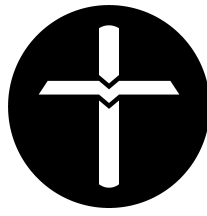


**Trinity Christian Academy
Early Ed Handbook
2023-2024**



TCA parents and students are expected to read, respectfully adhere to, and refer to the Trinity Christian Academy Early Ed Handbook in its entirety.

**Trinity Christian Academy
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Trinity Christian Academy does not discriminate on the basis of age, race, color, handicap, or national origin in its dealings with employees, students, the general public, applicants for employment, educational programs, activities, or access to its facilities.

Mission Statement

God has called Trinity Christian Academy to assist Christian families and their churches in providing a Biblically directed, academically excellent education that equips students to be Godly leaders and servants in their homes, churches, and communities. *(Adopted 2003)*

Vision Statement

Our vision is to train young champions for Christ who are equipped to serve the Lord by being prepared spiritually, academically, and physically.

Philosophy of Christian Education

God calls His people to raise their children in a context where love for God and communication about Him are present in their homes and lives. God has revealed Himself to man, and His revelation is central to all of life and learning. Christian education teaches and applies the content of Scripture to help students see the world and all academic disciplines from the viewpoint of the Creator.

“Hear, O Israel: The LORD our God, the LORD is one. Love the LORD your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be on your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. Tie them as symbols on your hands and bind them on your foreheads. Write them on the doorframes of your houses and on your gates.”
Deuteronomy 6:4-9

“Train a child in the way he should go, and when he is old he will not turn from it.” Proverbs 22:6

Our basic philosophy is succinctly stated by **Romans 11:36**, *“For of Him and through Him, and to Him are all things; to whom be glory forever.”*

2023-2024 School Verses - Romans 12:9-13 - NLT

Don't just pretend to love others. Really love them. Hate what is wrong. Hold tightly to what is good. Love each other with genuine affection, and take delight in honoring each other. Never be lazy, but work hard and serve the Lord enthusiastically. Rejoice in our confident hope. Be patient in trouble, and keep on praying. When God's people are in need, be ready to help them. Always be eager to practice hospitality.

Board And School Governance

Trinity Christian Academy is governed by a Board of Trustees. The primary function of the Board is to act as the guardian of the mission of Trinity Christian Academy, to develop the major institutional policies, to hire and manage the Head of School as its single employee, and to be responsible for the financial viability and stability of the school. The Board appoints out of its membership such committees as it may deem necessary for the performance of its duties.

The Board of Trustees consists of persons who are members of a recognized Christian, Biblical church that believes in the Triune God, Father, Son, and Holy Spirit, and Jesus Christ as the only Savior of men. The Board members affirm the Purpose Statement, Doctrinal Statement, and Educational Statement of Trinity Christian Academy. No more than one half of the Board shall be members of the same denomination. The Board is self-perpetuating, with a systematic Board-appointed nomination and election process in place to fill vacancies resulting from expiration of terms.

The day-to-day operation and management of the school rests with the Head of School, the administrative staff, and the faculty.

Administration, Faculty & Staff

A complete listing can be found on our website tcalions.com

Purpose Statement

(TCA Bylaws, Article 2)

TRINITY CHRISTIAN ACADEMY EXISTS TO:

- ❖ offer a strong academic Christian Education based on:
 - a. The Bible as God's inerrant, infallible Word
 - b. The fact that Jesus Christ is not only the Savior of men, but is also the Lord over every area of life, including our minds, bodies, finances, possessions, and family life.
- ❖ maintain a Christian education founded in the child's relationship to God as taught in the Scriptures so that a child's personality is developed by instruction in God's truth.

“And He is the image of the invisible God, the firstborn of all creation. For in Him all things were created both in the heavens and on earth, visible and invisible, whether thrones or dominions or rulers or authorities – all things have been created through Him and for Him. And He is before all things, and in Him all things hold together”. Colossians 1:15-17
- ❖ educate children so that they live a life of obedience to God, they commit their life to Jesus the Christ, as their personal Savior and Lord, they know God's Word and His creation, they love their fellow man and they are stewards in their God-given cultural task.
- ❖ offer Christian parents and churches a medium through which they can fulfill the responsibility they have freely taken when they dedicate, make an agreement or undertake a covenant with the Lord to rear the child by Christian principles, set a Christian example and offer Biblical education. That is, we believe that Christian education is the Christian community's responsibility and that this school will assist in providing that education.
- ❖ hire Christian teachers who are committed to the Doctrinal Statement of Faith of this school and use it in their authority in character training, discipline and instruction, and to live it as a model for children.
- ❖ have a curriculum based on the Bible and the truth found therein, and to use textbooks and materials in all grades wherever possible, which affirm and support the Christian commitment of the school.
- ❖ accept all children of any race, color, and national or ethnic origin who could thrive and grow in such a school and whose parents affirm and support the Christian commitment of the school.
- ❖ have a Board of Trustees with the same Christian faith, lifestyle and affirmation, as would be required of the faculty, and who endorse both the Doctrinal Statement of purpose of Trinity Christian Academy.

The Trinity Difference

TCA offers Christian parents a partnership of biblical truth and discipleship with their child's formal education, their local Bible believing church, and their homes. Christian Education at Trinity recognizes that God's word is the measure of all things, the scale on which His people are to weigh all issues of life. He is the foundation of true education. "In whom are hidden all the treasures of wisdom and knowledge."

Colossians 2:3

- ❖ TCA's mission, vision, and supporting programs/policies all seek to honor and uphold the power, love, and hope of Christ.
- ❖ The Holy Bible is the source of truth at TCA.
- ❖ Courses are taught from the Christian perspective in order to teach the student that God plays a most important role in every area of our lives.
- ❖ We believe that the single most important thing a child must learn is to have the proper relationship with God. Everything we do at our school is done with this basic foundation. Matthew 22:37 - "*You shall love the Lord your God with all your heart, and with all your soul, and with all your mind.*"
- ❖ TCA seeks to educate and minister to the mind, body, and spirit of its students.
- ❖ TCA recognizes its mission as a partnership with home and church.
- ❖ Administration, teachers, and staff are dedicated Christ-followers.
- ❖ Administration, teachers, and staff feel called to serve in Christian Education.
- ❖ TCA provides a rigorous academic program that promotes excellence for varied learners.
- ❖ The school provides athletic and extracurricular activities that promote opportunities for character training and growth.
- ❖ TCA encourages students to use their God-given gifts and talents for His glory.
- ❖ TCA encourages its students to serve others as representatives of Christ.

Trinity Christian Academy exists to help train the child to be a faithful servant of God, to encourage students to seek Him in every aspect of their lives, and to help equip students to fulfill God's will for their individual lives. Our goal is that TCA students grow in their faith and love for the Lord and that they seek and serve Him throughout their lives. We work to strengthen our students' knowledge and application of Biblical Truth and of the transformational salvation of Christ so that their foundation and peace is in Him, and not in the world.

"And do not be conformed to this world, but be transformed by the renewing of your mind, that you may prove what the will of God is, that which is good and acceptable and perfect." Romans 12:2

"And He gave some as apostles, and some as prophets, and some as evangelists, and some as pastors and teachers, for the equipping of the saints for the work of service to the building up of the body of Christ; until we all attain to the unity of the faith, and of the knowledge of the son of God, to a mature man, to the measure of the stature which belongs to the fullness of Christ. As a result, we are no longer to be children, tossed here and there by craftiness in deceitful scheming; but speaking the truth in love, we are to grow up in all aspects into Him, who is the head even Christ, from whom the whole body, being fitted and held together by that which every joint supplies according to the proper working of each individual part, causes the growth of the body for the building up of itself in love."

Ephesians 4:11-16

"The second (commandment) is like it, You shall love your neighbor as yourself." Matthew 22:39

TRINITY CHRISTIAN ACADEMY
Statement of Faith
Doctrinal Statement
(TCA Bylaws, Article 3)

The basis of Trinity Christian Academy is the infallible Word of God, written, known as the Scriptures of the Old and the New Testaments, as they are interpreted in the historic, evangelical confessions of Christian faith. In accordance with these confessions, we hold unreservedly to the sovereignty of God as taught in Scripture and as specifically revealed in the Lordship of Jesus Christ over the world and thus over every department of human activity, thereby recognizing these Scriptures as the supreme and final standard for life. Trinity Christian Academy is not a church nor is it subject to any ecclesiastical organization but works with and through such bodies to aid and benefit both this school and such church bodies with which it may be associated. Therefore, the school is committed to and subscribes to the following articles of belief:

THE BIBLE - We believe the Scriptures of the Old and New Testaments to be inspired by God, inerrant in the original writings, and accurately maintained over the ages by God's Spirit. They are the only supreme and final authority for the rule of faith and life for all men.

GOD - We believe in only one living and true God, Who externally exists in three persons: Father, Son, and Holy Spirit, having one substance, power and eternity, perfectly sovereign, holy and unchangeable and infinite in being.

MAN - We believe that man and the universe were created by an immediate and direct act of God. Also, we believe that man was created in the image of God, but he chose to sin and thereby incurred not only physical death but also spiritual death which is eternal separation from God and that all human beings are born with a sinful nature and become sinners in thought, word and deed. All human beings stand accountable before and to God for their sins.

JESUS CHRIST - We believe that Jesus Christ was begotten by the Holy Spirit, born to the Virgin Mary, and is truly God and truly man, yet one Christ, the only mediator between God and man. Also, we believe that He was crucified on a cross, died and was buried and resurrected by God. He ascended into heaven and sits at the right hand of God the Father as our High Priest, King and Savior of His Church.

SALVATION - We believe that the Lord Jesus died for our sins according to the Scriptures, as a representative and substitutionary sacrifice and that all who believe in and trust in Him alone are justified on the grounds of His shed blood and perfect, righteous life. We further believe that all who receive the Lord Jesus Christ by faith are born again by the Holy Spirit, and thereby, become children of God and are being sanctified by God.

SECOND COMING - We believe that our Lord and Savior Jesus Christ will personally return and set up His Kingdom wherein He will rule and reign in righteousness.

FINAL RESURRECTION - We believe in the bodily resurrection of the just to eternal blessedness according to the pattern of Christ's own glorious body and the bodily resurrection of the unjust to eternal punishment.

Statement on Marriage, Gender, and Sexuality

(TCA Bylaws, Article 3B)

Consistent with the Bible and Trinity Christian Academy's Foundational Doctrines, we believe the following:

- *God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen. 1:26-27) Rejection of one's biological sex is a rejection of the image of God within that person.*
- *The term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen. 2:18-25) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (I Cor. 6:18; 7:2-5; Hebrews 13:4) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.*
- *Any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt. 15:18-20; I Cor. 6:9-10)*
- *In order to preserve the function and integrity of Trinity Christian Academy as the local Body of Christ, and to provide a Biblical role model to the students and other members of the Trinity Christian Academy community as well as the community at large, it is imperative that all persons employed by Trinity Christian Academy in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22)*
- *God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11)*
- *Every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Trinity Christian Academy.*
- *The Christian family was the first institution ordained by God through which future generations are raised to live Godly lives and glorify God, living lifestyles in keeping with scripture. We define God's design for the family, ideally, as a husband and wife joined together in holy marriage, partaking in God's command for procreation and having children whom they instruct in Biblical principle, participate with them in a local church and seek to model their faith in their daily lives. In today's culture, God's ideal does not change, but we recognize that there are single parents and blended families (a parent remarries someone of the opposite sex). Regardless of the reasons for current circumstances, we value the commitment to God's standard for marriage and family through our admission process, instruction on the family, and ministries of the school. We consider homosexual relationships and cohabitation to be sin and in rebellion to God's standard for the family. (Gen. 2:23-24 and Deut. 4-9)*

TRINITY CHRISTIAN ACADEMY

Educational Statement

(TCA Bylaws, Article 4)

Section 1 - Preface. The presupposition upon which the educational philosophy of Trinity Christian Academy is based is that God as described by the Bible exists. Thus, we believe that there are absolutes and that these absolutes imply antithesis. Upon no other foundation can a system of logic or reason which will yield a meaning for life be built.

God's word is the measure of all things, the scale on which His people are to weigh all issues of life. He is the foundation of true education. As we see it, the purpose of education is to train the child to be a faithful servant of God, to seek to be holy as He is Holy, and to be equipped to fulfill God's cultural mandate and the Great Commission.

As Christian parents, we have the God given responsibility to educate our children. God has set the basic center of learning; the church and school are but an extension of the Christian home. Since indeed this is true, then we logically believe that Christian education should extend not only through the church but also the school.

Believing that all truth is a manifestation of God's sovereignty in creation, we desire to establish and maintain a school, which in its ultimate purpose glorifies and reveals God. Man, made in the image of God, is responsible to God in all things, therefore, his education must enable him to understand and use the created universe and to live by the precepts which God has established for Godly living. Knowing that man has chosen to glorify himself and worship his own works rather than worship and glorify God, we understand that our students have a nature which hinders them from achieving the objectives which we have named. However, knowing that the Lord, himself, has provided a way for these children to reach their full potential through His payment for sin on the cross, we realize that each child here has a unique and valuable place in the plan of God and must be highly esteemed and respected.

It is therefore important that our ministry to the student must be well-rounded; introducing him to the redeeming work of Christ, helping him to appreciate himself and his fellow man, and enabling him to take his proper position in creation as one who bears the image of God and exercises dominion over created reality.

Our basic philosophy could be succinctly stated by **Romans 11:36**, "*For of Him and through Him, and to Him are all things; to whom be glory forever.*"

Section 2 - Education. Therefore we believe that Christian education is necessary not only for the believing child to nurture him the hours he is away from home. Furthermore, we believe every opportunity should be made to provide Christian teachers concerned with the spiritual growth of the child in which the Holy Spirit may work in an unbelieving or a believing child to draw him to Himself.

Education at Trinity Christian Academy will cover the four areas in a child's life based on **Luke 2:52** - "*Jesus increased in wisdom and stature, and in favor with God and man.*" These four areas are academic, physical, spiritual and social.

Section 3 - Academic Education

1. Our academic objective is to provide a well rounded curriculum; one which will meet the scholastic needs of all students.
2. The key to quality academic instruction is the teaching staff. Teachers in all academic subjects should be highly qualified teachers who have a clear Christian testimony both in word and deed; and be truly concerned for the spiritual well being of the child as an individual and collectively as part of the body of Christ.
3. The size of the classroom is also important and we will strive to keep the teacher-student ratio low.
4. In addition to academic subjects, we will also offer Bible as a required course. We will also have strong emphasis on instruction in patriotism, respect for authority, and the free enterprise system.
5. Every course will be taught from the Christian perspective in order to teach the student that God plays a most important role in every area of our lives. We will use Christian curriculum.
6. Our objectives are supported by the following listed scriptures:

Colossians 2:3 - *“In whom are hidden all the treasures of wisdom and knowledge.”* **Colossians 2:8** - *“See to it that no one takes you captives through philosophy and empty deception, according to the tradition of men, according to the elementary principles of the world, rather than according to Christ.”*

Psalm 111:10 — *“The fear of the Lord is the beginning of wisdom.”*

Section 4 - Physical Education

1. We believe that the body is the temple of the Holy Spirit and thus we will teach our children how to take proper care of the bodies the Lord has given them. This should involve instruction in proper eating habits, rest and exercise;
2. We want to have a strong intramural program for both boys and girls. At all levels, we will strive to reward effort and dedication to build Christian character as well as rewarding ability.
3. Corporate or individualized sports will be given according to the needs of the students.
4. Our objectives are supported by the following listed scripture:

I Corinthians 3:16-17 - *“Do you not know that you are a temple of God, and that the spirit of God dwells in you. If any man destroys the temple of God, God will destroy him, for the temple of God is holy, and that is what you are.”*

Section 5 - Spiritual Education

1. We believe that the single most important thing a child must learn is to have the proper relationship with God. Everything we do at our school is done with this basic foundation. **Matthew 22:37** - *“You shall love the Lord your God with all your heart, and with all your soul, and with all your mind.”*
2. We believe the Bible is the inspired, infallible Word of God. We will stand firm on our Doctrinal

Statement, (Article 3). We will not take a dogmatic stand on mode of baptism, eschatological issues or the special gifts. **II Timothy 3:16**, “*All Scripture is inspired by God and profitable for teaching, for reproof, for correction, for training in righteousness.*”

3. We believe that our children should be equipped both for spiritual battle in this world and to function in the body of Christ learning to die to self and live unto Christ. Our objectives are supported by the following scriptures: **Ephesians 4:11-16**, “*And He gave some as apostles, and some as prophets, and some as evangelists, and some as pastors and teachers, for the equipping of the saints for the work of service to the building up of the body of Christ; until we all attain to the unity of the faith, and of the knowledge of the son of God, to a mature man, to the measure of the stature which belongs to the fullness of Christ. As a result, we are no longer to be children, tossed here and there by craftiness in deceitful scheming; but speaking the truth in love, we are to grow up in all aspects into Him, who is the head even Christ, from whom the whole body, being fitted and held together by that which every joint supplies according to the proper working of each individual part, causes the growth of the body for the building up of itself in love.*”

Philippians 3:8- “*More than that, I count all things to be loss in view of the surpassing value of knowing Christ Jesus my Lord, for whom I have suffered the loss of all things, and count but rubbish in order that I may gain Christ.*” **Ephesians 6:10-18** - “*Finally, be strong in the Lord, and in the strength of His might. Out in the full armor of God, that you may be able to stand firm against the schemes of the devil. For our struggle is not against the rulers, against the powers, against the world forces of this darkness, against the spiritual forces of wickedness in the heavenly places. Therefore, take up the full armor of God, that you may be able to resist in the evil day, and having done everything to stand on the breastplate of righteousness, and having shod your feet with the preparation of the gospel of peace; in addition to all, taking up the shield of faith with which you will be able to extinguish all the flaming missiles of the evil one. And take the helmet of salvation, and the sword of the Spirit, which is the word of God. With all prayer and petition pray at all times in the spirit, and with this in view, be in the alert with all perseverance and petition for all the saints.*”

4. Although our basic function is to provide instruction in the Christian doctrine and Christian living, we believe the most healthy spiritual growth comes from a program involving output as well as intake. Consequently, we will involve the students in some type of Christian outreach, such as personal evangelism, group evangelism, Bible studies, prayer groups, neighborhood bible clubs, summer Christian camp programs, etc. Our objectives are supported by the following listed scripture:

Matthew 28:18-20 - “*And Jesus came up and spoke to them saying, All authority has been given to Me in heaven and on earth. Go therefore and make disciples of all the nations, baptizing them to observe all that I commanded you; and lo, I am with you always, even to the end of the age.*”

Conflict Resolution Policy - Matthew 18 Principle

We ask that each member of the TCA family address conflicts by applying the *Matthew 18 Principle*, which encourages us to go directly to the one with whom we have conflict to seek Christ-honoring resolution. If the conflict can be resolved, it ends at that level. If it is not resolved, the parties are then encouraged to seek the next step of resolution by meeting together with the next person in authority.

TCA is a community that seeks to honor God in all things. Conflict is inevitable in a community; however, Christ-honoring resolution and peace is our goal.

TCA expects its parents to:

- Willingly accept, adhere to, and assist their student(s) to honor school guidelines and the Student Honor Code with a positive spirit and an attitude that communicates a desire to comply and to respect the school community.
- Demonstrate and model good sportsmanship at athletic events; strive to be gracious in defeat and respectful in victory.
- Bring any classroom, academic, or teacher concerns to the teacher first; if resolution is not found, then contact the Early Education Director.
- After following the *Matthew 18 Principle* of conflict resolution, bring any concerns regarding Lower School Administration to the Head of School.
- Communicate with Mrs. Kym Mayes regarding all Lower School (EE-5) attendance notifications and needs. (kym.mayes@mytcalions.com)
- Worship regularly with other believers (at least one parent).
- Agree with the school's Doctrinal Statement of Faith (at least one parent).

TCA Early Education Program

We are excited about our early education team and the opportunity to partner with you as we teach your child not only academically but also spiritually. Our staff, teachers, and assistants are here to work alongside you and help your child become the man or woman God has called them to be. Our teachers are here to love your children, teach them academically, and help them to grow in Christ. All of this will be done through planned and prepared lessons, hands-on learning, and special auxiliary classes-art, music, library/technology, Stem, and P.E. This is the age where children are like sponges and soak up everything. We want them to learn and be challenged as they grow. Thank you for allowing us to be partners with you and entrusting your children to our school. We are excited to serve you.

Developmental Goals

Physical Development - To provide ample opportunities through games and play for children to develop and control their large muscles. To develop small motor skills through age-appropriate activities such as art, puzzles, playdough, beads, writing, and manipulative toys. To encourage healthy, independent eating habits, and proper rest.

Social Development - To give each child the opportunity to interact with their peers and mature Christian adults in order to stimulate social growth and relationships. This will be accomplished through free play, small and large group interaction, music, and by the supportive relationship between the staff and the child.

Cognitive Development - To prepare the environment so that it provides stimulating and challenging materials that will encourage each child to observe, interact, and seek solutions; therefore truly learning. Some of the activities will include age-appropriate games, stories, poems, and fingerplays. Concepts such as phonological awareness (listening, sounds, rhyming), numbers, shapes, and colors will be developed through learning centers.

Emotional Development - To teach children to express but also control their emotions appropriately. To comfort children through stressful times. To be examples of love, joy, peace, patience, kindness, goodness, faithfulness, and self-control and encourage these characteristics in each child.

Spiritual Development - To teach children that God created them and loves them. To introduce scripture memory so children can hide the Word in their heart. To teach Bible lessons applicable to each child's life, so they are doers of the Word.

TCA'S EARLY EDUCATION PROGRAM

Staff - The teachers at Trinity are dedicated Christians with a desire to minister to the children and work with the parents to provide the highest quality education and care in a safe and loving environment. Certified teachers plan and implement daily activities to provide opportunity for growth in all areas of development. All staff members are qualified by education, training, and experience to give the best possible care for your child. Regularly scheduled professional development enhances the staff members' knowledge of safety and child development.

Infants (1:4)- The Infant program provides a safe, loving environment where you can feel confident that your child is being cared for and nurtured in a loving Christian environment. Our teachers are dedicated to the care of your child and are CPR certified. Your child will learn daily through music, stories, and play. This will help your child's development in cognitive, language, and motor skills. They will learn about Jesus through stories and songs and will be shown the love of Jesus daily.

Toddlers (1-5) and Two-Year-Olds (1-6) - Our active young Little Lions enjoy a day full of singing, stories, play activities, and games to introduce early learning skills. Weekly themes develop a firm Christian foundation as children participate in activities to develop language skills, fine motor control, social skills, and a love for learning. Each class has a certified teacher and a full-time assistant who provide developmentally appropriate instruction and education-based play, as well as, individual, small group, and whole class activities. We also assist children in potty training.

Three-Year-Olds (1:8) – (Age 3 by August 15th) Monthly themes and bright learning centers with a variety of interesting activities are designed to develop social and learning skills. The curriculum offers exposure to academic readiness skills in Reading, Writing, and Math. Bible, circle time, music, and outdoor play allow students to explore and learn in large and small groups or independently. Each child's curiosity, creativity, and self-esteem are enhanced in the loving atmosphere of our program.

PreKindergarten (1:13) – (Age 4 by August 15th) Future success in reading is encouraged with a literacy-rich environment and research-based pre-reading instruction. In PreK our goal is to teach children letter identification, letter sounds, patterns and begin word families. Children are also involved in a variety of activities including Bible, hands-on math, and fine motor development, as well as organized and free play in interactive learning centers that appeal to different learning styles. Children learn to respect God, to cooperate with others, and show consideration while learning to appreciate their unique God-given qualities. Special days and daily outdoor play enrich their school and learning experience.

Communication

Teachers send home daily communication to let you know the important information and highlights of your child's day. Teachers are also available through email if you have any questions or concerns. A good way to stay informed about all of the things going on at TCA is through the monthly newsletter. You can also find more information on the web site www.tcalions.com.

It is very important that you open your account in Renweb. It is a key component of our school to home communication. It is also the way we send vital information to you concerning emergencies or school closings. Please contact Jay Cashion (jay.cashion@mytcalions.com) if you have any questions or require assistance getting started.

Screenings/Conferences

Professional screenings for hearing and development in speech begin in Prek. Teachers assess all areas of development throughout the school year. All parents will have the opportunity to meet with the teacher on scheduled conference days or whenever requested.

Lunch

Students can bring their lunch to school or buy lunch from our hot lunch program provided by MMI. Lunch is paid out of your lunch account as needed. Information for opening an account with MMI is available on the web site or at school. Early Ed students eat in their classrooms. If your child brings their lunch to school please include all necessary items such as napkins, and eating utensils. Food should be ready to eat (cut in pieces, assemble lunchables). Microwaves are not available. Please do not send food that needs to be heated. Infants and Toddlers must bring their food. Cereal can not be fed in a bottle but has to be spoon fed. **REMEMBER WE ARE PEANUT FREE.**

Birthdays and Holidays

We welcome birthday treats as a part of the celebration of your child's special day. Let the child's teacher know when you will be bringing a treat for the class. Parents are asked to be sensitive to the feelings of classmates when planning any party outside of school. Invitations to outside parties may not be given out at school unless the entire class is invited. The method and time of distributing invitations will be determined by the teacher.

Auxiliary Classes & Chapel

Early Education students, excluding Infants, Toddlers and 2's, participate in the Early Education chapel on Wednesdays. Chapel dress is not required. 2 and 3 year old classes participate in an auxiliary class each day. They have Music, P.E., Library/Technology, Art, and STEM.

Supply List

The supply list for each grade level is posted on the web site. Cots and mats are provided. You will need to bring your own mat cover.

School Pictures

Individual and class pictures will be taken during the school year. These dates will be announced.

School Calendars:

The 2023-2024 School Calendar can be accessed at the following link:

- [Early Ed Calendar](#)
- [TCA School Calendar](#)

Peanut Free Policy

We are Peanut Free at Trinity in Early Ed and Elementary. A child with a serious peanut allergy can suffer a reaction merely by touching a peanut-containing food or surface. Strict avoidance is the only way to prevent a life threatening allergic reaction. We are asking for your help as we work to provide all students with a safe school environment.

Please adhere to the following safety guidelines:

- Please do not send any peanuts, peanut butter or foods containing peanuts or made with peanut oil. This is for lunch as well as snacks.
- If you would like to send baked goods for parties, please be careful about the ingredients and cross contamination.
- If your child has eaten any food containing peanuts or peanut butter before coming to school, then please be sure that your child's hands and face have been thoroughly washed before entering the school.

Transportation

Early Ed Transportation Plan (Arrival/Dismissal Procedures)

Children travel to and from Trinity Christian Academy in private vehicles with parents or caregivers. A personal transportation plan is kept on file in the school office.

Morning Drop-Off (7:30 – 8:00):

- Drive in through the Main Entrance and then take the first left into the parking lot. Drive through the lot to the last section for convenient parking.
- Park in the parking lot. There is no parking in the circle drive.
- Assistants are at the cross walk until 7:45 to help you bring your child safely into school.
- Enter the building at the elementary entrance between 7:30 – 8:00 am. **Please hold your child's hand in the parking lot and walk in beside them. Please do not allow them to walk through the parking lot or the crosswalk without you.**
- Parents or authorized representatives must sign the child in each morning at the child's classroom. The sign in/out sheet will be in the hallway. Please refrain from entering the classroom for the safety of kids currently in the room. If for some reason infant parents need to enter the classroom we ask you to put on booties over your shoes.
- SCHOOL BEGINS AT 8:00.
- **If you arrive after 8:00, you must use the main entrance and go through security. Please do not use the call button on the elementary end.**

Afternoon Pick-Up (2:30 – 3:00):

- Park in the parking lot. There is no parking in the circle drive.
- Enter through the elementary entrance to pick your child up.
- Students must be picked up and signed out in their classrooms. Only authorized persons will be allowed to pick your child up from school. We ask that you pick your child up at the door instead of entering the classroom. This will allow teachers' dismissal to run smoother and safer. This is not a time that the teachers are able to conference.
- Families with a child in Little Lions and siblings PreK-5th grade will come to the office and ask Mrs. Kym to call the older student to the Paw Print. Please do not go to the classroom of the older siblings (PreK – 5th Grade).
- **All students should be picked up by 3:00 pm unless they are after school students.**

After school pickup (3:15-5:30)

- Enter through the elementary entrance to pick your child up. Push the call button on the outside box. You will need to state your name and who you are here to pick up.
- Students must be picked up and signed out in their classrooms. Only authorized persons will be allowed to pick your child up from school. We ask that you pick your child up at the door instead of entering the classroom. This will allow teachers' dismissal to run smoother and safer.
- Students should be signed out by 5:20 pm each day. This will allow us enough time to account for all students, organize and clean rooms, and prepare for the following day. Please note that the doors to our facility will close promptly at 5:30. A late fee of \$25. Per day will be charged to the students FACTS account for any student not picked up. In the event of an emergency that keeps you from picking up on time you may contact Brittney Thompson, After School Director.

Transportation Notes for ALL Early Education students

- **Only Parents will be allowed to pick up Early Ed students unless a written document from the parent states otherwise. Each morning please inform the teacher if someone other than the legal guardians will be picking up your child. A legal form of identification must be presented at the time of pickup.**
- Any changes in afternoon transportation plans must be called in to school before 2:15 pm..

Restroom Procedures

TOILET TRAINING

In our **Little Lion 2's** classrooms, when you feel it is time to start toilet training, the teachers and staff will assist you. If you have already begun this process at home, we will help continue this at school. We believe that toilet training should be a positive experience at home as well as school. Please dress your child in elastic waist pants or shorts (no onesies or belts). Talk to your child's teacher when you are ready to begin toilet training. The two year old teachers will go over guidelines that are in place regarding the transition from diapers-pullups to underwear. Once your child has started the process and **has been successful at home for 2 weeks** we can begin to incorporate and help with the process at school. We have to be mindful of class ratios at all times. *Children may wear underwear once they have been COMPLETELY accident free (including BM's) at school for two weeks.

Little Lion's

- Children are required to be FULLY potty trained by 42 months of age.
- If your child is not 42 months of age and is not fully potty trained they MUST wear pull-ups that have velcro on the side. No diapers.
- Children are not put into underwear until they have been completely accident free AT SCHOOL for two full weeks.
- Parents can allow the child to be in underwear for many consecutive days at home. If they are successful at home they still must remain in a pull up and be accident free for two weeks at school. They can come to school with underwear over the pull-ups. That way they will have a protective layer to protect school surfaces, should they revert back to accidents.
- Parents may be called to assist their child with toileting/clean-up in case of accidents since **there is not a changing table in 3 year old rooms** and ratios must be maintained. If a child in a 2 or 3 year old room should continue having frequent accidents on a daily basis, the parent will be asked to "take a break" from school until potty training is achieved.

-A potty trained child is a child who can do the following:

- 1) Be able to TELL the adult they have to go potty BEFORE they have to go. They must be able to say the words "I have to go potty" BEFORE they have to go.
- 2) Be able to pull down their underwear and pants and get them back up without assistance.
- 3) Be able to wipe themselves after using the toilet.
- 4) Be able to get on/off the potty by themselves.
- 5) Be able to wash and dry their hands.
- 6) Be able to go directly back to the room/activity without directions.
- 7) Be able to postpone going if they must wait for someone who is in the bathroom or if we are outside and away from the classroom until we can get to a bathroom.

A fully potty trained child is one who can go pee and have a bowel movement on the potty. If they just go pee they are NOT fully potty trained.

PreKindergarten

All students in PreK should be independently using the restroom and able to snap or pull up their own pants. It is recommended that PreK students purchase the E-Z clasp uniform belt if they need to wear a belt. Belts are not required in Pre-K.

Teachers will assist the child if necessary. Try not to be alarmed if your child has accidents the first few days of school. The children will be excited about their surroundings and may forget to go. This is normal and should correct itself once the children get used to their new routine.

However, if accidents continue on a regular basis, a conference will be called to determine if the child is allowed to remain in the PreK program.

All children will be frequently reminded to go to the restroom at regular intervals during the day, but will also be allowed to go to the restroom on an "as needed" basis. Be sure to tell your child it is okay to ask a teacher for help. Doing so may calm fears about what to do when a problem arises. Students will receive assistance when they ask the staff for help. All children will be frequently reminded to wash their hands to prevent disease and/or infection.

Emergency Closing of School

In case of bad weather, TCA will announce an emergency closing of school through the news media and text messaging. TCA will not necessarily follow the Jackson-Madison County School system regarding closings. On the days when there is a question regarding the weather, students and parents can keep posted by listening to the local TV and radio stations. Unless the announcement is made that school is closed, students should assume that school will be open. When a decision concerning a closing is made, an announcement will also be placed on the website and Phone Message System.

Medical

Stay home if you are sick. If a student is ill, he/she will not be allowed to come into school. We will all stay healthier if he/she remains at home until he/she is well. Please do not send your child to school if they have the following conditions:

**Fever over 100°
Conjunctivitis
Impetigo
Diarrhea
RSV**

**Chicken Pox
Measles or Mumps
Vomiting
Hand Foot and Mouth
Pink Eye**

**Lice/ need proof of treatment
Flu
Staphylococcus aureus
Covid 19**

Children should be free from the above symptoms for 24 hours before returning to school. If your child is given drops for pink eye they must have the drops for 24 hours before returning to school.

It will be the teacher and directors discretion if the child's needs can be met in the classroom.

Medications Policy

Teachers and assistants are not allowed to dispense medication to students. All medication, including prescription, over the counter, asthma inhalers, etc. must be brought to the elementary office by a parent. If your child requires medication to be dispensed at school the following guidelines must be followed:

1. The medication must be in the original container and include the dosage instruction label.
2. All medication must be kept in the elementary office.
3. Parents are responsible for bringing medicine and picking up empty containers.
4. If the nurse is not available to administer breathing treatments parents will be required to come to school and give the treatment.

School personnel can administer basic first aid to your child. Emergency situations will be dealt with as the situation dictates, and only until we are able to contact the home or follow the designated procedures prescribed by the student's parents. Medicine is not allowed to be added to the Infants bottles.

First Aid - Minor Injuries

Those students receiving minor injuries will be sent to the elementary school office or the nurses office.. If appropriate, treatment will be given by a staff member. If it is more serious in nature and requires professional assessment and care, a parent or emergency friend (someone who is available and easily contacted by TCA) will be called so the student can be taken to a medical facility.

First Aid - Major Injuries/Serious Illnesses

In the event of a serious injury or illness, TCA reserves the right to call emergency personnel to assist in the care of the individual. Every attempt will be made to contact the parent before doing so.

Illnesses During School Hours

Students who become ill during the school day will be sent to the elementary receptionist or school nurse, who will call parents to come for the student when this is deemed necessary. It is important that the school has emergency contact telephone numbers in case your child needs to leave for any medical reason. Please notify the office of phone number and address changes. When neither parents nor the emergency friend listed can be reached, the student who is too ill to attend class will remain in the elementary office or with the nurse until someone can be contacted. It is the parent's responsibility to come or send someone for the sick student immediately since the school may not be equipped with proper facilities or personnel. Parents should come to the elementary office to notify them they are checking their child out.

Dress Code/Uniforms

Modesty and neatness are the basic ideas behind the TCA uniform dress code. The dress uniform is part of your normal responsibility as a TCA student. It's not optional, and your cooperation is anticipated. Clothing and apparel not specifically mentioned is not acceptable.

Uniform pants (for girls and boys) may be purchased from vendors other than the Uniform Source as long as they reflect the same style, color and fit as the Uniform Source uniform pants. Pants which do not reflect all three aspects mentioned will not be considered in code. This applies to uniform PANTS and SHORTS only.

***Other Trinity uniform pieces (tops and bottoms) must be purchased from the Uniform Source.**

Dress Code/Uniforms Enforcement

Uniform dress code compliance is the normal responsibility of a TCA student and parent. It is not optional, and each student's cooperation is anticipated. The following procedures are designed to deal with violations in a fair and deliberate manner. When a student is out of dress code, all efforts will be made to discreetly correct it. If necessary, a parent will be notified and the necessary arrangements will be made to correct the situation. A Dress Code Violation note will be sent home. Repeated offenses will result in further disciplinary actions.

TCA's dress code supports the school's mission and serves to:

- Equip students with developing respect for authority, policies, and procedures
- Limit distractions in the learning environment
- Reduce peer competition based on clothes, outward appearance, and affluence
- Decrease focus on the superficial and emphasize the focus on inner values and character
- Enhance school spirit
- Support campus safety

Parent Expectations

- Students are expected to be in dress code on the first day of school and each day of school thereafter, unless otherwise instructed by Administration.
- Dress code compliance is the responsibility of the TCA student and parent(s). Parent support is needed to make sure students are in dress code daily.

Important Notes

- Girls skirt length has become a dress code issue and distraction to a positive and respectful school culture. Compliance is needed and required from students and parents. In 3rd grade and above, all skorts/skirts are to be no greater than two inches from the top of the knee.
- All uniforms, whether new or previously used, are to meet current dress code policy.

- Hair colors need to be limited to natural shades. No primary, pastel, or neon colors. This includes purple. Extreme hairstyles are not permitted.

Girls Dress Mix and Match Options

Chapel dress is NOT required for LL-PreK

- * **Blouse/Shirts** – White or black short or long sleeve; white 3/4 sleeve; purple, black or white short/long sleeve knit all must have logo. Undershirts or camisoles may be worn under blouses/shirts. They must be solid white, black, purple, or grey. Shirts worn under a white shirt cannot have a logo or writing.
- * **Jumper** – Plaid; khaki
- * **Plaid Dress** - (LL – 2nd)
- * **Knit Dress** - Solid black or purple
- * **Skorts** - Plaid; khaki
- * **Shorts** - Khaki
- * **Pants/Capris** - Khaki
- * **Socks or tights** – student choice
- * **Shoes** - Any shoe or boot with heel not to exceed two inches. No backless shoes, but sandals, clogs, and crocs with a heel strap are acceptable. **Athletic shoes required on P.E. days.**
- * **Accessories** - Black v-neck pullover with logo; black cardigan with logo; black v-neck vest with logo; fleece jacket with logo; nylon jacket with logo. TCA or Uniform Source issued sweatshirt or hoodies may be worn on non chapel days. The hoods are not to be worn on the head in the building at anytime.
- .**Jewelry** - Rings, necklaces, and earrings must be tasteful. Use common sense and take into consideration the many activities in which elementary students are involved. Studded jewelry, collars, or hair scarves are prohibited. Earrings are to be worn in the ear lobe with a maximum of two per ear while at school. Body piercing is not permitted.
- Hair** – Hair should be neat, clean and combed. Extreme hair colors and styles are not permitted. Hair colors need to be limited to natural shades. No primary, pastel, or neon colors. This includes purple.
- Make-up** – Make-up is not permitted in elementary school. No tattoos.

Pride Days-

- Each Friday will be TCA Pride Day (Go Lions!) unless posted otherwise. Students may wear TCA sweatshirts, TCA t-shirts or TCA hoodies with uniform bottoms on Fridays.
- MISSION PRIDE DAY - One Friday per month will be designated as Mission Pride Day. Students may opt to wear jeans, solid (black or grey) athletic pants (no yoga pants, leggings, or tights), or knee length athletic shorts (black or grey) for a \$2 donation to support alumni missionaries or other mission endeavors..

Boys Dress Mix and Match Options

Chapel dress is NOT required for LL-PreK

Shirt - White or black short/long sleeve oxford with logo; purple, black or white short/long sleeve knit with logo. Undershirts may be worn. They must be solid white, black, purple, or grey. Shirts worn under a white shirt cannot have a visible logo or writing.

Pants - Khaki (flat or pleated).

Shorts - Khaki

Socks/Shoes – **Socks** must be only the following solid colors: purple, white, grey or black. No Backless shoes.

Athletic shoes required on P.E. days.

Belts – Belts are NOT required. If boys in 2nd grade and under prefer to wear a belt, the magnetic clasp kind is recommended.

Accessories - Black v-neck pullover with logo; black cardigan with logo; black v-neck vest with logo; fleece jacket with logo; nylon jacket with logo. TCA or Uniform Source issued sweatshirt or hoodies may be worn on non chapel days. The hoods are not to be worn on the head in the building at any time.

Hats - Hats may not be worn or carried around school.

Hair and Sideburns - Hair should be neat, clean, and combed. Extreme hair styles are not permitted. Hair colors need to be limited to natural shades. No primary, pastel, or neon colors. This includes purple.

Jewelry - Earrings may not be worn to school or any school function. Necklaces must be tasteful.

Pride Days-

- Each Friday will be TCA Pride Day (Go Lions!) unless posted otherwise. Students may wear TCA sweatshirts, TCA t-shirts or TCA hoodies with uniform bottoms on Fridays.
- MISSION PRIDE DAY - One Friday per month will be designated as Mission Pride Day. Students may opt to wear jeans, solid (black or gray) athletic pants (no yoga pants, leggings, or tights), or knee length athletic shorts (black or gray) for a \$2 donation to support alumni missionaries or other mission endeavors.

Outdoor Play Dress Guidelines

It is important for our children to get outside every day that the weather permits. Please make sure that your child has appropriate outerwear for playing outside for 30 minutes each day. A Trinity fleece or jacket is not required. Students may wear any warm coat, and may also need a hat and/or mittens. We will use wisdom and common sense in determining when it is appropriate to go outside, but we cannot base the decision on whether or not the students have brought the right clothing. Children need to come to school each day prepared to go outside. **Please label all jackets, coats, hats, gloves, and scarves.**

Non-Uniform School Days

There are occasions when students will be allowed to wear clothes other than the school uniform to school as a means to inspire school spirit, provide a break from uniform days, and/or promote interest in a specific activity or event. On these occasions, students are to follow the guidelines provided with an attitude of respect. Clothing must be modest and respectful at all times, including Spirit/Theme Days.

Discipline

Trinity Christian Academy, like any community or organization, must have a basic set of rules for behavior that promotes self-control, character and an environment where learning can take place. Students are expected to behave in a manner which demonstrates a respect for self, others, and recognition of the responsibilities of being part of a Christian educational community.

It is imperative that the classroom environment is conducive to learning. Teachers have a discipline plan to promote this environment. They use discipline methods which draw on their own strengths for effective results. In the vast majority of cases, these methodologies achieve their intended purpose; however, there are students who, despite the best efforts of the teacher, continue to be disruptive. Stronger steps must be taken to assure compliance with acceptable standards of behavior.

When a student is involved in a disciplinary incident, parents will be informed. If parents have questions, concerns, or comments concerning the incident, they are encouraged to contact the teacher directly involved in the incident. If parents have additional concerns after contacting the faculty member, they should contact the director.

GUIDELINES FOR STUDENT BEHAVIOR

Behavior Management Procedures

Children who misbehave will be dealt with in a kind and gentle manner in all situations. We will use all or some of the following procedures during the time of misbehavior.

- The teacher or teacher assistant will explain to your child what behavior is not acceptable and why it is not acceptable.
- Your child will receive counseling from the teacher or teacher assistant on how to correct his/her behavior.
- Alternate activity suggestions may be made for your child.
- A “Time out” period may be given if needed. This will be a period of cool down. The child may return to the group or activity after they are calm enough to participate. Your child will be closely monitored during this period.
- If misbehavior continues after different alternatives have been tried, the director may also be asked to be involved. The student will be removed from class and taken to the Elementary School Office. Conferences will be held with the student, the teacher, and an administrator to discuss the incident. Parents will be notified.
- A behavior chart will be sent home daily to notify parents of their child’s behavior in Little Lions and Pre K.
- Positive reinforcement will be used for good behavior.

Specific Misbehaviors, Procedures and Consequences

Verbal abuse, biting, kicking, and/or improper touching of a student, teacher, or teacher assistant will not be tolerated at any time. The staff feels that this kind of behavior should be dealt with swiftly and firmly. The procedures of the Behavior Policy will be followed which may result in immediate removal of a student from the area and could also result in temporary or permanent suspension from the program. Before such suspensions occur, all avenues for correcting this behavior will be pursued unless it is particularly severe or excessive. The parents of the injured party and the offending party will be notified of such actions.

Early Ed Behavior Policy

We understand that tempers flare occasionally and a child may express acts of violence against another child (or adult). “Acts of Violence” include ALL acts of physical violence (hitting, kicking, biting, pinching, etc.) that cause harm to other students or teachers. These acts are a form of communication and are almost always a response to the child’s needs not being met or coping with a challenge or stressor. At Trinity we believe by understanding the developmental stages of the children in our care and their individual needs, we can proactively prevent many behaviors by the environment which we create for the children.

Trinity has developed the following plan of action to be used if and when these events occur in our school.

When a child is hurt:

For the child that did the act:

1. The student is immediately removed with no emotion, using words such as “biting is not okay – it hurts.” We will avoid any immediate response that reinforces the incident or calls attention to the student that did the act. Caring attention will be focused on the child who

was hurt. The child will be talked to on a level which he/she can understand. "I can see that you want that car, but I can't let you hurt him."

2. The child will be redirected to other work/play.
3. Staff will complete an incident report and notify the family of the incident when the child is picked up for the day.

For the victim:

1. Staff will separate the child who was hurt from the child that did the act.
2. Special attention will be given to comfort the child.
3. Staff will administer appropriate first aid.
4. Staff will then complete the incident report to notify the family of the incident.
5. Classroom staff will confer with the director to review the context of the incident.

When the same act continues:

1. Classroom staff will meet with the director on a routine basis for advice, support and strategy planning.
2. In a biting or hitting situation, Staff will "shadow" children who indicate a tendency to bite/hit, in order to head off the situations before they occur.
3. Staff will work together as partners with the parents of both the child doing the act and frequent victims to keep all informed and develop a joint strategy for change.
4. Teachers will communicate with the parents of the child doing the hurting to develop a plan of action. Schedule follow-up meetings or telephone conversations as needed.
5. If hurting others continues, the student may need to be removed for a period of time from the classroom. Students who repeatedly bite/hurt other students or staff more than 3x's per week may be asked to "take a break" from school for an extended period of time. Regular tuition would be expected during the child's absence.
6. If it is deemed in the best interest of the child, school, and other children, termination of the child from Trinity for the duration of the biting, hitting, etc. stage may be needed. Written warning will be given to the families before this action will be taken. Regular tuition would be expected during the child's absence.

**TCA Corporal Punishment Policy
Early Education (Infants - Three's)**

Discipline and correction in Early Education shall be reasonable, appropriate, and in terms the children can understand. Spanking or any other type of corporal punishment is prohibited.

Child Abuse Reporting Policy

In accordance with Tennessee Law, Trinity Christian Academy acknowledges its responsibility to require employees to immediately report cases of verified or suspected child abuse and neglect. Individuals who have reasonable cause to know or suspect that any child has been abused or neglected are, by statute, responsible for immediately reporting such suspicions directly to the Department of Children's Services.

All TCA personnel are required to immediately report suspected child abuse or neglect. The information should include, to the extent known by the reporter, the name, address, telephone number of the child and parents or guardian, birthdate (age) of the child and present whereabouts of the child, if not at home. The following procedures for reporting cases are designated:

1. Reporting Procedures

a. Suspected child abuse and/or neglect by someone other than a TCA employee.

(1) The employee must immediately report the suspected child abuse or neglect to:

(a) The Department of Children's Services (DCS) or an appropriate Law Enforcement Officer.

(b) The school principal, head of school, or other appropriate school administrators.

b. Suspected child abuse and/or neglect by a TCA employee.

(1) The employee must immediately report the suspect child abuse or neglect to:

(a) The Department of Children Services (DCS) or an appropriate Law Enforcement Officer.

(b) The school principal, head of school, Human Resources, or other appropriate system administrators.

c. Additional requirement if the abuse occurred on school grounds or while the child was under the supervision or care of the school:

If the abuse occurred on school grounds or while the child was under the supervision or care of the school, then the principal or other person designated by the school shall verbally notify the parent or legal guardian of the child that a report pursuant to state statute has been made and shall provide other information relevant to the future well-being of the child while under the supervision or care of the school. The notice shall be within 24 hours from the time the report is given to the Department of Children's Services or appropriate law enforcement officer. In any event the notice shall not be given to any parent or legal guardian if there is reasonable cause to believe that the parent or legal guardian may be the perpetrator or in any way responsible for the child abuse or child sexual abuse.

Once the notice is given, the principal or other designated person shall provide to the parent or legal guardian all school information and records relevant to the alleged abuse or sexual abuse, if requested by the parent, with the information redacted to protect the confidentiality of the identity of the person who made the report and any other person whose life or safety may be endangered by the disclosure and any

information made confidential pursuant to federal or state law. The information and records described herein shall not include records or documents of other agencies.

By law, the person reporting in good faith shall be immune from any civil or criminal action and his/her identity shall remain confidential except when the juvenile court determines otherwise. In cases of suspected abuse and/or neglect, the law requires the school system to provide all school records to the Tennessee Department of Children's Services, juvenile court judge, or the police, if requested. This includes any surveillance videos depicting suspected child sexual abuse instances on TCA property, on a school bus, or at TCA-sponsored events. Parental permission is unnecessary as the Family Rights and Privacy Act (FERPA) creates an exception for information released "in connection with a health or safety emergency." The alleged perpetrator of the child abuse or neglect should not be notified that a report of abuse has been made or that there is a pending investigation unless compelling reasons exist to do so.

Legal References: 1. T.C.A. §.37-1-403. 2. T.C.A. § 37-1-403(h). 3. T.C.A. § 37-1-419. 4. T.C.A. § 37-1-410. 5. T.C.A. § 37-1-605. 6. T.C.A. § 37-1-605(d)(1). 7. T.C.A. § 37-1-602(d)(2). 8. T.C.A. § 10-7-504. 9. Federal Education Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g, 34 CFR § 99.31 (a)(10).

School Safety

- ❖ The safety and protection of our students, families, faculty, and staff is priority. Help keep TCA a safe and secure place by honoring and respectfully adhering to all policies and safety requests.
- ❖ Students are expected to respect the request(s) of administrators and teachers if asked not to have something or to stop doing something due to a concern for school safety.
- ❖ TCA conducts school-wide safety drills with students throughout the year, including, Fire, Tornado, and Lockdown Procedures. The schedule and dates of these drills are confidential for the protection of our students.
- ❖ TCA faculty and staff are provided with clear policy and procedures on all safety drills.
- ❖ Local law enforcement is paid by the school to be on campus daily as scheduled by our Security Team.

TCA Safety Requirements

- All parents and guests are to enter through the Main Entrance of the school other than Early Ed drop off and pick up time. A personal driver's license is required to be scanned before a name tag may be issued to enter the school for any reason.
- The schedule and dates of these drills are confidential for the protection of our students.
- Weapons or drugs are NOT allowed on TCA's campus or at any TCA event; anyone in violation of this policy may face expulsion and referral to local law enforcement.
- TCA is equipped with various exterior and interior security cameras throughout campus.
- TCA reserves the right to search student lockers, backpacks, and vehicles if needed.
- TCA will refer to and rely on law enforcement when needed.
- TCA reserves the right to require student drug testing at the expense of the parent; further, in such cases of required drug testing, TCA reserves the right to limit or deny enrollment based upon a negative or failed drug test.

- The list below includes, but is not limited to, items **prohibited** on Campus without documented prior permission from Administration:
 - Weapons
 - Anything illegal
 - Fake weapons - a toy that resembles a weapon to include, but not limited to, knives or guns (including water guns)
 - Drones

Classroom Interruptions

Aside from emergencies, classroom interruptions are intentionally avoided to preserve instructional time. Class changes, advisory periods, and e-mails are generally used to communicate messages with teachers and students. As needed, front office staff or school administrators may:

- Communicate via PA system, localized to a single room or school-wide
- Physically enter a classroom

Contacting Faculty and Administrators

Faculty and administrators are more than willing to assist students and parents with their needs and concerns and will make time in their schedule to accommodate them. Every effort should be made to do this during normal school hours. After or before school hours, a message can be left on voicemail or the teacher's e-mail. Every effort will be made to respond within 24 hours of the message. Faculty and administrators should not be called at home or text after school hours except in the case of extreme emergencies.

Teachers are not available to meet between 2:30 and 3:15 as this is an extremely busy time due to afternoon dismissal when teachers are still supervising their students.

Content of Textbooks

TCA uses a wide selection of textbooks and other reading material. Use does not imply acceptance of all its contents. Scripture will be the final authority in all areas of instruction.

Change of Address

Please update your contact information in RenWeb if you have a change in address or phone number. Otherwise, mailings containing important information may be substantially delayed and may lead to communication problems. All changes should be confirmed with the elementary school secretary.

Permanent Records

Permanent records for students in grades Little Lions - 5th are located in the Elementary Office. Included in the records are results of ability tests and grades. Health and immunization information and a copy of the student's birth certificate, when supplied by the parent, are placed in the file. With the parent's consent, any special psycho educational test reports that supply information helpful to the teachers and students are included in the records. Some disciplinary reports are also included. Records may be viewed by parents upon request. Administrators will be happy to assist parents in test interpretations and ability-achievement correlation. It is best to call and set up an appointment.

LOST AND FOUND

All lost items, except books that are found in classrooms, will most likely be taken to the office at the end of the school day. Unclaimed clothing and shoes will be sent to the Goodwill Center several times a year. Valuables, such as watches, jewelry and glasses, will be stored by the elementary school secretary.

Visitors

All visitors must go through security at the main office. A driver's license must be shown to receive a visitor pass.

Smoke Free Environment – Smoking is not permitted in the school building or on the grounds of Trinity Christian Academy.

Distribution or Display of Materials

All materials must be approved by sponsors or the administration prior to being distributed or displayed. This includes all school related materials regarding events and activities. On rare occasions, the principal may consider posters or announcements from other sources that would be of important concern for our faculty and students.

PARENT ORGANIZATIONS

Athletic Booster Club

The purpose of the Athletic Booster Club is to support the total school program through personal service, financial aid, and prayer with emphasis on the needs of athletes.

P.A.W.S. (Parents Always Willing to Serve)

The purpose of P.A.W.S. is to develop united efforts between parents, administrators, and faculty that will secure for the students the highest advantages of a truly Christian education—spiritually, academically, culturally, socially, and physically. Although the association is an independent organization established for this purpose, it recognizes the overall authority of the school trustees in all things pertaining to the school and its program.

Volunteer and Chaperone Policy

(Adopted August 3, 2018)

TCA teachers and staff are responsible for vetting and securing volunteers and/or chaperones by providing advanced requirements and expectations that include, but are not limited to, adherence to the following:

While volunteering or chaperoning, whether students are present or not, all TCA volunteers and chaperones are required to:

- have successfully cleared a background check facilitated by the school (fees may apply)
- report any potentially harmful or illegal behavior, suspicion, or intent to the designated leader or school official as soon as possible
- act as a positive role model in word and in action that supports a Christian witness
- cooperate respectfully with any policies and guidelines established by TCA and the venues being visited
- act responsibly in leading and redirecting students to conduct themselves respectfully in attitude and action
- abstain from alcohol, tobacco, vapes, or any substance that is illegal for minors

The designated leaders will be held responsible by Administration if volunteers and/or chaperones are allowed to continue any known action or conduct that is not in agreement with the Volunteer and Chaperone Policy if no attempt of correction, re-direction, or proper reporting to school officials is made. Designated leaders of chaperones or events are required to report any misconduct to their area principal or supervisor in writing (email is acceptable) to their principal or area supervisor within 24 hours of the occurrence.

The event and/or field trip coordinator is required to provide their area principal a list of all chaperone and/or volunteer names, phone numbers, and an individually signed required form at least two weeks in advance of the trip to allow time for background check clearance.

As mandatory reporters and guardians of our students, families, and school, TCA may report all known illegal actions of school leaders, school volunteers, and or chaperones, including those actions that directly and/or indirectly affect students and/or minors, to either local law enforcement or other required entities.

Withdrawal Procedures

1. Submit a written request for release on or before May 1 to the TCA Admissions Office, in person at 10 Windy City Rd., Jackson, TN 38305 or via United States Postal Service or by emailing admissions@mytcalions.com.
 - a. If your family has opted for tuition insurance, a separate form will need to be completed in order to complete the withdrawal request. The Admissions department will send a copy of this to you once a written request for release has been received.
 - b. If the student is withdrawing during the course of the school year an additional form will need to be completed to ensure all textbooks, athletic uniforms, electronic devices, and library books have been returned. The Admissions department will send a copy of this to you once a written request for release has been received.
2. Submit requested documentation as listed above (if applicable) to the TCA Admissions Office, in person at 10 Windy City Rd., Jackson, TN 38305 or via United States Postal Service or by emailing admissions@mytcalions.com.

Please note: All student accounts must show a zero balance in order for records to be transferred to another school. To request your child(ren)'s records, please email admissions@mytcalions.com.

Withdrawal Policies

1. Since TCA hires teachers, purchases textbooks, and makes other financial commitments on a yearly basis determined largely by the strength of enrollment contracts, the Undersigned understands that the contracted student is enrolled for the entire school year or such portion as may remain after the date of entrance, TCA families are obligated to pay all tuition and fees listed in the contract for the full academic year unless a written request for release is delivered on or before May 1 to the TCA Admissions Office, in person at 10 Windy City Rd., Jackson, TN 38305 or via United States Postal Service or by emailing admissions@mytcalions.com. Request for release shall be considered delivered only when received; TCA shall not be responsible for delays in delivery.
2. After May 1 all tuition and fees for the entire year become payable for every contracted student without exception. The re-enrollment fee of \$100 is considered non-refundable.

Please note: The absence, withdrawal, or dismissal of any student after May 1 whether as a result of accident, sickness, disciplinary action, or otherwise, does not relieve the Undersigned of the responsibility for payment of the entire year's tuition and fees. In the event enrollment is terminated after May 1 and prior to payment in full of all tuition and fees due for the year, the balance is immediately due and payable by cash or cashier's check unless an approved alternate payment plan is made in writing and signed by all parties to the contract.

LEGAL OPERATION

Trinity Christian Academy

10 Windy City Road

Jackson, TN 38305

Phone: (731) 668-8500

Fax: (731) 668-4040

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