information will be sent home for the parents to read and sign and must be returned by the day designated on the form in order for the child to be allowed to participate.

Non-TCA students and siblings will not be permitted on field trips. This enables field trip chaperones to give their complete attention to TCA students in their care. 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 who choose to unbuckle their seatbelts, misbehave, or treat a driver with disrespect may lose future field trip privileges. Since field trips are an extension of the classroom, TCA administrators or parents may be called to pick up students who choose to 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; furthermore, all field trip drivers must have a nationwide criminal background check that is no more than three years old on file in the office. Guidelines for school sponsors on field trips are available in the school office and must be signed by each driver annually. Students may not drive on field trips.

On class field trips that only require one hour or less of driving time (each way), students are not allowed to bring technology devices of any sort. Only Christian music is allowed to be played in the car. Drivers are responsible not only for driving, but also for the appropriateness of conversations in the car. **Drivers may not talk or text on cell phones while driving.**

Overnight School Trips:

Students are allowed to bring appropriate music, video games and videos to overnight trips.

- 4th Grade Texas Heritage Trip-This 4 day trip to Austin and San Antonio brings to life the people, places, and events studied in 4th grade Texas History.

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

ASSEMBLIES AND PEP RALLIES

From time to time, teachers and administration will schedule special events on campus. These times give a wonderful opportunity for students to show their good, Christian character. Students must behave courteously at all school assemblies and pep rallies. Students should give full attention to the performers on stage and show appreciation appropriately through clapping. Whistling, shouting and foot stomping is not appropriate except in some cases during pep rallies. Visitors often form a lasting impression of our school by student behavior at assemblies and pep rallies. Good behavior is both required and expected.

CLASSROOM PARTIES

All parties in all PreK-5th grades must be pre-approved by the classroom teacher and the administration a minimum of one day in advance. **Parents are asked not to bring siblings to class parties** for which they are chaperoning, as parties are planned for the specific number of students in the class. In grades PK-5th, birthday parties are to be scheduled for the last hour of the day. **Birthday celebrations should be limited to refreshments only. Parents who wish to provide birthday refreshments for their child should contact their child's teacher at least one (1) day in advance.** Invitations that are given out at school for parties off campus must be given to all classmates so that no child is made to feel left out. Easter, Christmas, and Valentine's parties should be scheduled for the last hour (2-3pm) of the scheduled party day. TCA does not recognize Halloween. Trinity Christian Academy is responsible only for social events that have been pre-approved by the administration and are chaperoned by both staff and parents.

EAGLE SQUAD

The TCA Eagle Squad is a cheerleading, after school activity available to girls in K-5th grades. Students join Eagle Squad in the summer during Eagle Squad camp. Throughout the year, Eagle Squad girls may cheer during a designated time at home football games and some pep rallies. Eagle Squad cheerleaders may wear their uniforms each Friday during football season to show their Eagle pride. There is a cost associated with Eagle Squad. Information regarding summer camp will be distributed each spring.

ELEMENTARY ATHLETICS

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.

The sports below are offered to students in grades 4-5 for the 2021/22 school year:

- Fall: Girls’ Volleyball (4-5), Boys’ Flag Football (4-5)
- Winter: Boys’ and Girls’ Basketball (4-5)

Elementary athletics often provides students their first taste of competition. Unlike recreational and church leagues, students’ playing time is based on their dedication to practices, skill level, and particular position the student is inclined to play. Coaches make every effort to play all students, but times of play may vary according to the needs of the team.

Information regarding sign-up for Elementary sports will be communicated via email and will be posted in the Eagle Newsletter. You can contact Coach Trevor Shaw if you have any questions.

School-sponsored athletic 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 unless approved through the Elementary Office. Administrative exceptions may be made for play-off games.

In order for a student to participate in any athletic event, he or she must be in attendance for greater than half of the day 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.

Students who sign up for a team are expected to play for the entire term of the season. They are required to attend all practices.

Specific guidelines for each sport will be given to parents and coaches at the beginning of the season.

Physicals are required to play elementary sports. Physical forms must be on file with the elementary athletic director before the first day of practice.

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. 2021/22 athletic fees are \$125 per sport for all sports offered to students in elementary grades.