

Table of Contents

Welcome & Introduction Letter	Page 4
Statements of Vision, Mission & Faith	Page 5
TCA Faculty	Page 6
Non-Discriminatory Policy	Page 6
Educational Philosophy	Page 6
Admissions Policy & Standards	Page 8
Registration Process	Page 8
Requirements for Admission	Page 8
Minimum Standards for Acceptance	Page 9
Re-enrollment Requirements	Page 9
Financial Policies	Page 10
Tuition Options	Page 10
International Students	Page 11
Withdrawal Procedures	Page 11
Family Discounts	Page 11
Trinity Church Member Tuition Assistance	Page 12
Tuition Credit	Page 12
Fundraising	Page 12
Extended Care	Page 12
Attendance Policies	Page 13
Reporting Student Absences	Page 14
Excessive Absence Make-up Days	Page 14
Late Arrivals and Early Releases	Page 14
Tardies	Page 14
Inclement Weather	Page 15
Health Services	Page 15
Illness	Page 15
Immunizations	Page 15
Medication	Page 16
Health Screening	Page 16
Discipline	Page 17
The Tally System	Page 18
Detentions	Page 20
Out of School Suspension	Page 21
Drug Policy	Page 21
Student Code of Conduct	Page 22
On & Off Campus Behavior	Page 22

Pregnancy	Page 23
Tobacco & Drug Use	Page 23
Parenting	Page 23
Parent Visitation	Page 24
Parent Participation	Page 24
Mandatory Requirements	Page 24
Optional Activities	Page 24
Orientation	Page 25
Parenting Classes	Page 25
Parent-Teacher Communication	Page 25
Electronic Communication	Page 25
Procedures for Parents in the Classroom	Page 26
Rules for Observing in the Secondary Classroom	Page 26
Things to Look for During Observations	Page 26
Volunteers	Page 27
Dress Code	Page 28
Girls Uniform 6 th -8 th	Page 29
Girls Uniform 9 th -12 th	Page 30
Boys Uniform 6 th -8 th	Page 31
Boys Uniform 9 th -12 th	Page 32
Out-of -Uniform Dress	Page 34
Dress Code Violation Policy	Page 34
PE/Athletic Dress Code	Page 35
General Information	Page 35
Address and Phone Number Changes	Page 35
Bible	Page 35
Chapel	Page 35
Closed Campus	Page 36
Homework	Page 36
Late Work	Page 37
Items Not Allowed on School Grounds	Page 37
Cellular Phone Policy	Page 37
Lockers	Page 37
Planners	Page 38
School Conferences	Page 38
Sending Money to School	Page 38
Signing Students In/Out	Page 39
Suggestions	Page 39
Telephone Usage	Page 39
Visitors	Page 39

Academic Information	Page 40
Promotion Policy	Page 40
Testing	Page 40
Grading Policies	Page 40
Semester Exams	Page 42
Field Trips	Page 42
Vehicle Policies	Page 43
Driving On Campus	Page 43
Student Life	Page 44
Goals for Student Activities	Page 44
ACSI Competitions	Page 44
Athletics	Page 45
Athletic Booster Club	Page 45
Band	Page 45
Bell Schedule	Page 46
Cheerleaders	Page 46
Concerts	Page 47
Fall Festival	Page 47
Field Day	Page 47
Homecoming	Page 47
Junior/Senior Banquet & Prom	Page 47
Library	Page 47
National/Junior Honor Society	Page 48
Principal's Honor Roll	Page 48
Printing/Copies	Page 48
School Newspaper/The Aerie	Page 48
Service Projects	Page 48
Spiritual Life Camp	Page 49
Sport Award Ceremony	Page 49
Student Council	Page 49
Trips	Page 49
Walk-A-Thon	Page 49
Yearbook	Page 49
Extra Curricular Activity Eligibility	Page 50
Transcripts, Records, and Recommendations	Page 50
Parent Commitment and Cooperation Agreement	Page 51
Policies Acceptance Form	Page 52

Trinity Church & Christian Academy

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

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, spiritual, 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 Scripture, both the Old and New Testaments, are verbally inspired by 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 diversified 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 teacher certification from ACSI.

Non-Discriminatory Policy

Trinity Christian Academy admits students of all races, color, national and ethnic origins to all rights, privileges, programs and activities generally 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.

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 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, at work, at play, and at worship—all grounded in the Christian concept of love.

The 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 (11 Timothy 3:15-17; 11 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 (1 Samuel 16:7; Galatians 5:22-23).
4. To teach the student how to develop the mind of Christ towards Godliness (Philippians 2:5; 1 Timothy 4:7).
5. To encourage the student to develop self-discipline and responsibility from God's perspective (1 Timothy 4:7 1 Corinthians 9:24-27).
6. To teach the student 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 (11 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 (1 Corinthians 6:19-20).
13. To teach the student biblical attitudes toward material things and his responsibility for using them to God's glory (1 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) (11 Corinthians 5:20).
15. To teach and encourage the student to use good study skills and habits (11 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 (1 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 to 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.

*Parent may view their student's academic record upon request to 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.

Requirements for Admissions

- 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 grade 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% 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 1st.
- No provisions are made for students requiring special education.
- 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 of 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

- **Re-enrollment is not automatic.**
- Students enrolled for the current academic year are offered re-enrollment opportunities prior to offering enrollment to the community.
- 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.
 - **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 1st will receive a 5% discount.
2. Tuition for the coming year paid in full by June 1st will receive a 2% discount.
3. A split payment of 50% tuition paid on or before August 1st and the remaining 50% paid on or before January 1st. 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. 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 1st. 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 the student.

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 week's 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 accounts 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 issues.

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, if the student 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 fundraising activities from time to time. Funds from such activities will assist in covering the cost of operating 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 a.m. or after 3:45 p.m., extended care services are available for the convenience of TCA families for an additional fee. **Students, regardless of age, are not permitted on school grounds at any time without supervision. Parents of students in 6th-12th grades who need an extended day on campus must contact the Extended Care Director to arrange these opportunities.** Parents are encouraged to pick up students promptly after school activities are completed. It is against school policy for students to stay on campus unsupervised past 6:00 p.m. in order to attend an evening game or event. Parents must pick students up by 6:00 p.m. and return them for events that begin later in the evening. The school cannot be responsible for students who remain on school grounds or in the area without supervision. TCA strives to provide support to parents, making extended care available as early as 6:30 a.m. and as late as 6:00 p.m. 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 the monthly tuition statement.**

Attendance Policies

The school day begins promptly at 8:00 a.m. and ends at 3:30 p.m.

Secondary students should be dropped off in the gym each morning by 7:50 a.m. **Unless arrangements have been made ahead of time with a specific teacher, students are not permitted to be in the school buildings prior to 7:50 a.m. as teachers are using the early morning time to prepare for the day.**

Attendance at school provides a student with 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 grader 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 on Saturday mornings, as needed each semester. 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. Students who do not attend Saturday school but have excessive absences may be retained in their current grade level.

Late Arrivals and Early Releases

Any student who arrives at school after 8:00 a.m. or leaves at any time prior to 3:30 p.m. will be required to be signed in/out by a parent in the school office. In the instance of a student who drives; they must go to the office and sign themselves in or out and present the office personnel with a parent note of explanation for the early release or tardiness. **Phone calls will not be accepted, only written notice.**

Tardies

Tardiness is sometimes unavoidable. Therefore, the first two unexcused tardies to school each semester will not be assigned a detention. **The third and all following unexcused tardies each semester will be assigned a detention. After the 10th tardy, excused or unexcused, all tardies will be considered excessive and unexcused.** Each tardy thereafter will result in a detention. All work must be made up for excused or unexcused tardies and will follow the attendance policy rules on makeup work.

Classes at Trinity Christian Academy begin at 8:00 a.m. Students who enter the classroom after that are considered tardy. Those students must be brought to the

office by their parent or guardian to be given a tardy slip. **Any student 20 minutes or more tardy will be considered absent for that class period.** Teachers will not admit tardy students to class 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.

****All students who become ill at school and need to go home; must be released through the nurses' office. No student may make arrangements with out medical personnel involvement.**

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, purses, or anywhere on their person. All medicines must be kept in the Nurse's office and must be brought in by the parent/guardian. **See drug policy.**

Every student taking medication at school must have a medicine permission slip on file in the Nurse's office. The 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 medication must be made by the parent before it is brought to school and will be made by the nurse when it is brought in. 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. It must be in the appropriate container and a count needs to be made before bringing to school and then the nurse will recount it. **TCA does not provide medication for students; we administer 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-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 relationship 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 be 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 administrator can help to create disciples whose hearts' desires are to please God.

The Tally System

Good discipline means that the classroom is relatively free from confusion, disorder, and anti-social behavior. It means that each child, and the group as a whole, operates freely within a structured framework, which is understood, accepted, and incorporated into their behavior without constant reminder or punishment. Discipline is more than outward pressure. It involves inner understanding and acceptance. The goal of discipline is to develop Godly self-discipline.

When a student breaks a classroom rule, he/she is issued a warning slip called a "tally". A student who receives three tallies in one week must serve a detention. If a student receives six tallies in a week, a conference will be called with the parents or guardian, the classroom teacher, the principal or assistant, and the student. At this time, a course of action is decided, and the type of discipline determined to be administered.

****Detentions may be given immediately if the teacher feels that the offense warrants this.**

The following are classroom guidelines for discipline:

- Show respect for the teacher (or substitute teacher) at all times.
- Do not throw items, food, etc. in the classroom or lunchroom.
- No candy, food, or drinks are allowed in the classrooms or hallways.
- No open drinks are allowed inside your locker.
- No gum on the school campus (classroom, hallways, lunchroom, and grounds). This includes before and after school. **An automatic detention will be given.**
- No lying.
- No cheating.

Peer tutoring is working together toward a solution where all the students involved have major input. Some teachers allow peer tutoring; please check with teachers to see if this is allowed on specific assignments.

Cheating consists of directly copying or providing answers on homework, tests, or projects (A zero on all work will be given to all parties involved and may result in a suspension of up to two days and dismissal from academic organizations, such as NHS/NJHS).

Cheating on a semester exam is considered very serious and will carry a penalty of a zero on the test by all parties involved and will carry a suspension from school.

Plagiarism is absolutely forbidden and will result in a zero on the assignment and may carry a penalty of a suspension of up to two days.

- Skipping school or classes may result in a detention or an out of school suspension for the first offense and up to two days of out of school suspension for each subsequent offense.

When a student receives an out of school suspension they must complete the work and turn it in the following day for a grade no higher than 70%.

- There will be no public displays of affection between students (i.e. handholding, kissing, hugging, or unwarranted touching). The bottom line is "Keep your hands to yourself." This offense carries an automatic detention for the first offense. After that a suspension may be given.
- Fighting will not be tolerated and carries a 1-3 day out of school suspension.
- Profanity, foul language, or possession of pornography, condoms, alcohol, drugs, or tobacco at school will be handled under the policies of the Student Code of Conduct.
- **Harassment of students or teachers to include verbal, physical, and/or sexual, will be considered extremely serious and may jeopardize attendance at TCA.**
- Disobedience in the classroom or continued disregard for school rules will result in 1-6 tallies, depending on the offense.
- **Any teacher of staff member of TCA may give directions/correction to a student. The student is expected to comply immediately.**

Tallies will be given to students for misbehavior, failure to observe school rules, and for irresponsible conduct. The purpose of this discipline system is to retrain, instruct, and correct. The goal of the tally system is to encourage students to live enjoyably within the framework of the school rules. A copy of the tally is given to the student. Please keep in mind that we have already spoken with your child about the misbehavior and that we will involve the parent in the discipline at the third tally in one week. The copy is only for your information. If the system is working properly, students are able to correct misbehavior at the earliest time in order to avoid serious consequence.

If questions arise concerning specific tallies or behavioral situation, parents should contact the teacher or school authority who issued the tally. Most conflicts can be resolved through this process. If the results are unsatisfactory, parents can then contact the school administration to seek satisfactory resolution.

Since the behavioral standards for TCA are clearly stated, an accumulation of detentions 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 of an additional detention. Students may not participate in extra curricular activities on days they serve detention.**

Detentions

At the issuance of the third tally in one week, the student will be given a detention slip. It will indicate the day and time the detention is to be served. Detention slips must be signed by the parent and returned on the day the detention is to be served. While in detention students will be seated separately. There will be absolutely no talking. Students will not be released until a full hour has been served and then only to a parent or guardian. If the students time is up they will be taken to the office to be picked up and the parent may be assessed a charge per minute they are late. We hope this process will increase the awareness in all homes regarding frequency and cause for detentions.

If a detention falls on a sports or extra-curricular event day, it will take priority and the student will not be able to participate in the event. **Students who skip detentions to attend an event will not be allowed to participate in the event and will receive two more detentions upon return.** Students who work must coordinate their detentions with the Administrative Assistant upon receipt of the detention slip.

If a student gets as many as three detentions in one semester, including tardy detentions, an Excessive Detention Form will be filled out, listing the major reasons for tallies, additional comments, and the required signature from the parents and the teacher. 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 the student receives an Out of School Suspension, he/she will not be allowed to attend school or to come onto the campus for the duration of the suspension. All daily work should be completed at home and returned the day the student returns for a grade no higher than 70%. Students will not be allowed to attend or participate in an extracurricular activity occurring on that day.

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, or attempt to possess, use, transmit 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 drug as defined by law, including but not limited to marijuana, any narcotic drug, 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, or mood changing, mind-altering or behavior altering drugs.

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 a material of any kind that is used or intended for use in packaging, repackaging, storing or containing, or concealing an above-listed substance or injecting, inhaling, or otherwise introducing into the human body as 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) medications 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 and a count needs to be made by the parent and then the nurse will recount, a permission release form is also need. 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 drive away from or leave the campus alone.

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 severness of the situation. **Drug testing refusal is ground for dismissal from the school.**

Student Code of Conduct

All TCA students are expected to conduct themselves, at all times, in a manner in accordance with Christian principles and serious problems as outlined below may result in immediate suspension or expulsion. The TCA Executive School Board will be consulted in all situations and the decisions of the Board will be final.

On & Off Campus Behavior

On & off campus behavior is important to a students' overall development. Students are expected to uphold a standard of conduct that reflects favorably on themselves, fellow students, and TCA. Therefore students may not participate in any of the following activities. Violation of these guidelines may result in expulsion:

1. Vulgar language (cursing, suggestive language)

2. Possession/Consumption of alcoholic beverages
3. Possession/Use of tobacco products
4. Possession/Use of illegal drugs
5. Pre-marital sex
6. Illicit and/or inappropriate Internet activity
7. Possession of pornography, condoms

Pregnancy

If a student becomes pregnant while enrolled at TCA, the student is subject to dismissal. The School Board decision will be based on the attitude of the student, her parents, and the interest of the student body. In the event that the student is not dismissed, she will be placed on probation, which will be reviewed every six weeks. The administrative team will have the authority to suspend the student on probation at any time if it is believed that the student's actions or attributes are not reflecting Christian repentance and Godliness. If a male student is found to be responsible for causing a pregnancy, he will be subject to the same policy as a female student.

Tobacco & Drug Use

If the school has reasonable information that a student is involved in the use of illegal drugs or tobacco either on or off campus, the school will follow these procedures with confidentiality being maintained:

1. Executive School Board will meet with the parents to inform them that the school has reasonable information indicating that their child is using an illegal drug, tobacco, or alcohol.
2. The student may be required to go to a lab for screening within 48 hours of the conference. The parents will be responsible for the cost of screening.
3. If the parents refuse to have the screening performed, the student may be expelled.

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 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. We are committed to the idea, that even in the higher grades, parental involvement is critical to student success. However, parents must be mindful that their presence in a classroom 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 school office, obtain and wear a visitor's badge 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 student 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 the Parenting Points before the end of the re-enrollment period will result in forfeiture of the discount. Parenting cards need to be installed 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-not all possibilities are listed

- Teaching a Parenting Class
- Additional observation in the classroom
- Attending additional Parenting Classes
- Assisting with field trips, service projects, etc.
- Volunteering as Room Parents or Homeroom Service Project Coordinator
- Assisting the teacher
- Assisting with teacher appreciation activities
- Assisting with Fall Festival/Spring Fiesta/Retreat
- Attending chapel, athletic events, concerts, plays
- Serving as Booster Club officer or band activity coordinator

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, introduction of students to their teachers and familiarizing them with their classroom, schedules, lockers, 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 large 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. Teachers and administrators seek to build relationships with parents and to inform families of student's progress. Teachers may also provide suggestions on how to help students 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.

The administrator sends a regular monthly newsletter, *Principal's Preview*, with the monthly tuition statement. Periodically paperwork is sent home with students when information is not available at the time that statements are mailed.

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 and 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, and get in touch with the teachers.

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 each 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 student 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 per year. (The hour may be divided into $\frac{1}{2}$ hour increments.)

Rules of observing in the Secondary Classroom

1. Pray for your student and your student's teacher before the observation.
2. Communicate to the teacher ahead of time that you wish to observe on a certain day. 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. The maximum number of adults other than the teacher allowed in the room during an observation 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 to instead 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 Handbooks.

Volunteers may be used in the following areas:

- In the classroom to include teacher aid, homeroom parent, 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.

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.
1. 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.

2. 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 6th-8th

***No mandatory chapel uniform**

***Khaki pants or shorts/plaid skirt on bottom and navy polo or white button down on top**

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

Options for girls in 6th-8th grades

- Navy monogrammed pique polo (Parker only)
- Plaid skirt (Hem must fall to the middle of the knees or longer, not above, and must be the same length in front and back)
- Khaki slacks (hems may not be cut to go over shoes, be boot cut, or too tight on the leg). No denim or corduroy fabric. These are dress slacks
- Khaki shorts (finger tip length or an inch above the knee, which ever one is longer)
- Belt, solid black or brown or khaki. **No jewels, studs, rhinestones, etc...**
- **All pants and shorts with belt loops must be worn with a belt**
- White midy with navy trim
- White $\frac{3}{4}$ sleeve blouse
- Unisex long sleeved navy pique polo
- Plaid tie
- Navy tie
- Khaki skirt with kick pleat (Parker only)
- Navy sweater (Cardigan or V-neck)
- Solid navy (plain) jacket, sweatshirt, or hoodie (no trademarks other than TCA, no accent colors)

- Solid navy, hunter green, or white socks. Socks must be bobby socks, crew, knee hi, or tennis socks that cover the ankle. **Socks must be the same color**
- Solid colored undershirts are to be worn under uniform shirts (white under white, white or navy under navy shirts)
- Hoodies may not be worn in class only outside
- **Warm ups, long johns, leggings, and stirrup pants are not to be worn under the skirts. No turtlenecks. No tights or fishnet hose allowed. No colored hose or patterned hose allowed. No pajama bottoms**

Moderation is expected in regard to hairstyles, make-up and jewelry. We do not allow body piercing, with the exception of ears (no more than two per lobe allowed). Earrings must coordinate with the uniform (no pinks, purples, etc.). No earrings longer than 2" or wider than 1". Hair must be all one color in a natural color. No black nail polish is allowed. NO more than 2 necklaces and 2 rings or bracelets per hand/arm are allowed. Hair bows, ribbons, accessories must be in navy, hunter green, or the school plaid. No hats, bandanas, do-rags, etc. may be worn. NO homemade jewelry may be worn (i.e. out of paper clips). No goth style dress or dog collars may be worn. No sunglasses may be worn in the building. No tattoos in any format, whether permanent or washable. This also includes no drawing or writing on the skin or clothing.

Girls 9th-12th

***No mandatory chapel uniform**

***Khaki pants or shorts/plaid skirt on bottom and green polo or white button on top**

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

Options for girls in 9th-12th grades

- Hunter green monogrammed pique polo (Parker only)
- Plaid skirt (**Hem must fall to the middle of the knees or longer, not above, and must be the same length in front and back**)
- Khaki slacks (hems may not be cut to go over shoes, be boot cut, or too tight on the leg). No denim or corduroy fabric. These are dress slacks
- Khaki shorts (finger tip length or an inch above the knee, which ever one is longer)
- Belt, solid black, brown, or khaki. **No jewels, studs, rhinestones, etc....**
- White $\frac{3}{4}$ sleeve blouse
- Unisex long sleeved green pique polo
- Plaid tie

- Hunter green or navy sweater (Cardigan or V-neck)
- Solid hunter green or navy (plain) jacket, sweatshirt, or hoodie (no trademarks other than TCA, no accent colors)
- TCA letterman's jacket or athletic issued warm-up jacket
- Solid, navy, hunter green, or white socks. Socks must be bobby socks, crew, knee hi, or tennis socks that cover the ankle. **Socks must be the same color**
- Solid colored undershirts are to be worn under uniform shirts (white under white, white or hunter green under hunter green shirts)
- Hoodies may not be worn in class only outside
- **Warm ups, long johns, leggings, and stirrup pants are not to be worn under the skirts. No turtlenecks. No tights or fishnet hose allowed. No colored hose or patterned hose allowed. No pajama bottoms**

Moderation is expected in regard to hairstyles, make-up and jewelry. We do not allow body piercing, with the exception of ears (no more than two per lobe allowed). Earrings must coordinate with the uniform (no pinks, purples, etc.). No earrings longer than 2" or wider than 1". No tattoos. Hair must be all one color in a natural color. No black nail polish is allowed. NO more than 2 necklaces and 2 rings or bracelets per hand/arm are allowed. Hair bows, ribbons, accessories must be in navy, hunter green, or the school plaid. No hats, bandanas, do-rags, etc. may be worn. NO homemade jewelry may be worn (i.e. out of paper clips). No goth style dress or dog collars may be worn. No sunglasses may be worn in the building. No tattoos in any format, whether permanent or washable. This also includes no drawing or writing on the skin or clothing.

Boys 6th-8th

***No mandatory chapel uniform**

***Khaki pants/shorts on bottom and navy polos or white oxford on top**

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

Options for boys in 6th-8th grades

- Khaki slacks (with belt) Hems may not be cut to go over the shoes, no boot cut. No denim or corduroy fabric. These are dress slacks
- Navy monogrammed pique polo (Parker only)
- White oxford cloth button down shirt, long or short sleeved. Collar buttons must be buttoned if shirt is that style

- Solid colored undershirts are to be worn under uniform shirts (white under white, white or navy under navy shirts)
- Solid white, navy, or black socks, crew, tube style, or tennis socks that cover the ankle
- Navy tie
- Unisex navy long sleeved pique polo
- Khaki shorts (with belt)
- Belt-solid black, brown, or khaki must be worn
- Navy sweater (cardigan or v-neck)
- Solid navy (plain) jacket, sweatshirt, or hoodie (No trademarks or accent colors other than TCA)
- **No turtlenecks**
- Hoodies may not be worn in class only outside

Moderation is expected in regard to hairstyles and jewelry. We do not allow body piercing of any kind or tattoos. Hair must be all one color in a natural color. **It must be above the collar in the back, off the ears on the sides and should not fall below the eyebrow. Sideburns should not drop 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. No ponytails or no facial hair is permitted. Boys who come to school with facial hair of any kind will be given a simple razor and shaving cream and sent to the restroom to shave. NO more than 2 necklaces and 2 rings or bracelets per hand/arm may be worn. No goth style dress or dog collars may be worn. No hats, bandanas, do-rags, etc. may be worn. No sunglasses may be worn in the building. No tattoos in any format, whether permanent or washable. This also includes no drawing or writing on the skin or clothing.

If a boys 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 EXPECTATIONS

Boys 9th-12th

***No mandatory chapel uniform**

***Khaki pants/shorts on bottom and hunter green polo or white oxford on top**

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

Options for boys in 9th-12th grades

- Khaki slacks (with belt) Hems may not be cut to go over the shoes, no boot cut. No denim or corduroy fabric. These are dress slacks
- Hunter green monogrammed pique polo (Parker only)
- White oxford cloth button down shirt, long or short sleeved. Collar buttons must be buttoned if shirt is that style
- Solid colored undershirts are to be worn under uniform shirts (white under white, white or hunter green under hunter green shirts)
- Solid white, navy, or black socks, crew, tube style, or tennis socks that cover the ankle
- Plaid tie
- Unisex green long sleeved pique polo
- Khaki shorts (with belt)
- Belt-solid black, brown, or khaki
- Hunter green or navy sweater (cardigan or v-neck)
- Solid hunter green or navy (plain) jacket, sweatshirt, or hoodie (No trademarks or accent colors other than TCA)
- TCA letterman's jacket or athletic issued warm-up jacket
- Hoodies may not be worn in class only outside.
- **No turtlenecks**

Moderation is expected in regard to hairstyles and jewelry. We do not allow body piercing of any kind or tattoos. Hair must be all one color in a natural color. **It must be above the collar in the back, off the ears on the sides and should not fall below the eyebrow. Sideburns should not drop 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. No ponytails or no facial hair is permitted. Boys who come to school with facial hair of any kind will be given a simple razor and shaving cream and sent to the restroom to shave. NO more than 2 necklaces and 2 rings or bracelets per hand/arm may be worn. No goth style dress or dog collars may be worn. No hats, bandanas, do-rags, etc. may be worn. No sunglasses may be worn in the building. No tattoos in any format, whether permanent or washable. This also includes no drawing or writing on the skin or clothing.

If a boys 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 EXPECTATIONS

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 of 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 fingertip length or 1" above the knee; whichever is longer.
- Skirts must be knee length or longer, not above the knee.

Dress Code Violators 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 in, in or out of school suspension.

PE/Athletic Dress Code

All students in 6th-12th grade who are in PE classes or extracurricular athletics must purchase and wear the uniforms provided by TCA. Uniforms for PE consist of navy drawstring shorts and gray t-shirts with the PE logo and name block. All students in Athletics must purchase a practice uniform, which consists of navy/hunter green shorts (which comply with dress code) and a "Don't Quit" T-shirt. **No Lycra may be worn without other shorts over them. Shorts must be fingertip length or longer.** Tennis shoes will be worn at all times during PE or Athletics. No jewelry will be permitted during class or practice times. **When Varsity students have games on chapel days, school uniforms must be worn and the athlete will be allowed to change right before they leave for the game or at the game.**

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 the 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 all subject areas. 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 Tuesday from 9:45-10:30, and two for secondary students, 6th-8th and 9th-12th, on Thursdays 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. All students are required to bring their Bible and notebook to every Chapel. **Backpacks are not allowed in Chapel.** Parents are always welcome to attend all chapel services.

Closed Campus

TCA is a closed campus. No secondary student will be allowed to leave campus at lunch or any other time during the day without parental arrangement and office approval. If students are to leave campus with anyone other than a parent or designated person, notice must be sent to the office. This is for your student's protections. **ALL STUDENTS must check out, and upon return, in through the office.**

Homework

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid the students' assignments. 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 students' 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. Every effort will be made to keep Wednesday nights homework free, work that is not completed will be sent home and is expected to be completed. No additional homework will be given on Wednesday nights so that the students will be free to attend mid-week services.

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.

Late Work

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 three days, any late work turned in 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; they will be confiscated if seen. **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) that is not in the nurse's office is 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 at all times during the school day. **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 given to your student as soon as possible. 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. **Phones must be picked up in the office by parents with a fine of \$10.00. NO EXCEPTIONS.**

Lockers

All 6th-12th grade students will be issued a school locker. Lockers are the property of the school and should be taken care of with pride. Locker interiors may be decorated in a temporary manner; no adhesive stickers or items may be permanently adhered.

Decorations must not convey or display anything gang related or of an occult nature or advertise inappropriate products or music. Pictures with scantily clad or inappropriately dressed persons will be removed. Only senior lockers may have exterior decorations up all year, these will be provided by approved student organizations. All other students' locker exteriors may be decorated for student birthdays, but must be removed at the end of the same day. Locker organizers or shelves are recommended but not required. The school will issue locks therefore personal locks may not be used, and will be cut off. Any locker may be opened by the school administration for any reason and without notice.

Planners

All secondary students purchase planners each year through TCA. Students are expected to use their planners for organizing and managing their time. It is imperative that students learn this important life skill early and utilize it for maximum success.

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 will be returned as soon as possible. If conflicts should arise we adhere strictly to the biblical principles for conflict resolution found in Matthew 18.

Parent/Teacher Conferences

A parent/teacher conference will be held with your student's homeroom teacher at the end of the first 9-week grading period. If a conference is desired with a teacher other than the homeroom teacher, a team conference may be scheduled around the homeroom teacher's assigned students. The purpose of this conference is to give parents and teachers an opportunity to discuss the student's progress and strengths and weaknesses, as well as distribute the report card. Families with an outstanding account balance will not be permitted to conference or receive report cards until balances are brought current. Conferences are mandatory for all parents.

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 name. 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.

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 parents come into the office to sign children in and out. This ensures your child's safety. **All students who become ill at school and need to go home; must be released through the nurses' office. No student may make arrangements without medical personnel involvement.**

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 permitted to use the school phones only in cases of emergency. The school administration will determine the definition of an emergency phone call. Forgotten items, such as homework, instruments, athletic equipments or uniforms, chapel day tie, 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 Administrative Assistant and obtain a visitor's tag before visiting a classroom, lunchroom, or other campus area. All non-family member visitors must obtain approval from the administration **prior to the date** of the intended visit. Visits are limited to the lunch period. Former students who have been dismissed from TCA may not visit during school hours.

***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

In order to be promoted in grades 6-8, a student must pass a minimum of four of the five basic subjects: language arts, math, science, social studies, and Bible. A student may be retained if the combined judgment of the teachers and the administration indicates that retention would serve 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 students.

In high school, no credit will be given for courses failed. If the cumulative year average is 70% or above, full credit will be given. If the cumulative year average is less than 70%, but one semester grade is 70% or above, $\frac{1}{2}$ credit will be given for the semester passed. Students attending summer school at campuses other than TCA must notify the administration upon enrolling in the course(s). All courses must be taken at accredited campuses. No home schooled summer courses are permitted.

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.

Testing

The Stanford Achievement Test is administered to all students in grade 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. The ASVAB is also given in the high school and other appropriate testing may be made available to students in middle school and high school. TCA makes available information for high school students interested in taking the SAT or ACT at other campuses. Sophomores and Juniors wishing to take Dual Credit college courses will also take the ACCUPLACER in the early Spring to qualify for registration.

Grading Policies

Report cards are issued approximately every 9 weeks during the school year. Progress reports are issued at the halfway point of the quarter. All progress reports indicating failing grades will be mailed to parents/guardian. Numeric grades will appear on the report card based on the following scale:

A=90-100

B=80-89

C=75-79

D=70-74

F=Any numeric grade lower than 70

Questions concerning any grade should first be addressed to the teacher who is responsible for issuing it. Dual credit courses will be awarded 10 extra grade points and honors level courses will add 8 points to the students GPA.

Recommended Program-High School Graduation Requirements

In order to graduate from TCA's Recommended Program, a student entering grade 9 in the 2007/2008 school year and thereafter must complete 28-1/2 credits by the end of their senior year. No credit will be given for failed classes and all failed classes must be retaken. The following guidelines will be followed:

4 credits in English	2 credits in Foreign Language (must be same language)
4 credits in Bible	1-1/2 credits in Physical Education
4 credits in Social Studies (including $\frac{1}{2}$ credit in Economics)	$\frac{1}{2}$ credit in Health 1 credit in Technology
4 credits in Mathematics	$\frac{1}{2}$ credit in Speech Communications
4 credits in Science	1-1/2 credits in Electives
1 credit in Fine Arts	$\frac{1}{2}$ credit in Study Skills

Distinguished Program-High School Graduation Requirements

In order to graduate from TCA's Distinguished Program, a student entering grade 9 in the 2007/2008 school year and thereafter must complete 29-1/2 credits; including a minimum of at least 2 dual credit courses with a B or better average by the end of their senior year. No credit will be given for failed classes and all failed classes must be retaken. The following guidelines will be followed:

4 credits in English	3 credits in Foreign Language (must be same language)
4 credits in Bible	1-1/2 credits in Physical Education
4 credits in Social Studies (including $\frac{1}{2}$ credit in Economics)	$\frac{1}{2}$ credit in Health 1 credit in Computer Technology
4 credits in Mathematics	$\frac{1}{2}$ credit in Speech Communications
4 credits in Science	1-1/2 credits in Electives
1 credit in Fine Arts	$\frac{1}{2}$ credit in Study Skills 2 dual credit courses

In order to compete for Valedictorian/Salutatorian, a student must complete the Distinguished Program. Students must also be in full time attendance at TCA their Junior and Senior years.

Students entering high school prior to 2007/2008 will follow the guidelines established for those years.

Semester Exams

All high school students will be required to take first semester exams. Semester exams count as 20% of the semester average, with each of the 9 weeks weighted at 40% each. Students who meet the following criteria during the second semester may be exempt from their second semester exams. All criteria must be met in order to be considered exempt.

Grade/Absence criteria will be as follows:

90-100 4 absences permitted

80-89 3 absences permitted

The following absences are excused from exemptions:

- School sponsored activities
- College visits (juniors and seniors are allowed 2 college visits)
- All college visits must be concluded by April 30th

No truancy or unexcused absences.

No assignments to ISS or out of school suspensions.

All 8th and 9th grade students will take 9 week exams but they will count as regular test scores when averaged into the 9 weeks grades.

Dropping/Adding Classes

Permission from the administration is required for a student to drop or add a course after enrollment. No course may be dropped or added after the second week of the current semester. Electives are taken for one full semester. Written parent permission must be received before classes can be changed.

Field Trips

Students take various field trips throughout the year. 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 only one time each year and will be retained in the office. Children are required to wear seatbelts; one per child, and children below the age of twelve may not occupy seats with air bag protection. **Students will not be permitted to drive on any field trips or school sponsored activities under any circumstances.**

The following are TCA field trip policies:

1. Field trips are taken for educational purposes. **Siblings are not allowed on field trips.** Please make babysitting arrangements for younger children. TCA students may not be taken on field trips with TCA sibling. Secondary students who are taken out by parents to attend elementary functions (field trips, ballgames, etc) and vice versa, 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, MP3 players, iPods, or headphones 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. Drivers are not to make extra stops for refreshments that are not scheduled by the teacher.
7. Drivers are needed to help the teacher maintain respectable student behavior for the duration of the field trip.

Vehicle Policies

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. If you enter the Judson Road entrance before 8:30 you must turn left following the gym road. Between 6:30a.m. to 8:30a.m. and after 3:00 to 4:00 the road that runs behind the church is one way headed to the left, or down. 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 barriers are positioned to block off the playground or other areas. Please do not drive over or around the cones/barriers; they are there for a reason. Repeated failure to observe these policies will necessitate cancellation of the privilege of bringing your vehicle to school.

It is a privilege to drive a vehicle to school. The following policies will be enforced regarding students who drive:

1. All student-driven vehicles are to be registered in the TCA office.
2. Each driver should be an example of courteous, careful driving habits.
3. **Campus speed limit is 15 mph.** Our primary goal regarding vehicles is safety.
4. Directions of campus traffic signs and those directing traffic should be obeyed.
5. Vehicles must remain parked in assigned parking lot until students leave for the day.
6. Vehicles are not to be occupied during school hours, nor are students to sit in parked vehicles while waiting for school to begin.
7. Vehicles are not to be used as lockers or storage for books, athletic equipment or clothing, etc.
8. Parking permits will be issued when vehicles are registered and should be displayed in the upper right front windshield.
9. Vehicles must not display offensive or inappropriate window or bumper stickers.
10. Cars are not allowed to surpass cones and/or drive on grass. The cones are there for the safety of the elementary students.
11. Only park in designated spot, not in the fire lanes, handicap spots, or preschool spots. No parking in gym lot until after 3:30pm.

Student Life

Goals for 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/National 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.

ASCI Competitions

TCA is a member of the Association of Christian Schools International. We participate in many ASCI sponsored events, which may include the Spelling Bee, Math Olympics, Speech

Meet, Science Fair, Choral and Instrumental Music 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.

Athletics

Middle school athletes have the opportunity to participate in competitive girls and boys cross-country, soccer, basketball, tennis, golf and track. Girls may also play volleyball, and softball and boys may also play baseball. High school athletes play varsity level girls and boys cross-country, soccer, basketball, golf, tennis, and track. Boys may participate in baseball and girls in volleyball and softball. The Athletic Department has had much success as a member of TAPPS and will participate at the 2A level in 2008-2009.

Athletic Booster Club

The parent organization exists for the support of our athletes. Their purpose includes supporting the teams at games and tournaments, fundraising for items not able to be purchased from the budget, providing awards and scholarships at the Sports Award Ceremony and overall support of the athletic department. The organization also sells season passes for all middle school and varsity volleyball and basketball games.

Band

TCA's Secondary Instrumental Music program begins in 5th Grade band continues into the Secondary level (See the Elementary Handbook for Elementary Music information).

TCA offers 5th Grade Beginning Band, 6th Grade Intermediate Band, 7th-8th Grade Concert Band, High School Jazz Combo/High School Band. The Bands have various field trip performances during the school year and compete in ACSI, TAPPS, and other festivals. The Band has earned many awards at ACSI and TAPPS. Many TCA Band students have competed and qualified for TMEA/ATSSB Region Band.

All Secondary 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. Students who do not have computer access at home will need to complete their assignments at school. Computer acquisition for the Band room is pending at the time of handbook printing. Contact Mr. Lopez for more details.

Note: In order to keep you informed about upcoming Band activities, all parents are asked to provide the Band Director with their e-mail address and regularly check postings on the Edline Band Page.

Bell Schedule

Regular Schedule

1st-8:00-8:55
2nd-9:00-9:50
3rd-9:55-10:45
4th-10:50-11:40
MS Lunch-11:55-12:25
5th-11:45-12:25
HS Lunch-12:30-1:00
MS Study Hall-12:30-1:00
7th-1:05-1:50
8th-1:55-2:40
9th-2:45-3:30

Chapel Schedule

1st-8:00-8:40
Chapel-8:45-9:45
2nd-9:50-10:25
3rd-10:30-11:05
MS Lunch-11:55-12:25
5th-11:45-12:25
HS Lunch-12:30-1:00
MS Study Hall-12:30-1:00
7th-1:05-1:50
8th-1:55-2:40
9th-2:45-3:30

Pep Rally Schedule

1st-8:00-8:55
2nd-9:00-9:50
3rd-9:55-10:45
4th-10:50-11:40
MS Lunch-11:55-12:25
5th-11:45-12:25
HS Lunch 12:30-1:00
MS Study Hall-12:30-1:00
7th-1:05-1:35
8th-1:40-2:10
9th-2:15-2:45
Pep Rally-2:50-3:30

Cheerleaders

Trinity Cheerleaders promote spirit for both middle and high school sports. The squads are associated with Christian Cheerleaders of America and the Fellowship of Christian Cheerleaders. Cheerleaders cheer predominately at basketball games, pep rallies, the Fiesta activities and various other school functions. They attend regional and national

competitions and other local and state events. Tryouts are held each spring for the following school year.

Concerts

Concerts are given by the Music Department to showcase TCA's various instrumental/vocal ensembles. The Music Department Chairperson sets the number, dates, and time of these concerts. Because the Concert is the culmination of what has been rehearsed in class, concert attendance is required.

Fall Festival

The Fall Festival takes place the last Friday of 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. All families are asked to contribute a bag of wrapped candy and a minimum of 30 minutes of volunteering at the festival.

Field Day

TCA conducts an annual Field Day to promote family physical fitness. The whole family is invited out for a day of sporting fun.

Homecoming

Homecoming generally takes place during district basketball season the first week of January. In addition to selecting the homecoming court, themed days of dress and activities take place throughout the week. A pep rally precedes the evening's basketball games, which are attended by alumni and their families.

Junior/Senior Banquet & Prom

In the late spring, junior and senior students may attend a formal night of dinner, fellowship and dancing at a local hotel ballroom or country club. The junior class coordinates arrangements with the Administration. The senior class is honored for its longevity and contributions to the student body and the school. Members of the school faculty and administration participate in this event with the students.

Library

The TCA library is available to all students wishing to check out books, study, do research, finish homework or use computers. The library will be open 30-minutes before

and after school except on Tuesdays. All students are permitted 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 or return them late may lose their checkout privileges. Records and report cards will be held for outstanding fines or lost books. It is our goal to teach all students that using the library is a great privilege as well as a personal responsibility.

National Honor/Junior Honor Society

Students in 6th-9th grades are eligible for membership in TCA's eagle chapter of the National Junior Honor Society and 10th-12th grade students may be inducted into the National Honor Society Chapter. Students must meet criteria in the areas of character, scholarship, service, and citizenship to promote the cardinal qualities worthy of excellence. Students must also have an average of 88% or better be nominated for membership. Induction in this organization is held in early spring.

Principal's Honor Roll

Middle school and high school students who make all "A's" in all classes for all four quarters will be recognized for the Principal's Honor Roll. Semester exam grades will not be considered in determining this honor.

Printing/Copies

Any use of TCA printers or copiers will cost the students five cents per page. The money is to be paid to the Librarian or the Administrative Assistant.

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 7th-12th grades may choose journalism as their elective.

Service Projects

All secondary homerooms are required to adopt a service project for each school year. Previous projects have included supporting homeless children, Habitat for Humanity, Rainbow House, the San Antonio Food Bank, local nursing homes, and various other projects. One day per quarter will be provided for all classes.

Spiritual Life Camp

Secondary school students attend this fall retreat at HEB Camp in Leaky, Texas. 7th and 8th grade attend together and then 9th-12th grade attend together. The purpose of this retreat is to promote unity among the student body and focus on increased spiritual growth both individually and corporately as a student body.

Sports Award Ceremony

The sports award ceremony is held to honor and award athletes and cheerleaders. Desserts and coffee/tea are served, followed by the presentation of awards. The Athletic Booster Club sponsors this event.

Student Council

Secondary homerooms elect representatives to serve on the Student Council. The council convenes to discuss policy on students' issues. They also participate in service projects in the neighboring community. Each homeroom class will select 1 representative for every 8 students in the grade level.

Trips

The 8th grade class takes a mission trip every year at the end of April. Students plan all of the activities involved including Chapel services and praise and worship. Students raise money to make the trip possible for everyone. This is an important part of the 8th grade curriculum.

The senior class mission trip takes place in early March. TCA students are examples to the community of Godly living. The senior mission trip provides a final opportunity for students to corporately serve others less fortunate.

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 on the annual calendar.

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.

Extra Curricular Activity Eligibility

Extracurricular activities are considered a privilege and not a requirement. TCA has adopted an academic policy in line with the TAPPS guidelines for eligibility. In order to be eligible for participation in extracurricular activities such as athletics, band, and cheerleading, students must meet and maintain the following standards:

1. Students may not be failing more than one core class at the time report cards are distributed.
2. A student averaging less than 70% in two or more classes on the report card will be temporarily suspended from the activity until the interim progress report. If grades are brought up to the required standard at the next reporting (minimum of 15 school days after reporting period), the student may be fully re-instated to all activities.
3. A student participant must be enrolled in a minimum of 4 academic courses and be present at least 4 hours each day in order to be eligible for that evening's event. This includes practice.
4. Students who go home sick and do not return to class that day will not be eligible for the event. This includes practice.

Transcripts, Records, and Recommendations

Students needing letters of recommendations for college, scholarships, or job applications, should give a minimum of 5 days written notice. Request forms are available from the Administrative Assistant. Students needing transcript, official or unofficial, or other school records are also required to give at least 3 days written notice, using a request form from the Administrative Assistant. Official transcripts for college applications will be sent directly to the college or university requested. Only unofficial transcripts will be issued directly to the student or parent.

Parent Commitment and Cooperation Agreement

As part of the student enrollment or re-enrollment paperwork, all parent and guardians are required to sign the Policies Acceptance form pledging their support for the TCA organization.

Enrolling my student is evidence of my intent to complete the school year at Trinity Christian Academy.

Acknowledging that the Administration and Staff have my trust and believing that discipline is necessary for my child and the school, I agree that I will honor their judgment should disciplinary measures be recommended and administered in accordance with school policy. I understand that the school and classroom rules will be provided at the beginning of the year.

Regular prayer for the staff and ministry of TCA will be a priority for my family. I agree to the following based on the principles found in James 3. When I choose to speak of the school and staff, I will only speak favorable, and I will conduct myself in an appropriated Christian manner on school property and favorably all school functions regardless of their location.

In the event of a differing opinion between a staff member and my child, I agree to first discuss the situation with the staff member involved, realizing that my child may present only his/her side of the story. I understand that I may not take disciplinary measures into my own hands with another student. I further agree that should any misunderstanding or dissatisfaction continue to arise regarding any school or class policy that I will consult with the proper authorities-teacher, school administration- to resolve the situation as quickly as possible.

My student's registration is complete only when all monies and papers are received, filled out in their entirety and signed.

TCA believes that students are a gift from the Lord and belong to their parents, who are responsible for the conduct of their children. I promise to hold my student responsible for their inappropriate behavior in school. It is my understanding that I am financially responsible for any damage caused by my child to the church, school, or individual's property.

To be kept in each 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 any 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 addition, 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.