

Table of Contents

Welcome & Introduction	Page 4
Trinity Vision, Mission & Faith Statements	Page 5
TCA Faculty	Page 6
Non-Discriminatory Policy	Page 6
Educational Philosophy	Page 7
Admissions Policy and Standards	Page 9
Registration Process	Page 9
Admission Requirements	Page 9
Minimum Standards for Acceptance	Page 10
Re-enrollment Requirements	Page 10
Financial Policies	Page 11
International Students	Page 12
Withdrawal Procedures	Page 12
Family Discounts	Page 12
Trinity Church Member Tuition Assistance	Page 13
Tuition Credit	Page 13
Fundraising	Page 13
Extended Care	Page 13
Attendance Policies	Page 14
Reporting Student Absences	Page 15
Excessive Absence Make-up Days	Page 15
Late Arrivals and Early Releases	Page 15
Tardies	Page 15
Inclement Weather	Page 16
Health Services	Page 16
Illness	Page 16
Immunizations	Page 16
Medication	Page 17
Health Screening	Page 17
Discipline	Page 18
Honorable Character	Page 19
Positive Character Traits	Page 19
Detentions	Page 20
Out of School Suspension	Page 21
Drug Policy	Page 21
Parenting	Page 23
Parent Visitation	Page 23
Parent Participation	Page 24
Mandatory Requirements	Page 24

Optional Activities	Page 24
Orientation	Page 24
Parenting Classes	Page 25
Parent-Teacher Communication	Page 25
Electronic Communication	Page 25
Edline	Page 26
Procedures for Parents in the Classroom	Page 26
Rules for Observing in the Elementary Classroom	Page 26
Things to Look for During Observations	Page 26
Volunteers	Page 27
Dress Code	Page 28
Girls Kindergarten-3 rd uniforms	Page 29
Girls 4 th -5 th uniforms	Page 30
Other Uniform Options for girls K-5 th	Page 30
Boys K-5 th uniforms	Page 31
Other Uniform Options for boys K-5 th	Page 31
Out-of-Uniform Dress	Page 32
Dress Code Violation Policy	Page 33
General Information	Page 33
Address and Phone Number Changes	Page 33
Bible	Page 33
Chapel	Page 34
Homework	Page 34
Late Work	Page 35
Items Not Allowed During the School Day	Page 35
Cellular Phone Policy	Page 35
Planners	Page 36
School Conferences	Page 36
Sending Money to School	Page 36
Driving On Campus	Page 36
Signing Students In/Out	Page 37
Suggestions	Page 37
Telephone Usage	Page 37
Visitors	Page 37
Academic Information	Page 37
Promotion Policy	Page 37
Curriculum	Page 38
Testing	Page 39
Grading Policies	Page 39
Field Trips	Page 40
Student Activities	Page 41
ACHIEVE	Page 41

Birthdays & Parties	Page 41
ACSI Competitions	Page 42
General Music	Page 42
Band	Page 42
Parents Breakfast	Page 43
Fall Festival	Page 43
Field Day	Page 43
Walk-A-Thon	Page 43
Concerts	Page 44
Yearbook	Page 44
School Newspaper/The Aerie	Page 44
Library	Page 44
Policies Acceptance Form	Page 45



Trinity Vision, Mission, and Faith Statements

Trinity Church, Trinity Christian Academy and Trinity Preschools comprise the three-fold ministry of Trinity Church. Trinity Church is a family-centered, non-denominational church, teaching the Word of God, while ministering Jesus Christ to the whole man—spirit, mind, and body. Trinity Christian Academy endeavors to provide the highest quality education possible for students in Kindergarten through 12th grade. Trinity Preschools provide a safe and loving environment for children six weeks old through Pre-Kindergarten.

Vision Statement

The vision of Trinity Church & Christian Academy is to:

"Touch hearts and change lives" through **LOVE**:

Loving God and others,

Obeying God's Word joyfully,

Valuing people always,

Engaging our community and world in practical service.

Mission Statement

As an extension of Trinity Church, the mission of Trinity Christian Academy is:

"To educate the whole student academically, physically, spiritually, and socially as evidenced by the realization of each student's individual God-given life purpose and the development of the spiritual gifts necessary to become civic and academic leaders who positively impact their communities."

Faith Statement

Trinity Church and its ministries accept the Holy Scriptures as the revealed Word of God, the all-sufficient rule of faith and practice, for the purpose of maintaining

the general unity. The Scriptures, both the Old and New Testaments, are verbally inspired of God to man.

We believe the Deity of the Lord Jesus Christ as Scripture declares: His virgin birth, His sinless life, His miracles, His substitutionary work on the cross, His bodily resurrection from the dead, His exaltation to the right hand of God.

We understand that man was created good and upright, for God said, "Let us make man in our image, after our likeness." However, man by his voluntary transgression, fell and thereby incurred not only physical death, but also spiritual death, which is separation from God. Man's only hope of redemption is through the shed blood of Jesus Christ, the Son of God. Salvation is received through repentance toward God and faith in the Lord Jesus Christ.

TCA Faculty

TCA is blessed with a diverse faculty whose members are expected to exemplify Christ in their daily lives in such a manner that others will know that they are born-again Christians. Each faculty member has a sense of God's will and calling upon their lives, and knows that teaching at TCA is His direction. All teachers have a minimum of a Bachelor's degree from an accredited college or university and have, or are in the process of obtaining ACSI teacher certification.

Non-Discriminatory Policy

TCA does not discriminate on the basis of color, race, national or ethnic origins in the administration of its educational policies, admissions policies and athletic or other school programs.



Educational Philosophy

The educational philosophy of TCA is based on a God-centered view that all truth is God's truth, and the Bible is the inspired and the only infallible and authoritative Word of God, which contains this truth. God created all things and sustains all things. Therefore, the universe and man are dynamically related to God and have the purpose of glorifying Him. Because man is a sinner by nature and by choice, he cannot glorify or know God. He can do this only by choosing God's free gift of salvation through His Son Jesus Christ thereby committing his life to the Lordship and Leadership of Jesus.

Our aim is to provide a Christian perspective on the total worldview from which will come a balanced personality and a proper understanding and acceptance of a person's role in life at home, work, play, and worship—all grounded in the Christian concept of love. This philosophy channels our energies to promote high academic standards while helping students to achieve skills in creative and critical thinking, using the best curricula available.

The objective of our instructional program is to enable the student to pursue post-secondary education of their choosing, whether in college, university, or vocational training areas.

Our responsibility for the student encompasses the spiritual, mental, intellectual, physical, social, and emotional areas. These are inseparable and through them runs the insistent thread of the spiritual. Therefore, it must be our aim to shun the tendency to teach the Bible compartmentally or on the intellectual level alone—the thread must be woven throughout the total curriculum.

This philosophy dictates that we cooperate closely with parents in every phase of the student's development, always offering assistance in understanding the purposes of TCA.

Certain objectives are established in order to implement this philosophy.

1. To teach that the Bible is the inspired and the only infallible Word of God, thus developing attitudes of love and respect toward it (II Timothy 3:15-17; II Peter 1:20-21).

2. To provide opportunities for the student to confess Christ as Savior and Lord (Romans 10:9-10).
3. To teach biblical character qualities and provide opportunities for the student to demonstrate those qualities (I Samuel 16:7; Galatians 5:22-23)
4. To teach the student how to develop the mind of Christ towards Godliness (Philippians 2:5; I Timothy 4:7).
5. To encourage the student to develop self-discipline and responsibility from God's perspective (I Timothy 4:7; I Corinthians 9:24-27).
6. To teach the student the respect for and submission to authority from God's perspective (Romans 13:1-7; Hebrews 13:17; Ephesians 6:1-3).
7. To help the student develop a Christian worldview by integrating life, and all studies, with the Bible (II Peter 1:3).
8. To teach the student to hide God's Word in his heart through memorization and meditation (Psalm 119:11; Psalm 1:2).
9. To help the student develop his identity in Christ as a unique individual created in the image of God and to attain his fullest potential (Psalm 139:13-16).
10. To teach the student to treat everyone with love and respect as unique individuals created in God's image (Philippians 2:1-4; Ephesians 5:21).
11. To teach the student how to become a contributing member of his society by realizing his need to serve others (Galatians 5:13; Romans 2:10).
12. To teach the student physical fitness, good health habits, and wise use of the body as the Temple of God (I Corinthians 6:19-20).
13. To teach the student biblical attitudes toward material things and his responsibility for using them to God's glory (I Timothy 6:17-19; Matthew 6:19-21).
14. To teach the student to understand and use the fundamental processes in communicating and dealing with others (such as reading, writing, speaking, listening, and mathematics) (II Corinthians 5:20).
15. To teach and encourage the student to use good study skills and habits (II Timothy 2:3-7).
16. To teach the student how to research and to reason logically from a biblical perspective (Hebrews 5:14; Romans 12:2).
17. To teach the student good citizenship through an understanding and appreciation of our Christian and American heritage (I Corinthians 10:11).
18. To cooperate closely as servants to the parents in every phase of the student's development, especially as it relates to the school program (Mark 10:45).

19. To help the parents understand the school's purpose and program.

Admissions Policy and Standards

Trinity Christian Academy has something very unique to offer the community. The Academy is designed to meet the academic, physical, spiritual, and social needs of students who desire excellence in education in a loving, Christian environment. We reserve the right to place all students at the grade level for which they are best prepared.

*Parents may view their student's academic record upon request in the school office. Records may not be removed from the school office.

Registration Process

- Obtain application packet.
- Return the completed application and fees along with the following documentation to the TCA Registrar's Office:
 1. Transcripts or report cards from previous schools.
 2. Standardized test score reports.
 3. Immunization records indicating all immunizations are current.
 4. Birth certificate.
 5. Recommendations (Pastoral, Teacher, & Principal)
 6. Interview and or testing to be set up by the TCA Registrar's Office with the principal.

Admission Requirements

- A completed application form must be submitted to the Office of the Registrar along with the appropriate testing fee and application fee.
- Transcripts, report cards, standardized test scores and recommendations from previous schools must accompany the application.
- Candidates for admission in grades 1-12 may be required to take an admissions test before acceptance. **Testing fees are not refundable even if the student is not accepted for admission to TCA or parents disagree with placement of student.**
- Enrollment eligibility requires an overall average of 75 (C) or above be maintained in the following core subject areas: reading, language arts, math, science, and social studies. Students may be admitted if they do not meet this standard, but will be placed on academic probation.

- Students who are currently suspended, expelled or on academic or disciplinary probation will not be considered for admission to TCA.
- Students entering Kindergarten must be five years old by September 1.
- Some provisions are made for students requiring minor special educational needs. These services are provided for an additional monthly fee.
- An entrance interview will be conducted with the parent(s) or guardian(s). Students are required to be present during this interview.

Minimum Standards for Acceptance

- Standardized test scores indicating performance at or above the grade level last completed.
- Favorable recommendations from the last school attended.
- Minimum overall average of 75 on the previous year's report card with a passing average of 70 in three of the following four subject areas: English/Reading/Language Arts; Math; Science; History.
- Regular family attendance at a Christian church whose statement of faith is consistent with that of Trinity Church.

Re-Enrollment Requirements

- Students enrolled for the current academic year are offered re-enrollment opportunities prior to offering enrollment to the community.
- **Re-enrollment is not automatic.**
- Students and their families who desire to re-enroll must meet the following criteria:
 1. Students must demonstrate a cooperative attitude toward his/her work, the faculty and staff, the rules and policies, and toward fellow students.
 2. Families must continue to attend a Christian church regularly.
 3. **Tuition, fees, and other charges must be current at the time of re-enrollment.**
 4. Students and their families must maintain personal conduct and/or attitudes that are consistent with the Christian spirit and standards that the school seeks to maintain.
 5. Students must maintain average or above average grades in all classes. Those who do not meet this criterion will be evaluated on an individual basis.
- A re-enrollment fee will be assessed each year and must be paid in full in order to secure a place for the coming school year. This fee may be discounted during

the re-enrollment period or under special circumstances as determined by the TCA Executive Board or Administration.

- **Re-enrollment fees are not refundable.**

Financial Policies

Tuition is an annual fee. Income from tuition and other fees pay the operation costs, including employee salaries, for the current year. Our goal is to hold tuition to the lowest reasonable level while providing the best possible educational opportunities for our students. For the convenience of our families, we offer the option of making tuition payments monthly, semi-annually, or annually. The monthly payment option is interest free and the school encourages parents to authorize bank drafts to insure payments are made on time. Although the monthly option is available, the family is obligated for the entire annual tuition. If a child is withdrawn or dismissed for any reason, the family is still liable for the entire amount. Extenuating circumstances may be evaluated when presented to and reviewed by the TCA Executive Board.

Tuition Options:

1. Tuition for the coming year paid in full by May 1 will receive a 5% discount.
2. Tuition for the coming year paid in full by June 1 will receive a 2% discount.
3. A split payment of 50% tuition paid on or before August 1 and the remaining 50% paid on or before January 1. Statement of contract required. *(No discount applies.)*
4. The annual tuition may be paid in **ten equal monthly payments** beginning in August and ending in May.
5. The annual tuition may be paid in **eleven equal payments** beginning in July and ending in May.
6. The annual tuition may be paid in **twelve equal payments** beginning in June and ending in May.

*Monthly payments are due on the first working day of each month. A statement of contract is required. There will be a late fee of \$35 assessed for tuition that is not paid by the fifth day of the month. Returned checks incur a fee of \$35.00. You will be notified immediately of a returned check. In the event that checks for your account are returned two or more times, you will be required to pay all tuition and fees with cash or money orders. **In the event that your tuition payment is 30 or more days late, students may not be admitted to class.**

Fees are due and payable no later than August 1. Fees must be paid in full and are not eligible for the ten, eleven, or twelve month or the 50/50 payment options. **All fees are non-refundable.** Additional fees will be assessed during the year for athletics, field trips, class trips, etc.

Certain books are issued to students on a rental basis. These may include but are not limited to science books, reading books, history/social studies books, health books, and foreign language books. Students will be assessed a fine for damage to books issued to them on a rental basis. Using these books for many years ultimately results in savings to parents, as these books are usually quite expensive. Books of this type are required to be covered at all times when they are in the possession of students.

International Students

International students will need to follow the same admissions policies and procedures as all other students with two exceptions. There is an application fee of \$150.00 that needs to be paid when the admission form is turned in, to cover the school's VISA/SEVIS fees and international processing. Also, we will test the student's English proficiency before they will be admitted to TCA. If you have further questions, please contact the Registrar.

Withdrawal Procedures

- A minimum of two weeks' notice, in writing, must be given to the Office of the Registrar.
- Parents must request the appropriate paperwork from the Registrar and return them to be processed. An exit interview may be requested by administration or the parents to discuss withdrawal issues.
- All departments must clear the student and the account must be paid in full before any records can be released.
- No portion of tuition will be refunded for any reason other than Military or job orders. This also applies to students dismissed for disciplinary or academic reasons.

Family Discounts

TCA offers family discounts when two or more children from the same family are enrolled in the school. Discounts are listed on the financial portion of the registration packet and the re-enrollment form.

Trinity Church Member Tuition Assistance

Trinity Church members who are actively involved in the ministry activities of the church may be eligible for financial assistance. Assistance is limited to families who can provide evidence of financial need and have children in grade levels that have space available. Requests must be submitted in writing to the Church Board of Elders, who will determine the distribution of funds. Assistance is granted for a single school term. Families must re-apply annually.

Tuition Credit

Spreading the good news about TCA may result in a tuition credit on your final tuition payment. Any family that recruits new students for TCA will be given a \$75 credit per new family that applies for admission, is accepted and attends TCA for the entire school year. If the family has more than one child the additional child credit will be \$25 per sibling. All tuition credits will be given on the May statement.

Fundraising

As is the nature of any privately funded educational institution, all of the funds necessary to provide students with the highest quality programs available cannot come from tuition alone. Students are asked to participate in fund raising activities from time to time. Funds from such activities will assist in covering the costs of operation for TCA. Families who decide not to participate in fundraising will be assessed a fee of \$75.00. Individual student organizations must obtain approval for additional fundraisers from the administration and all funds collected will be deposited with the school accounts manager.

Extended Care

Because teachers are not on duty before 8 AM or after 3:45 PM., extended care services are available for the convenience of TCA families for an additional fee. Extended care is open to students from kindergarten through high school. **Students, regardless of age, are not permitted on school grounds at any time without supervision.** TCA strives to provide support to parents, making extended care available as early as 6:30 AM and as late as 6 PM. On school holidays that are not nationally recognized holidays, extended care may be provided for the entire day, if there is a need. Registration for these days is required in advance, and

forms are sent home in your child's backpack or homework folder as early as possible. TCA offers the convenience of monthly or hourly rates. Families may obtain more information and register during Prep Day, Orientation or at any time during the school year by contacting the TCA office. Extended care is available for TCA students only. TCA reserves the right to refuse service to any student who is continually picked up late or who shows repeated behavioral problems. Late fees of \$2.00 per minute will be added to monthly tuition statements.

Attendance Policies

The school day begins promptly at 8:00 AM and ends at 3:30 PM.

Elementary students should be dropped off in the gym each morning by 7:50 AM. Please do not take students directly to the classroom as teachers are using the early morning time to prepare for the day.

Attendance at school provides a student with a classroom experience. This experience is composed of participation in class activities and direct instruction conducted by the classroom teacher. The instructional program designed by the teacher is progressive and sequential. It is generally impossible for that experience to be "made up."

Texas law requires that a student must not miss more than 10% of the school year in order to be promoted to the next grade level. Failure to attend school is considered an absence. Each absence will be considered either excused or unexcused. Even excused absences are counted toward the 10% absence law of school attendance. An excused absence is an absence due to personal illness, serious illness in the family, death in the family, school-approved trips, medical or dental appointments, court appearances, or absences due to providential hindrance. If a student is absent for any of the aforementioned reasons, students have one day for each excused day absent to make up work.

The authority for determining the legitimacy of an absence rests with the school administration. All absences not defined in the above paragraphs are considered unexcused. When a student receives an unexcused absence, they must do all course work and homework assignments, but cannot receive a grade higher than a 70%.

Parents are required to write a note to the TCA Administrative Assistant explaining the reason for the absence. Students must bring the note to the office

on the day they return from an absence before they are permitted to enter class. Tuition refunds or reimbursements are not given due to absences.

Reporting Student Absence

If your student is absent please call in and let the office know what is going on. When a student will be out of school for any reason and it is known ahead of time, it is the responsibility of the parent to contact the administrative assistant and the teacher and to secure class assignments for that period of time. All course work and homework assignments may be due on the day the student returns to class. Any make up exams, tests, or quizzes must be scheduled with the teacher within three days of the student's return. Failure to meet this requirement will result in an unexcused absence for the days missed.

Excessive Absence Make-up Days

Excessive absences will be made up quarterly on Saturday mornings. The cost will be \$50.00 per day. The days will be announced as needed by the Administration. Parents will be notified in writing of excessive absences.

Late Arrivals and Early Releases

Per state law requirements, students who leave school before 10 AM will be counted absent for the day. The attendance of students who leave after 10 AM but before 2 PM will be considered present for one half day. **Students who miss any portion of the school day, regardless of reason, will be ineligible for Trinity's perfect attendance award.**

Tardies

Tardiness is sometimes unavoidable. Therefore, the first two unexcused tardies to school each semester will not be assigned a detention. **After the 10th tardy, excused or unexcused, all tardies will be considered excessive and unexcused.** At this time a meeting will be set up with the teacher and an administrative staff member to determine a course of action, including but not limited to a detention, Saturday school, or a fine. All work must be made up for excused or unexcused tardies and will follow the attendance policy rules on makeup work.

Elementary classes at Trinity Christian Academy begin at 8:00 AM. Students who enter the classroom after that are considered tardy. Those students must be brought to the office by their parent or guardian. **Parents/guardians are required to come to the school office upon arrival and sign in Elementary students when they are tardy.** Students will be given a tardy slip in the office. Teachers will not admit tardy students to class without a tardy slip. Students will be counted absent without an admission slip.

Inclement Weather

In the event of inclement weather, TCA will make closing announcements concerning closings and delayed starts through the San Antonio television and radio stations, and information posted to Edline.

Health Services



Illness

For the welfare of your child and the others in the school, all children who are sick must not be brought to school. When a child is well enough to participate in normal school activities, they should be sent to school in the appropriate uniform for the season. If it is cold or rainy, please send the suitable outside gear for them to wear during recess and other outdoor activities. **DO NOT SEND SICK CHILDREN TO SCHOOL.** Parents should adhere to the following guidelines in determining if children may be returned to class:

No fever greater than 100 degrees within a 24-hour period.

No vomiting or diarrhea within a 24-hour period.

If antibiotics are prescribed, the child must have taken a full dose for at least 24 hours before returning to school.

Immunizations

The State of Texas requires that children be immunized against certain infectious diseases at certain ages. **Children will not be admitted to class on the first day**

of school if all immunizations are not current. The nurse's office monitors these immunizations and requirements.

Medication

Students are not allowed to carry any medicine in their backpacks, lunchboxes, and purses or anywhere on their person. All medicines must be kept in the nurse's office and must be brought by the parent/guardian. **See drug policy.**

Every student taking medication at school must have a current medicine permission slip on file in the Nurse's Office. These forms are available during Prep Day, Orientation, in the TCA Office, and in the nurse's office. Medicines will not be administered at school without these forms. Be sure to fill out a form before leaving medication at school.

All prescription medication must be sent to school in the original labeled container from the pharmacy. A count of the medicine needs to be made by the parent before it is brought to school and then will be re-counted by the nurse. Do not send medication in baggies, etc. For your convenience you can ask the pharmacy for two containers.

Over-the-counter medications such as Tylenol may be left with the nurse for your child's use during the school year. **TCA does not provide medication for students; we administer only those that are sent in by parents.**

Students with asthma and students who are at risk for developing anaphylaxis are entitled to carry and self-administer their prescription asthma or anaphylaxis medications while at school or a school event. The students must demonstrate they are skilled in self-administering their own prescription medications to the school nurse.

It will still be necessary for all students with inhalers to keep one on hand in the nurse's office. A form will still need to be filled out for inhalers that are being carried by the students.

Health Screening

Each year TCA administers state-mandated health screening tests. The service is provided free of charge and often identifies correctable health concerns. If

parents prefer to attend a family physician to complete these tests, they may do so, but a report of the findings must be brought to TCA for our records. Vision and hearing screening is done with kindergartners, odd number grades, and new students. Spinal (scoliosis) screenings are done with 5th and 8th grade students.

Discipline

From a biblical perspective, discipline can be a very positive force in the lives of Christians. It is not simply negative consequences for inappropriate behavior, but rather a tool used by *God* to transform us into His likeness. A biblical approach to discipline will take into consideration five Scriptural truths: 1.) Humanity's inherent sinfulness (Jeremiah 17:9). 2.) Godly discipline must be relational (Hebrews 12:6). 3.) Parents have a *God-given* authority in their children's lives (Deuteronomy 6:6-7). 4.) The power to do what is right comes from the Holy Spirit working within us (Romans 8). 5.) The purpose of discipline is to make disciples of the Lord Jesus Christ (Matthew 28:19).

TCA subscribes to this biblical view of discipline in the school and the discipline policies adopted will integrate these truths. The faculty and administration will seek first to live lives submitted to the Lordship of Jesus Christ and to the authorities under which *God* has placed them.

The faculty and administration will allow *God* to develop within them a heart for relationships with the students He has placed in their care. Out of these relationships, students will learn to respond willingly to correction and to practice self-discipline out of a desire to please those who have shown love and concern for their well-being. The Bible reminds us that though discipline causes temporary discomfort, it produces a harvest of righteousness for those who are trained by it and evidence that we are cared for and loved.

Acknowledging the authority of the parents' role in children's lives, TCA will seek to involve the parent in the discipline process. Teachers and administrators will rely largely upon parental support and encourage parent responsibility in managing their children's behavior. **Ultimately, it is the parent's response that determines a student's attitude toward school authority.** The discipline process must be girded in the hands of the only One who can change a heart. Teachers will pray continuously with and for students and encourage them that the Holy Spirit will enable them to be victorious.

Finally, the students will be given the opportunity to grow in the knowledge of the Word of God and encouraged to be "transformed by renewing of your mind" (Romans 12:2). Through modeling of Christ-like attitudes and behavior and applying Scriptural principles to life experience, teachers and administrators can help to create disciples whose hearts' desires are to please God.

TCA firmly believes that discipline should be a positive force in a child's life. Instead of focusing on negative behaviors that students sometimes display we use the Honorable Character system, which focuses on fourteen Christian Character Traits that we should all display.

Honorable Character

During each school day the teacher will look for students who are demonstrating any of the fourteen positive character traits listed below. When they "catch" a student exhibiting one of the character traits, they will mark the corresponding number on the recording chart next to the student's name. The teacher will also keep a chart on each student that will go home at the end of each week.

If a student behaves unwisely or needs guidance developing a character trait the teacher will mark on the board the student's name. If a student continues to behave unwisely the teacher will continue to mark next to the child's name. If a child gets to four marks in one day that will constitute a visit to the assistant principal and a call home. The teacher will also make a note in the student planner if a child has had their name on the board. Teachers and administrators will reserve the right to hand out detentions if the situation calls for it.

At the end of each week students will be sent home with a Conduct card for the parents to review, sign, and then return on Monday. The students will be rewarded for honorable character and punished for dishonorable character.

Positive Character Traits

- | | |
|--|---|
| <p>1. Honor
Give preference to one another
Romans 12:10</p> | <p>8. Service
Serve one another in love
Galatians 5:13</p> |
|--|---|

- | | |
|--|--|
| <p>2. Obedience
Obey...for this is right
Ephesians 6:1</p> | <p>9. Attentiveness
Hear and increase in learning
Proverbs 1:5</p> |
| <p>3. Diligence
Whatever your task, work
at it heartily
Colossians 3:23</p> | <p>10. Cooperation
Look beyond your own
interests and consider others
Philippians 2:4</p> |
| <p>4. Wisdom
Who among you is wise?
Let him show by his good behavior.
James 3:13</p> | <p>11. Initiative
Be doers of the Word,
and not hearers only.
James 1:22</p> |
| <p>5. Kindness
Be kind, tenderhearted,
and forgiving
Ephesians 4:32</p> | <p>12. Honesty
Delight in the Lord with
truthful ways
Proverbs 12:22</p> |
| <p>6. Self-Control
Be quick to hear, slow to speak,
and slow to anger
James 1:19</p> | <p>13. Forgiveness
Do not pay back wrong
for wrong
1 Thessalonians 5:15</p> |
| <p>7. Orderliness
Let things be done decently
and in order
1 Corinthians 14:40</p> | <p>14. Responsibility
Each of us will give an account
of himself
Romans 14:12</p> |

Detentions

Teachers and administrators reserve the right to hand out a detention if the situation calls for this course of action. Since the behavioral standards for TCA are clearly stated, an accumulation may be viewed as a sign that the student is unwilling to submit to those standards. The school truly desires to assist Christian parents to teach their young people how to view conformity, accountability, and submission to and respect for authority from a positive biblical perspective.

We discipline students because we love them in Christ. Each time a student receives a detention, he/she must secure a parent's signature on the detention slip before it can be served. Failure to report to an assigned detention or reporting without a parent's signature will result in reassignment of the original detention and assignment to an additional detention. **Parents are responsible for picking students up after a detention has been served. Students who are not picked up will be taken to the office and a charge per minute may be assessed.** We hope this process will increase the awareness in all homes regarding frequency and cause for detentions.

If a student gets as many as three detentions in one semester an Excessive Detention Form will be filled out, listing the major reasons for the detentions and will include a copy of the students Honorable Conduct chart. At this time an administrator and teacher may call a meeting to discuss the student's behavior. If a student gets as many as six detentions in a semester, a letter will be sent to parents putting the student on behavioral probation. Terms of the probation will be determined by the administration and included in the letter. Following the seventh detention in one semester, the principal may continue the behavioral probation or may suspend the student without opportunity to make up work.

Out of School Suspension

If a child receives an Out of School Suspension, he/she will not be allowed on campus for the duration of the suspension, including attendance at extra curricular activities. All work is to be completed at home and returned the day the student returns for a grade no higher than 70%.

Drug Policy

Alcohol and Drug Use:

The TCA Executive Board is committed to creating a drug-free climate for learning and for general student health and welfare.

Prohibitions:

No student shall possess, use, transmit, attempt to possess, or be under the influence of (legal intoxication not required) any of the following substances on school premises during any school term or off-school premises at a school-sponsored activity, function, or event:

1. Any controlled substance or dangerous drugs as defined by law, including but not limited to marijuana, any narcotic, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Any alcoholic beverage.
3. Any **abusable** glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant, mood changing, mind-altering or behavior-altering drug.

The transmittal, sale, or attempted sale of what is represented to be any of the above listed substances is also prohibited under this policy, and will result in immediate suspension or expulsion.

Drug paraphernalia, defined as equipment, a product, or material of any kind that is used or intended for use in packaging, repackaging, storing, containing, or concealing an above-listed substance or injecting, inhaling, or otherwise introducing into the human body an above listed substance is prohibited under this policy.

All prescription medications will only be dispensed by the school nurse or principal designee and will not be carried by the student. All prescription medications must be brought to the school by a parent in the original prescription bottle. An accurate count of the pills needs to be made by the parent before they bring the prescription and then verified by the nurse. A student who uses a drug authorized by a licensed physician through a prescription specifically for that student's use will not be considered to have violated this policy.

Over-the-counter (OTC) medication will only be dispensed by the school nurse or principal designee and will not be carried by the student. All OTC medications must be brought to the school by a parent in the original container. A count must be made by the parent before bringing in the OTC and then by the nurse upon receipt of the OTC. The parents also need to fill out a signed permission release form for their student. The permission release must be renewed annually.

Any student suspected of being under the influence on campus shall be escorted/accompanied by a staff member to the designated school administrator. At no time will any student that is believed to have used a drug and/or alcohol, not in accordance with the above be permitted to leave campus without a parent or guardian.

Students who are on field trips and/or retreats and are medicine dependent will need to submit a written parent note explaining their condition and why they should be carrying their medication. Each case will be reviewed and decided upon on an individual basis.

Students who break any of the above policies will be punished according to the decisions made by the administration and the severeness of the situation. **Drug evaluation and/or testing refusal will be grounds for dismissal from the school.**

Parenting

TCA was founded on the premise that parents are a child's primary teachers and should be involved in the child's ongoing formal education. We endeavor to establish a partnership with Christian parents for the academic, physical, spiritual, and social development of our students. We encourage parental involvement in our school through many avenues. The following sections will detail guidelines for this involvement.

Parent Visitation

Parents are invited and encouraged to visit our campus. As stated, parental involvement is critical for continued student academic success. However, parents must be mindful that their presence in a classroom, in the lunchroom or on the playground alters student behavior and can be detrimental to the natural interactions among a group of students. Parents are asked to adhere to the following guidelines while visiting on campus:

1. All visitors must sign in at the office, obtain a visitor's badge and display it clearly throughout the duration of the visit. **No exceptions.**
2. Classroom visits must be prearranged with the teacher.
3. When visiting, parents are asked to not intervene in disciplinary matters or student injuries. The school employees will handle all such matters.

4. Please do not reprimand children other than your own.

Parent Participation

Parent involvement is an essential part of the student's education at TCA. A point system has been established so that parents who wish to participate can earn a substantial savings when re-enrolling the following year. In order to qualify, parents must earn a total of 18 points per family per year. Some activities are mandatory. Parents will be given a Parent Participation Card at the beginning of the year and are responsible for making a notation on the card when activities are completed. Cards should be attached and turned in with re-enrollment forms. Failure to complete Parenting Points before the end of the re-enrollment period will result in forfeiture of the discount. Parenting cards need to be initialed by a staff member who is attending the event. The date for re-enrollment will be published during the school year.

Mandatory Requirements

- 1 hour of classroom observation (*may be done in $\frac{1}{2}$ hour increments)
- 2 parenting classes in one school year

Optional Activities

- Teaching a parenting class
- Additional observation in the classroom
- Additional parenting classes
- Assisting with field trips
- Room Parent
- Volunteer services for the teacher
- Assisting with parties
- Assisting with Fall Festival /Spring Fiesta/student competitions, etc.
- Attending chapels, athletic events, concerts

Orientation

Parents of TCA students are required to attend orientation each year. The meeting includes introduction of the faculty and staff, information on changes to policy or procedure, introducing children to their teacher and familiarizing them with their classroom, student handbooks, master calendar, and other information parents and students need to begin a successful partnership with the school for the coming year.

Parenting Classes

Train up a child in the way he should go; and when he is old he will not depart from it. Proverbs 22:6

Parenting classes are an educational opportunity for parents to explore a variety of issues facing today's family. Class days and times will be announced in advance and will be scheduled for parents' convenience. Parenting classes will not be held in August, December, or May due to the number of school activities.

Childcare will be provided during parenting classes for children from three years of age to sixth grade. This service is only available during school sponsored parenting classes. Children may arrive 15 minutes prior to the beginning of parenting class and must be picked up immediately following dismissal. Reservations are not necessary.

Parent-Teacher Communication

Parent-teacher communication is essential to the educational process. The main sources of communication for elementary students at TCA are the student planner and daily take home folder. Teachers send messages, homework assignments and essential information in this way. Parents should check the planner and take home folder each evening and sign it to acknowledge receipt of that information.

Teachers and administrators seek to build relationships with parents and to inform families of children's progress. Teachers may also provide suggestions on how to help children at home with various projects, give handouts, and request help from parents for classroom events. Parents are asked to always communicate with the classroom teacher in areas of disagreement or confusion.

Administrators send regular newsletter communications via the backpack, the mail or the website to keep parents informed of upcoming events or activities.

Electronic Communication

Parents can also communicate with faculty and staff members at TCA via the internet. To email an employee simply use the first name, period, last name @trinitychristianacademy-sa.com (Example: John Smith would be john.smith@trinitychristianacademy-sa.com). You can also check the website

www.trinitychristianacademy-sa.com to view calendars, handbooks, Principal's Preview, homework, grades, etc.

Edline

Parents will also have access to Edline to view teacher web pages and see their children's grades. At the beginning of the year you will receive a password for each of your children so that you can access their class site and grades. Teachers will post newsletters and grades each week to this site.

Procedures for Parents in the Classroom

Observing one's child in a classroom setting can provide the parent with helpful insight into his/her child's "world." Parents who wish to obtain the re-enrollment discount are required to observe in his/her student's classroom at least one hour. (The hour may be divided into $\frac{1}{2}$ hour increments.)

Rules for Observing in the Elementary Classroom:

1. Pray for your child and your child's teacher before the observation.
2. Sign up with the teacher in advance for the day and time you wish to observe. (You may visit at anytime, but you will get the most of your observation time if you avoid observing during tests, the first and last three weeks of school, the day before a holiday, or on days of special events such as pep rallies.)
3. During your observation, the maximum number of adults other than the teacher allowed in the room at one time is two.
4. Younger children are not allowed in the room during an observation.
5. Parents are requested not to talk to one another or with students during observations.
6. Teachers will designate an area where parent observers may sit while in the classroom.
7. Parents may not sit next to their child during observations.
8. Parents are asked to refrain from conversing with teachers during class, but are asked instead to make an appointment with the teacher to discuss their child's progress. Teachers' undivided attention must remain on the students during instructional times.

Things to Look for During Observations:

1. Your child's response to the teacher
2. Your child's response to other students in the classroom

3. Your child's preference for group or individual activities
4. Strengths/weaknesses in your child's academics
5. Areas where you can help your child develop Godly character qualities (*Please be aware that your child does not act exactly the same way as when you are not in the classroom.)
6. Your child's attentiveness
7. The frequency with which your child asks questions and the type of questions he/she asks
8. Your child's attitude (i.e. sleepiness, fidgety)
9. Your child's level of preparedness for the day's lessons
10. The ease with which your child is distracted and what does or does not cause a distraction.

If possible, schedule a conference with the teacher after the observation to discuss the observation summary.

Some observations you may have after this experience are:

1. My child needs more rest.
2. My child needs more drill in math.
3. My child needs to be more organized.
4. My child needs to be more attentive.
5. My child needs to build more relationships with his/her peers.
6. My child needs to ask questions when he/she doesn't understand.
7. My child needs a better concept of time.
8. My child needs more help at home.
9. My child is doing great!

Volunteers

Volunteers at Trinity Christian Academy must meet the following criteria:

- Be a parent or relative of a currently enrolled student/faculty or staff member.
- Be prearranged by faculty, staff or administration.
- Follow all existing guidelines for visitors as outlined in the Parent/Student Handbook.

Volunteers may be used in the following areas:

- In the classroom to include teacher aid, homeroom parent, parent readers, etc.
- Driving for field trips and other off campus student activities.
- To assist support staff in the library, nurse's office, cafeteria, and the school office.
- To assist in the athletics program as coaches, assistant coaches and Booster Club volunteers.
- Judges and assistants for student academic competitions.
- Be willing to submit to a DPS background check.

Screening and Accountability:

Volunteers that meet the above criteria have been screened through the admissions process. Volunteers are trained by the staff member they will be assisting. Volunteers are generally not left alone with students but function as assistants to the staff member.

Volunteers that may serve in supervisory capacities such as coaching must submit the necessary information to allow the administration to conduct a criminal background check. Additionally, the administration checks the weekly "Sex Offenders School Notification Report" to ensure that no persons associated with the school appear on the list.

Volunteer Drivers

All volunteer drivers must be pre-approved by following the guidelines in the "Field Trips" section of the Parent/Student Handbooks.

Dress Code

Uniforms should be purchased at Parker School Uniforms located at 2108 NW Military HWY. (210)530-0087 or 1-800-754-9494.

Trinity Christian Academy is committed to the use of uniforms for its students. We perceive this policy to have four fundamental benefits:

1. Uniforms positively affect school discipline-TCA places particular value on a disciplined learning environment. It is our hope that when a child wears his/her uniform he/she understands that he/she is expected to engage in

studious activity. Just as parents dress for the workday, wearing a TCA uniform is a signal that education is just around the corner. This discipline should make it easier for TCA to complete its primary task of educating children.

2. Uniforms encourage team spirit-Uniforms set our students apart from other schools. They encourage students to operate as part of a body, much like an athletic team or military group identified by common dress. It is our hope that students will take proper pride in the uniform and the school it represents.
3. Uniforms prevent the application of subjective dress standards-Parents, students, and teachers know that the uniform meets the Academy's modesty standards. Some may argue that a dress code is a good uniform substitute. However, as styles change, the dress code must be revised and reconsidered, which distracts from the school's operation.
4. Uniforms decrease clothing costs-uniforms are rugged and of high quality that can take abuse. Typically parents can purchase two to three uniform sets to last throughout the school year. These can often be handed down to other children.

Students are expected to be in complete uniform (regulation or optional-defined below) while school is in session and must wear the uniform everyday for the duration of the school day, unless otherwise approved by the principal for special classroom or school events. If a student is unable to comply with this regulation, a parent/guardian must send a written note addressed to the principal explaining why his/her child is unable to comply.

Girls Kindergarten-3rd

***No mandatory Chapel uniform**

***Must be navy blue on bottom/white on top**

***Shoes must be athletic or dress shoes in all black, all white, or a combination of black and white (no sandals, boots, open-toed, or open heeled shoes, flip-flops, soccer slides, mules, crocs, etc) shoe laces must match shoes.**

Uniform options for girls Kindergarten-3rd

- Either navy blue V-neck jumper or navy blue round neck jumper
- White blouse with navy piped Peter Pan collar (long or short sleeve)
- Navy cornbow tie
- Navy culottes (Parker only)

Girls 4th-5th

***No mandatory Chapel uniform**

***Must be navy blue on bottom/white on top**

***Shoes must be athletic or dress shoes in all black, all white, or a combination of black and white (no sandals, boots, open-toed, or open heeled shoes, flip-flops, soccer slides, mules, crocs, etc) shoelaces must match shoes.**

Uniform options for girls grades 4th-5th

- Solid navy skirt
- White midy blouse with navy trim
- Navy tie
- Navy kickpleat skort (Parker only)

Other Uniform options for all girls grades Kindergarten-5th

- White short sleeved monogrammed pique polo (Parker only)
- Unisex white long sleeved polo (Parker only)
- Navy slacks (must have belt, if belt loops are attached)
- Navy shorts (must have belt, if belt loops are attached) Shorts need to be an inch above knee
- Belt-solid black, brown, or navy (no jewels or rinstones)
- Navy sweater (cardigan or V-neck)
- Solid navy (plain) jacket or sweatshirt (no trademarks or accent colors) or TCA hoodie
- Navy or white socks (must be same color) socks must be bobby socks, crew, or knee hi length. No tennis socks
- White or navy opaque tights may also be worn
- TCA Hoodies may not be worn inside
- **No sandals, no boots, no heeies, or shoes with wheels, lights or characters**
- **For modesty shorts should be worn under skirts and jumpers**
- *Warm ups, long johns, leggings, and stirrup pants are not to be worn under the jumpers or skirts. No turtlenecks.*
- **Pants with holes in the knees need to have patches or be replaced. If after the teacher has notified you of this problem the pants are still being worn, disciplinary actions will be taken.**

NOTE: Girls in grades Kindergarten-5th are not permitted to wear make-up of any kind. Pink or clear nail polish is allowed. Modesty and taste are expected in hairstyles. Hair color must be all one color in a natural color. Jewelry, if worn, will be limited to small post style earrings, one ring, one bracelet, and one small necklace. Hair bows and hair bands should be navy, white or a combination of navy & white. Only solid navy sweaters, jackets, and sweatshirts. Coats for outside may be other colors.

Boys Kindergarten-5th

***No mandatory Chapel uniform**

***Must be navy blue on bottom/white on top**

***Shoes must be athletic or dress shoes in all black, all white, or a combination of black and white (no sandals, boots, open-toed, or open heeled shoes, flip-flops, soccer slides, mules, crocs, etc) shoelaces must match shoes.**

Other Uniform options for boys grades Kindergarten-5th

- Navy slacks
- White monogrammed pique polo (Parker only)
- Unisex white long sleeved pique polo
- Navy shorts
- Belt-solid black, brown, or navy (no decorations or adornments)
- White, navy, or black socks. Socks must be the same color
- White style button down shirt, long or short sleeves (must be tucked in)
- Navy sweater (cardigan or v-neck)
- Solid navy (plain) jacket or sweatshirt (no trademarks or accent colors)
- Solid white T-shirt may be worn under shirts. **No Turtlenecks**
- TCA Hoodies may not be worn in the classroom
- **No sandals, no boots, no hee-lies, or shoes with wheels, lights or characters**
- **Pants with holes in the knees need to have patches or be replaced. If after the teacher has notified you of this problem the pants are still being worn disciplinary actions will take place.**

Note: Boys in grades K-5 are expected to exercise moderation in regard to hairstyles and jewelry. Our body is a temple unto God; therefore, we do not allow body piercing or tattoos. Hair must be all one color in a natural color. It must be above the collar and off the ears as well as above the eyebrows.

Sideburns should not fall below the bottom of the earlobe. No extreme styles, such as, but not limited to the following: geometric or unusual patterns shaved or cut into the hair, ponytail, Mohawk, or rat-tail. Boys may wear one ring, one bracelet and one necklace. Coats for outside may be other colors.

If a boy's hair is deemed too long they will receive a dress code violation form and will be given four days to get a haircut. If they choose not to get a haircut, out of school suspension will be given. **NO EXCEPTIONS.**

Out-of-Uniform Dress

Special out-of-uniform days may be given throughout the year. All clothing must be in keeping with *Godliness* and modesty. Students who arrive inappropriately dressed will be sent to the office to call and wait for parents to bring their appropriate **school uniform** and will wear it the remainder of the day. The following guidelines will be strictly enforced:

- No clothing with holes, ragged or cut hems.
- No flip-flops, sandals, soccer slides, mules, or any shoe, which could cause injury to the student.
- No excessively sloppy or baggy pants or cut-off jeans; no sagging pants or shorts. No pajama bottoms.
- No tight fitting clothing, such as shirts, blouses, skirts, pants, or jeans.
- No tank tops or camisoles, spaghetti strap tops, or low cut tops may be worn.
- No bare midriffs, halter or crop tops. If your tummy shows when you raise up your arms, the top is unacceptable!
- No clothing or backpacks/purses with advertisements of inappropriate products, music, or bands.
- Patches, insignias, jewelry, or paraphernalia must not convey or display any religion other than Christianity. Nothing gang related or occultist.
- No tattoos in any format, whether permanent or washable. This also includes no drawing or writing on the skin or clothing.
- No earrings for boys.
- No hats, beanies, or caps.
- No bandanas or do-rags.
- No sunglasses in the building.
- No facial hair for boys.
- Athletic jerseys may only be worn with a t-shirt underneath.
- Shorts must be 2" above the knee or longer.

- Skirts must be knee length or longer, not above the knee.

Dress Code Violation Policy

Students who violate the dress code policy will be given a Dress Code Violation notice explaining which area of the policy must be corrected. Consequences may include a warning, having correct uniform pieces brought to school, being sent home for correct clothing, or up to 3 days of out of school suspension.

General Information

Address and Phone Number Changes

Any time an address, phone number (whether it is home, work, mobile, or pager), or email address changes, please notify the TCA office as soon as possible. In cases of legal separation or divorce, please insure that the TCA Registrar, the classroom teacher, and the Extended Care Director are given information about who may pick up your child. A copy of legal documents outlining this information must be given to the office.

Bible

Bible study is of fundamental importance at TCA and is a required subject. It augments the study of English, history, geography, math and science. Without knowledge of Biblical truth a student cannot be considered educated. The Bible gives direction for this life and the only hope for the life to come. No other book can so enrich the minds and hearts of men as the "Book of Books."

Knowledge of the Bible is one of the greatest educational assets any child can have in addition to the moral and spiritual values resulting from the study. Character development is the most important work of the school. No other course in the school affords the great opportunities for laying the foundation for Christian character. TCA teaches from the New International Version of the Bible.

Chapel

All students at TCA attend chapel services once each week. Three separate services are held—one for Pre-K through 2nd grades on Tuesdays from 8:45-9:30, and one for 3rd-5th grades on Tuesdays from 9:45-10:30. Middle School and High School students meet separately on Thursday from 8:45-9:45. Chapels include praise and worship time, prayer time, and teachings presented by a wide variety of pastors and speakers.

Additionally, several times a year, special chapel services are held to highlight special student achievement and recognize diligent student work. Honor roll chapels, student-led chapels, and special awards chapels will be made known to you, well in advance of the events, so that you can make arrangements to attend. Parents are always welcome at all chapel services.

Homework

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid the students' advancement in their studies. Each student is required to complete homework assignments on time. Homework is given for several reasons:

1. For reinforcement: We believe that most students require adequate review to master material essential to their educational progress.
2. For practice: Following the classroom explanation, illustration, and review of new work, homework is given so that the material is mastered.
3. For remedial activity: As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction is given to overcome such difficulties.
4. For special projects: Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

We request full parental cooperation in seeing that homework assignments are completed. Failure to complete homework will affect a student's daily grades and may result in his/her referral to the Principal for disciplinary action.

Neither parents nor students are permitted to enter school buildings to retrieve forgotten books, homework assignments, band instruments, lunch

boxes, or other items after school hours without getting permission from the office.

Late Work

Here at TCA we are training our students that schoolwork is their job. When a student is sick late work is inevitable and needs to be made up within three days of their return to school. Other late work, such as forgotten work, unfinished work, or work just not turned in will be accepted up to three days after the due date with a per day point deduction. After the three days work may be turned in but will receive a zero.

Items Not Allowed During the School Day

Students are not permitted to have the following items during the school day or while attending any official school event: CD players, ipods, MP3 players, radios, video games, and players of any brand, tape recorders, pagers, or valuable items **that would cause student conflict or distraction**. These items may be used before and after school, but the school is not liable if these items are broken or stolen. **Weapons or any item that could be used as a weapon, medication, excluding inhalers (see medications on page 17) that is not in the nurse's office are never allowed on campus and students may be subject to suspension or expulsion if they carry these items. Confiscated items must be picked up by a parent in the school office with a fine of \$10.00. NO EXCEPTIONS.**

Cellular Phone Policy

We understand that students may carry cellular phones for safety reasons, however, they must remain turned off and put away during the school day at all times. **Cell phones must be off and put away from 8:00a.m.-3:30p.m.** In case of an emergency, please call the office and a message will be delivered to your student. If students are seen using or playing (texting) with cell phones, the phone will be confiscated and turned into the office. If phones are seen out for any reason they will be confiscated immediately. Phones that are heard ringing or vibrating will also be confiscated immediately. **Parents must pick up the phone and pay the \$10.00 fee. NO EXCEPTIONS.**

Planners

Students in the elementary grades (K-5th) purchase planners each year through TCA. Teachers take time during instruction to help students learn to use their planners for organizing and managing their time. It is imperative that parents check student planners each evening, discuss the assignments their child has noted, and help them plan the most useful way to allocate their study time. Detention notices are generally included in the planner.

School Conferences

It is the desire of the faculty and administration to be of service to TCA families. To foster good communication, we urge parents who have concerns to first address them with the teacher. This should be done by appointment. If you need to contact a faculty member, please call the school office and leave a message for the teacher or email them. Your call and or email will be returned within 24 hours. If conflicts should arise we adhere strictly to the biblical principles for conflict resolution found in Matthew 18.

Sending Money to School

Money should always be sent in a sealed envelope with the following information on the outside: 1.) Child's name 2.) Amount and purpose 3.) Teacher and room number. Forms should be attached to the outside of the envelope. Teachers are not responsible for tuition payments, fee payments, and money to purchase lunch tickets, snack money or other monies normally collected by the office staff.

Driving On Campus

Traffic flows much nicer when all follow the traffic patterns set up at the school. The Green Mountain gate is an exit only. You may enter from the main gate or the Judson Road gate. The Judson Road gate will be open from 6:30a.m. to 5:00p.m. Please make sure you are following the speed limit of 15 miles an hour, which is posted. Also, watch for playing students and do not park in unauthorized spots. At times, orange cones and metal barriers are positioned to block off the playground or other areas. Please do not drive around cones; they are up for a reason.

Signing Students In/Out

We are well aware that, at times, students must leave school early or arrive late. In these cases, it is important that all elementary parents come into the office to sign children in and out. This ensures your child's safety.

Suggestions

If you have a proposal or suggestion, please submit it in writing to the principal. You may email your suggestion or leave it in the school office. You may also schedule an appointment with the principal or appropriate office personnel to present your suggestions.

Telephone Usage

Students are not permitted to use the school phones except in cases of emergency. The school administration will determine the definition of an emergency phone call. Forgotten items, such as homework, instruments, athletic equipment or uniforms, etc., do not constitute an emergency. **See Cellular Phone Policy.**

Visitors

Parents are requested to bring items for teachers or students to the office rather than the classroom. Visitors must register with the school receptionist and obtain a visitor's tag before visiting a classroom, lunchroom, or other campus area.

***Please do not go directly to a classroom, as it interrupts teaching. Although we welcome visitors, we must limit the time spent in each classroom. Visitors do cause distractions for some students.**

Academic Information

Promotion Policy

A strong foundation in beginning reading and math skills is crucial to later academic success. For most students, the acquisition of these skills is an exciting and enjoyable process. For a few, however, the process of acquiring these skills can be difficult. The causes for this lack of academic success can be attributed to a

variety of factors such as poor grade-level placement, lack of maturity and development, and learning disabilities.

During the course of the year, the school uses the Stanford Achievement Test, observation of classroom performance, and other diagnostic tools to identify students who are having academic difficulties. Using these tools, parent conferences, and teacher recommendations, it may be determined that retention is in the best interest of the student. Although the decision to retain has both positive and negative aspects, in the end it is usually of great benefit to the student.

The TCA administration reserves the right to place a student in the grade-level for which he/she is best prepared. We also reserve the right to retain students after consultation with the classroom teacher and parents. If retention is a possibility the teachers will contact the parent to set up a conference to express their concerns.

In order to be promoted in grades 1-8, a student may not fail more than one of the following core subjects: reading, English/language arts, Bible, math, science, and social studies.

Curriculum

Academics: We use a combination of ABEKA and Bob Jones University Press, which includes hands on learning. We also use MacMillan/McGraw Hill for math, which teaches problem solving and math facts.

Spanish: We use the Bob Jones University Press curriculum in grades kindergarten-5th for our Spanish program. The teacher also brings in hands on activities to build the foundation for this foreign language.

Bible: Biblical Choices is used in the kindergarten-6th grade classes. This curriculum teaches how we as Christians should behave and treat one another using object lessons and Bible stories.

Chapel: Students attend a weekly chapel on Thursdays (see page 34).

Music: Students in kindergarten-3rd grade will learn singing techniques, basic music theory and history. In 4th grade students will transition from singing to

playing the recorder and then in 5th grade to a band instrument. For further information see page 42.

P.E.: Each class attends P.E. twice a week where they learn the basics for several sports as well as jump roping and hula hooping. Students in grades 1st-5th also participate in the Presidential Physical Fitness Award each year.

Computer: Students in grades 2nd-5th go to our computer lab twice a week, where they learn basic computer skills.

Testing

The Stanford Achievement Test is administered to all students in grades Kindergarten through 11th grade each spring. TCA also oversees the administration of the PSAT to Sophomores and Juniors and the PLAN to Sophomores each fall. TCA makes available information for high school students interested in taking the SAT or the ACT at other campuses. Juniors also take the ASVAB, a career inventory assessment. If you have any questions about the Stanford Achievement Tests please speak with our Registrar/Development Director.

Grading Policies

Report cards are issued approximately every 9 weeks during the school year. Progress reports are issued at the $\frac{1}{2}$ way point of the quarter. All progress reports indicating failing grades will be mailed to parents/guardians. If numeric grades appear on the report card they are based on the following scale:

A=90-100 B=80-89 C=75-79 D=70-74

F=Any numeric grade lower than 70

If letter grades appear on the report card they are based on the following scale:

E=Excellent S=Satisfactory I=Improving

N=Needs Improvement U=Unsatisfactory

Kindergarten and first grade have a different grading scale that shows their achievement and progress through the year. These scores will be discussed with parents who have questions about them.

M=Mastery

CD=Consistently Displayed

P=Progressing/Developing

N=Need Improvement

--Not Yet Introduced

Because we believe that honor students must use self-control and display Christian character, students who receive an N or a U in conduct are not eligible for the Academic Honor Roll.

Questions concerning any grade should first be addressed with the teacher who is responsible for issuing the grade.

Field Trips

Students take various field trips throughout the year. TCA requires students to wear specific field trip T-shirts that are purchased through the school office. These shirts help our faculty and parents easily recognize TCA students. Volunteer parents are always needed to help chaperone and drive on field trips when the school bus cannot be used. Volunteer drivers are required to fill out a Volunteer Driver form available in the office and furnish the school with a copy of a valid driver's license and proof of insurance. These forms need to be filled out annually and will be retained in the office. Forms must be completed each school year. Children are required to wear seatbelts; one per child, and children below the age of twelve may not occupy seats with air bag protection.

The following are TCA field trip policies:

1. Field trips are taken for educational purposes. **Siblings are not allowed on field trips - NO EXCEPTIONS.** Please make babysitting arrangements for younger children. TCA students may not be taken on field trips with TCA siblings. Elementary students who are taken out by parents to attend secondary functions (field trips, ballgames, etc.) without administrative approval will incur an unexcused absence.
2. Students must have written permission from a parent or legal guardian prior to attending a field trip or other off campus activity. The school provides permission slips and medical release forms.
3. Portable radios, CD players, cellular phones, digital phones, or earphones are not allowed for use to, from, or during school-sponsored events. Christian fellowship is encouraged. Exceptions to this policy will be made on an individual basis by the administration.
4. Drivers are responsible for the behavior of students in their care for the duration of the field trip.
5. Rock, rap, and other forms of inappropriate secular music are not allowed on the radio, tapes, or CD's in vehicles.

6. Because of different views in every house about appropriate movies we ask that no movies are watched on field trips.
7. Drivers are not to make extra stops for refreshments that are not scheduled by the teacher.
8. Drivers are needed to help the teacher maintain respectable student behavior for the duration of the field trip.
9. Please do not leave the child unattended for any length of time, including your return to school. Please wait for the teacher to return to the classroom before you leave.
10. **If your child becomes sick on a field trip the lead teacher will contact you and it is your responsibility to pick up your student at their field trip location.**

Student Activities

In accordance with the mission statement of TCA, the goals of the student activities program are to enhance the education of the "whole student academically, physically, spiritually, and socially." Activities include but are not limited to: National Honor/Junior Honor Societies, Student Council, academic competitions, instrumental and vocal music, community service projects and athletics. Through these activities students have opportunities to develop their God-given talents and skills. Additionally, they learn the value of teamwork and camaraderie. Students serve as ambassadors of Christ and Trinity Christian Academy as they participate in these activities with other Christian and non-Christian schools.

ACHIEVE

ACHIEVE is an academic program designed to assist students to be successful in the classroom. Students will receive one-on-one attention as well as small group assistance. There is an additional fee for this program.

Birthdays & Parties

Birthdays are special and in order to help celebrate it you may send cupcakes, etc., for your child's class. For those having summer birthdays, you may arrange a "Happy Unbirthday" celebration with the teacher for your child. Please make arrangements with your child's teacher prior to their birthday to bring in these treats. Invitations to personal parties may not be given at school unless all

students in the class are invited. It is preferred that any treats be sent in single sized portions that do not require the teacher to divide and serve. If a cake or large cookie, etc. is sent, please have it precut and send the proper serving utensils. Parents are encouraged to attend the party to help with serving, but always check with the teacher to determine what time the party will begin, as each classroom is different. It is also necessary to send napkins, plastic flatware, and plates since we do not have a stock of these items available for the classrooms. To make the time special for you and your child, we request that you make other arrangements for siblings.

The teacher schedules classroom parties in celebration of Thanksgiving, Christmas, and Valentine's Day. Parents are asked to furnish party foods and other items and are encouraged to help teachers plan and implement party ideas.

ACSI Competitions

TCA is a member of the Association of Christian Schools International. We participate in many ACSI sponsored events, which may include the Spelling Bee, Math Olympics, Speech Meet, Science Fair, and Art Festival. Parent volunteers are always needed for arranging transportation, judging meets, and chaperoning our students. Contact your child's teacher if you would like to volunteer to help with any of these events. In addition to events mentioned above, 4th and 5th graders participate in Band and Vocal Festivals.

General Music

TCA offers *General Music* to all K-3 grade students. *General Music* instruction culminates in a concert given at the end of each semester. Other music activities may be scheduled at the instructor's discretion. Because *General Music Concerts* are a demonstration of what has been learned in the class, attendance at all *General Music* events/concerts is required.

Band

Recorder class is given to all 4th graders as a pre-cursor to Band instruction in 5th grade. The 4th Grade Recorder Ensemble performs concerts throughout the school year and has played at various school activities. Attendance at 4th grade recorder events/concerts is required.

The TCA Instrumental Music program begins with the 5th Grade Beginning Band and continues into the Secondary level (See the Secondary Handbook for Secondary Band information). The 5th Grade Beginning Band performs music learned in the classroom at the end of each semester. Other activities may be scheduled.

All Beginning Band students will be required to use SmartMusic software as a practice requirement at home. See www.smartmusic.com for more information or call 1-800-843-2066. The software will be the basis for approximately 50% of the grade in Band this year. Students who do not have computer access at home will need to complete their assignments at school. Contact Mr. Lopez for more details.

Note: In order to keep you informed about upcoming Band activities, all parents are asked to provide the Music teacher with their email address.

Parents Breakfast

Every year we host an annual event to honor parents, grandparents, and guardians. This breakfast will be held in the fall and will be announced prior to the date. This event is designed to involve dads or a significant father figure & moms or a significant mother figure in daily campus life.

Fall Festival

The Fall Festival takes place the last Friday in October. Classes organize and run game and food booths. This annual event offers games, rides, and food for the entire family. Parent volunteers help room parents coordinate booths for their children's classes.

Field Day

TCA conducts an annual Field Day to promote family physical fitness. The date will be announced prior to the event. The whole family is invited out for a day of sporting fun.

Walk-A-Thon

Our biggest fundraiser is an annual TCA walk-a-thon. This event is held on a Saturday in the early fall and is a time for fun and fellowship, as well as raising money. Each student will get a pledge sheet prior to the event and can be sponsored a flat rate or by the mile. The student and class who raises the most

money will be rewarded in the spring. The date will be announced prior to the event.

Concerts

Concerts are given by the Music Department to showcase TCA's various bands and choirs in a formal evening of music. This year a different group of elementary students will be performing at each parenting class. The Music Department Chairperson sets the number, dates, and times of these concerts. Students who participate in the various music programs are required to attend concerts. Other students as well as families are encouraged to attend. Please remember that concerts are a part of each child's music grade and students are required to attend.

Yearbook

The Journalism Department publishes an annual yearbook, which focuses on the activities of students and faculty. Upper class students in the Yearbook Elective create and edit this publication working diligently throughout the year to collect, analyze, and organize its contents. The yearbook is made available for purchase to all students K-12.

School Newspaper / The Aerie

The Journalism Department publishes a school newspaper once a month. The paper highlights events at TCA, recognizes students, faculty, and staff birthdays, and includes interviews and special features about current events. Students in 9th - 12th grades may choose Journalism as their elective.

Library

Students in grades Kinder-6th regularly visit the school library. All students are allowed to check out books to read at home, or to help with school projects. Books that are not returned by the due date incur a fine, set by the head librarian. Students who lose books are required to replace or pay the current market price for their book. Students who lose books or return them late may lose their checkout privileges. It is our goal to teach all students that using a library is a great privilege as well as personal responsibility. Lost books will be billed to the parents and may result in report card holds, as will library fines.

Policies Acceptance

To be kept in each student's permanent file for the 2008-2009 school year

I have read the contents of this handbook carefully and completely. I acknowledge that I understand the policies set forth in it. I agree to support and abide by these policies. I further understand that all conflicts will be handled in the following manner:

1. I will contact my child's teacher or the person with whom I have a conflict to discuss the matter in accordance with the instructions given in Matthew 18:16.
2. If an agreement or understanding is not reached, I will confer with the teacher or the person with whom I have a conflict and the principal in a joint meeting.

I understand that the administrative team of TCA reserves the right to make any additions, deletions, or alterations they deem necessary without prior notification. I understand the Non-Discriminatory Policy as it is stated below.

Trinity Christian Academy admits students of all races, color, national and ethnic origins to all rights, privileges, programs and activities accorded or made available to students at the school. TCA does not discriminate on the basis of color, race, national or ethnic origins in the administration of its educational policies, admissions policies and athletic or other school programs.

Parent/Guardian Signature

Date

Student Signature

Date

Teacher Signature (acknowledging receipt of form)

Date

This page must be signed and returned prior to the end of the first week of school.