

Why Christian Education?

Christian education teaches the child how to grow with God—to understand, appreciate, and reverence Him. It teaches children how to know what their function is as God’s creation and representative in this world, and how to fulfill it. The student is taught to glorify God (life’s highest aim) and to develop and use his/her God-given intellect, talents, and skills as tools to help shape a world that is pleasing to God.

It is during the early years of a student’s schooling that attitudes toward God, obedience, patterns of thought, and many other character qualities and elements of a child’s makeup are being formed. The teaching of Biblical principles and the training of children during these early years encourage the development of mature and effective Christian adults.

The Board of Trustees of Trinity Christian Academy realizes the awesomeness of this task, and we pledge to you our prayerful and continued striving to provide the best in teaching God’s truths. Thank you for enrolling your child in Trinity.

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

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.

Purpose

The Trinity Christian Academy of Jackson, Inc. shall have the following purposes:

To establish, own, maintain, and conduct a school (or schools) for the daily instruction of children directed toward the end that these children may occupy their places worthily in society, church, and state; and the educational program shall be based upon the following educational purposes:

- a. Christian education has its foundation in the Creator-creature relationship taught in the Scriptures. It is understood as a process where a child’s personality is formed by instruction in the truth of God and human knowledge permeated with that truth.
- b. The responsibility for education rests upon the parents (Deut. 6: 6-9, Eph. 6: 1-4). They may delegate a part of this responsibility to an institution that is able to carry forward their God-given task. The authority of the teacher in discipline and character training is derived from the fact that he stands *in loco parentis*; and the teacher derives authority in subject matter from faithfulness to the laws of God in special and general revelation.
- c. The child is regarded first of all as a spiritual-physical creature, created in the image of God, capable of learning, knowing, and obeying the truth of God’s Word and the laws of His creation. He is also regarded as a social creature standing in relation to his fellow man, having moral, intellectual, and social needs.

- d. The curriculum of the Christian school is the medium through which the child is oriented to a life in Christ and to the culture of this world to the end that the child might have fellowship with and serve God in this life to come.

Doctrinal Statement/Statement of Faith

The basis of Trinity Christian Academy is the infallible Word of God, written, known as the Scriptures of the Old and New Testament and 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 it may be associated with. Therefore, this school is committed to and subscribes to the following articles of belief:

The Bible - We believe that the Scriptures of the Old and New Testament to be inspired by God, and inerrant in the original writings, and accurately maintained over the ages by God's Spirit, and that 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, 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 the Lord Jesus 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, 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 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.

School Governance and Management

Trinity Christian Academy is governed by a Board of Trustees. The Board consists of current and former parents and currently numbers twelve members. The primary functions of the Board are to act as the guardian of the mission of Trinity Christian Academy, to develop the major institutional policies and the long-range planning of the organization, and to be responsible for the financial viability and stability of the school. The day-to-day operation of the school rests with the head of school, the administrative staff, and the faculty. Under the leadership of the head of school, they are responsible for developing and implementing operational policies and procedures and for managing the various school programs.

Administration and Staff

Admissions Director - Mrs. Andrea Moody

The Admission Director guides prospective parents through the admissions process. Her office is also in charge of re-enrollment.

Athletic Director - Mr. Ken Northcut

The Athletic Director of Operations oversees all matters involving athletic programs and coaches in grades 5-12. He is responsible for the instruction, supervision, and communication with team coaches, cheerleading sponsors, and the athletic booster program. He oversees all outdoor fields and playing surfaces. He is responsible for working with coaches to make sure that all fields and playing surfaces are properly maintained for practices and competitions.

Business Manager- Mrs. Kristy Layman

The Business Manager oversees the financial operation of the school and supervises the finance office. She is responsible for monthly financial reports, account reconciliations and accounts payable. The Business Manager works with the Administrative Staff and Finance Committee to develop a school budget to be approved by the Board.

Bookkeeper – Mrs. Kim Sparks

The Bookkeeper is responsible for accounts receivable, which includes any matters concerning tuition payments, maintains monthly tuition cycle, works with the Admissions Director on tuition accounts of new parents and processes re-enrollment applications. In addition, she processes payroll for each employee and maintains the proper forms for this purpose.

Attendance Secretary/Assistant to Middle and High School Principal - Mrs. Trisha Hathcock

The Attendance Secretary is responsible for attendance records for grades 6-12 grades. The Assistant to Middle and High School Principal is responsible to work with the upper school Principals in the day-to-day tasks and services of school operations, and to create weekly correspondence with our school family.

Director of Guidance - Mrs. Penny Lay

The College Admissions and Director of Guidance guides Junior and Senior students through the college application process. She assists with scholarship needs and provides counsel and help to both parents and students with their post-high school plans and opportunities. In addition, as the Director of Guidance she directs and supervises the personal and academic counseling services for the guidance department. She has primary responsibilities for scheduling and maintaining student records as well as individual counseling for grades 9 through 12.

Elementary School Principal – Dr. Cindy Barnum

The Elementary School Principal provides leadership and direction for the faculty, students and parents in grades Early Education – 5th in academics, student affairs, and discipline.

Guidance Counselor - Mrs. Franky Taylor

The Guidance Counselor works with the Director of Guidance to develop an appropriate counseling plan of action. She maintains students' academic records and provides personal and academic counseling. She has primary responsibilities for scheduling and counseling students in grades 6 through 8 but assists high school students as needed.

Head of School Administrative Assistant/Activities Director - Mrs. Cheryle Emison

The Head of School Administrative Assistant is responsible to work closely with the Head of School in the day-to-day tasks and services of school operations. The Activities Director is responsible to organize programs and activities for students and/or parents where they are given the opportunity to grow spiritually, academically, and physically.

High School Principal – Mr. Tommy Allen

The High School Principal provides leadership and direction for the faculty, students and parents in grades 9-12 in academics, student affairs, and discipline.

Interim Head of School/ Middle School Principal– Mr. Nelson Piercey

The Head of School has the responsibility for academic affairs of the school in grades PreK-12. He supervises the school principals and the faculty/staff in areas of curriculum development, student learning, and biblical integration into course work. In addition, he serves as the chief officer of the school and is charged with the responsibility of interpreting and translating the policies of the Board of Trustees. As Head of School, he promotes fiscal responsibility, guards educational priorities, and gives leadership to strategic planning. He is the chief spokesman for the school and represents the interests of the school to the community.

The Middle School Principal provides leadership and direction for the faculty, students, and parents in grades 6-8 in academics, student affairs, and discipline.

Admissions

Trinity Christian Academy is a co-educational institution for unmarried students from Christian homes in grades Ages 2-12th grade.

Statement of Non-Discrimination

Trinity Christian Academy admits students of any race, color, and 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, and national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

Re-Enrollment Policy

Trinity Christian Academy believes that a positive and constructive working relationship between the school, students, and the student's parents/guardians is essential to accomplish the school's educational mission. The school accordingly reserves the right to terminate or not renew a student's enrollment contract if the school reasonably concludes that the actions of the student and/or his parents/guardians make such a positive and constructive relationship impossible, or otherwise seriously interfere with the school's accomplishment of its educational purposes. The admission process is usually sufficient to ensure that students who are admitted have the ability to do the academic work required at TCA; however, re-enrollment is not automatic. Students must earn their place in the school each year. When a student continues to have disciplinary or academic difficulty, it may become apparent that TCA is unable to serve his or her best interests, and accordingly he or she may be denied re-enrollment.

The decision not to offer re-enrollment to a student is made by the administration only after a full discussion with the student's teachers. Written comments, grades, progress reports, and conferences should supply early warning to both the student and parents when persistent problems arise.

Conflict Resolution

Trinity Christian Academy is a Christian school, and the Word of God governs all of its affairs. As members of a Christian community, we enjoy the privilege of relating to one another not merely as parents and educators but as brothers and sisters in Christ. Therefore, the school board, administration, faculty, staff, parents and students are expected to maintain a decorum that is honoring to the name of Christ. However, in spite of the best efforts of students, parents, and the school, conflicts will inevitably arise. When they do, it is important that they be handled in a biblical manner (Matthew 18) and in a way that leads to an effective resolution. The proper protocol for dealing with conflicts follows several steps.

The **first step** involves the teacher and the student. Many of the problems that arise at this level are matters of miscommunication, misunderstanding, or misbehavior. Most can be resolved simply by direct communication between the teacher and the student without parental or administrative involvement. Sometimes a problem of perception will occur, and students will feel that a teacher does not like them or is being unjust to them. In situations of that nature, it is particularly important that students go directly to the teachers for the issue to be addressed. Such a confrontation may feel awkward and uncomfortable, but this step should not be avoided. Parents should encourage their children to go to the teacher with whom they are in conflict and to discuss the matter one-on-one. Parents may be, and in some cases should be present, but the primary communication needs to be between the student and the teacher, with parents acting as a support not only of their children, but also of the process for correctly resolving problems in a Christian manner. If a conflict cannot be settled between the teacher and the student, then the **next step** is for the parents to go to the teacher(s). Keeping in mind that parents and teachers share a common value (to honor of Christ) and a common goal (the well-being of the child), the parties involved should labor to accurately understand one another's concerns and to develop a plan for the problems to be remedied. Again, it may be appropriate for a third party, such as an administrator, to be present, but the primary communication needs to be between the parents and teachers.

If after diligent effort, the matter remains unresolved, parents then go to the principal of the school in which their child is enrolled. The principals will not under normal circumstances meet with parents on a particular issue unless the parents have previously met with the teacher. **If further action is needed, then the parents are to request a meeting with the Head of School.** The Head of School will not usually become involved until the other steps have been followed. If further discussion is needed, the parents may request a meeting with the Executive Committee of the Board.

School board members do not deal directly with operational issues of the school and are, therefore, not directly involved in most of the conflicts that arise. The task of the board as outlined under the School Governance section is limited in scope and generally should not involve matters that are delegated to the administration and faculty of the school. **Therefore, individual board members should not be called to voice complaints or to seek their influence in individual matters or conflicts.** Parents and students should work through the process outlined above as the appropriate means to settle conflicts. Examples of inappropriate responses to conflicts include: involving individuals who are not directly a part of the problem in a discussion of the matter, soliciting public support for a private matter, initiating or signing petitions, gossiping or demeaning others, or attempting to circumvent protocol by going around proper channels to a higher authority.

Occasionally, conflicts between students and families will occur outside the school and are brought into the school environment. Under such circumstances, the school cannot be expected to solve the problems. Such conflicts need to be handled between the students and the families. Many problems are exacerbated simply by a failure to deal with them directly and forthrightly. Following Matthew 18, Christian parents who meet with one another concerning their children can successfully address concerns, clarify expectations, agree on strategies, and establish a high level of accountability for future behaviors.

TCA can provide an atmosphere where standards of appropriate conduct are established and encouraged; it cannot, however, insure that those standards are practiced outside of the school.

TCA will adhere strictly to the steps outlined above as the appropriate means of resolving conflicts.

TRINITY CHRISTIAN ACADEMY

Early Education - 5th Grade Student/Parent Handbook

**10 Windy City Road
Jackson, TN 38305
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ABSENCE AND ATTENDANCE

Absence at school usually exacts a price in reduced learning. Extensive absences can make it very difficult for a student to stay current at TCA and sometimes puts a student in a position where academic success becomes virtually impossible. Each student should come to school on time — every day. However, since a student's absence affects others, we have set a few guidelines to help us work together smoothly.

Call if you will be absent. If a student is going to be out due to illness, have a parent call the school secretary between 8:00 a.m. and 10:00 a.m. Daily absences are counted in half-days and full-days. Two half-days count as a full day's absence.

Checking in and out of school:

- A student arriving after 8:00 a.m. is counted as tardy to school.
- A student arriving after 11:30 a.m. will be counted absent a full day.
- A student leaving before 11:30 a.m. will be counted absent a full day.

*Tardies and early dismissals count against the Elementary Perfect Attendance Award.

Stay home if you are sick. If a student is out ill, he/she will not be allowed to come in to take a test or to turn in an assignment. If a student is too ill to come to school, we will all stay healthier if he/she remains at home until he/she is well. Please refer to the Medication/Policy for additional information.

Bring a note from home. Any time a student comes to school after an absence, we need a note from a parent/guardian. Failure to bring a note to the student's homeroom teacher within two days of his/her return will result in an unexcused absence. Three or more consecutive absences may require a physician's note.

Student absences from class or school (for all or part of a day) fall into two categories – excused (unavoidable) and unexcused (avoidable).

An excused absence is an absence due to personal illness, serious illness in the family, death in the family, medical appointments, court appearance, and absences due to providential hindrance. All other absences are unexcused. Three (3) unexcused absences will result in one point being deducted from the nine-week averages during that grading period. Final authority for judging the legitimacy of an absence rests with the appropriate school administrator. (After 6 absences for the year, any requests for avoidable absences will be unexcused.)

Family trips or other special activities may, with prior written administrative approval (at least one full day – 24 hours), be excused if the student has six or fewer absences at the time of the approval, and, as long as the days absent for the family trip or special activity do not

cause the total number of days absent for the year to exceed sixteen. (This includes early sign-outs or dismissals for weekend trips or non-school activities, etc.) Any days or classes missed for a family trip or special activity that causes a student to exceed sixteen absences in a year will be unexcused and points will be deducted. No absences for family trips or special activities will be excused during achievement testing weeks. Though we understand and appreciate the value of family vacations and mission trips, we strongly recommend that such trips not be taken during school. Research indicates that if a student misses 7 days a year, his academic work suffers. There is also an impact on the community of learners as well as the teacher. However, if extenuating circumstances do not allow you to plan such trips when school is not in session, you should receive prior written administrative approval as early as possible. The above policy should be considered before making such plans.

Too many absences may require a parent conference. Eight absences are the maximum allowable in a semester. If a student exceeds eight absences for a semester, a parent conference with the principal may be required to discuss strategies to eliminate further problems. Exceptions may be granted by the Principal when documentation is provided for prolonged or chronic illnesses or extenuating circumstances.

CHANGE OF ADDRESS

Please inform the school of all changes of address. Otherwise, mailings containing important information may be substantially delayed and may lead to communication problems. All address changes should be reported to the elementary school secretary.

CLASSROOM BEHAVIOR

It is imperative that the classroom environment be 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.

First Offense - The student will be removed from class and taken to the Elementary School Office. A conference will be held with the student, the teacher, and an administrator to discuss the incident.

Subsequent Offenses - The student will be removed from class for an indefinite period of time. Parents will

be notified by phone or in writing of the decision. More serious circumstances or a failure to show improvement in attitude and behavior may result in the student being removed from school.

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. Only in cases of emergencies should faculty or administrators be called at home, using common sense related to appropriate times to call. *Please do not make plans or appointments to meet with elementary teachers between 2:30 and 3:00 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. Use does not imply acceptance of all its contents. Scripture will be the final authority in all areas of instruction.

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

Disciplinary Options

The following methodologies are options available to teachers and administrators as they work with students concerning problematic behaviors. Any class time missed due to a disciplinary issue will result in an academic penalty to the student(s) involved.

Conferences – Student and parent conferences are often not only necessary, but important in communicating the defined behaviors that are being sought to bring a student into compliance with school guidelines. These may involve the student, the parent, the teacher, guidance personnel, or administrators.

Expulsion - Sometimes, in extreme cases, it becomes apparent that it would be best for the school and the student that he/she leaves the TCA campus. If a student who has been expelled wishes to rejoin the TCA community, the student must reapply through the Admissions Office and complete the admissions process. The TCA administration reserves the right to refuse re-admission.

In-School Suspension - Students involved in serious misconduct, consistent disruptive behavior or showing disregard for TCA policies may be given an In-School Suspension. Although isolated from students during the day of suspension, suspended students will be expected to complete all assignments on time. A letter will be placed in the student's file concerning the incident. Generally, 1, 2 or 3 days will be assigned depending on the seriousness or the repetitive nature of the offense. A student may not participate in extracurricular activities on days when In-School Suspension is served.

Out-of-School Suspension - Students involved in a serious violation of school policy may be given an Out-of-School suspension. A letter will be placed in the student's file concerning the incident, and the student will not be readmitted without a parent conference. A student may not participate in extracurricular activities during this time.

Removal from Class - Occasionally a student's behavior is detrimental to a favorable classroom environment. When a teacher's efforts at correction are unproductive and the learning or teaching process continues to be disrupted, a student may be temporarily or permanently removed from the class.

Voluntary Withdrawal from School – Occasionally in severe cases it may be in a student's best interest for parents to take action before the school does and withdraw their student voluntarily.

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.

DRESS CODE/UNIFORMS

Modesty and neatness are the basic ideas behind the TCA uniform dress code. It is not unusual for organizations and businesses to establish acceptable standards for members of their community and to expect compliance. We require the same at TCA. 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. Rather than chase fads with a code that says what may not be worn, this code focuses on specifics which are considered acceptable.

***Trinity uniform pieces (tops and bottoms) must be purchased from Parker School Uniforms.**

Girls Dress Standards

PreK – 5th Required Chapel/Special Assembly or Event Uniform

- * **Blouse** – White or black short or long sleeve with logo. Undershirts or camisoles may be worn under blouses. They must be solid white with no logo or writing.
- * **Skort/Jumper** - Plaid Skort for 4th - 5th grade; Jumper for PreK - 3rd grade (must be two inches or longer from the top of the knee cap).
- * **Socks** - White or black socks, tights (student choice).
- * **Shoes** - Any shoe or boot with heel not to exceed two inches. **No backless shoes** - sandals, clogs, and crocs with heel strap acceptable. **Athletic shoes required on P.E. days.**

LL – 5th All Other Days Mix and Match Options

- * **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 with no logo or writing.
- * **Jumper** - Plaid
- * **Skorts** - Plaid (4th-5th only); khaki
- * **Shorts** - Khaki pleated and cuffed.
- * **Pants/Capris** - Khaki (flat or pleated) pants; Khaki flat front capris.
- * **Sweater** - Black v-neck pullover with logo; black cardigan with logo; black v-neck vest with logo. Hoodies are not allowed.
- * **Socks** - White or black socks, tights
- * **Shoes** - Any shoe or boot with heel not to exceed two inches. **No backless shoes** - sandals, clogs, and crocs with heel strap acceptable. **Athletic shoes required on P.E. days.**
- * **Accessories** - Black or brown belt, fleece jacket with logo; nylon jacket with logo.
- * **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 styles are not permitted.

* **Make-up** – Make-up is not permitted in grades PreK-5th. No tattoos.

***Every Friday is Elementary Pride Day. Students may wear Trinity t-shirts, sweatshirts, or hoodies with uniform bottoms.**

*** Any questionable attire may be deemed unacceptable by an Administrator.**

Boys Dress Standards

PreK – 5th Required Chapel/Special Assembly or Event Uniform

- * **Shirt** - White or black oxford short or long sleeve shirt with logo. Undershirts may be worn. They must be solid white with no logo or writing. Shirts must be tucked in.
- * **Pants** - Khaki (flat front or pleated).
- * **Socks** - White, brown or black (student choice).
- * **Shoes** - Dress shoes, bucks, loafers, Walabees, boots, crocs with heel strap, or tennis shoes. **No backless shoes. Athletic shoes required on P.E. days.**
- * **Belt** - Black or brown belt in grades 3rd – 5th.

LL – 5th All Other Days Mix and Match Options

- * **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 with no logo or writing. Shirts must be tucked in.
- * **Pants** - Khaki (flat or pleated).
- * **Shorts** - Khaki.
- * **Socks** - White, brown, or black
- * **Shoes** - Dress shoes, bucks, loafers, Walabees, boots, crocs with heel strap, or tennis shoes. **No backless shoes. Athletic shoes required on P.E. days.**
- * **Accessories/Hats** - Black or brown belt must be worn in grades 3rd – 5th. Black sleeveless v-neck sweater with logo. Black crew neck sweater with logo or black v-neck vest with logo. Fleece jacket with logo. Nylon jacket with logo. Hoodies are not allowed. Hats may not be worn or carried around school.
- * **Hair and Sideburns** - Hair should be neat, clean, and combed. Hair should not extend over the eyebrow, extend below the middle of the ears, or extend over the collar. Extreme hair styles are not permitted.
- * **Jewelry** – Jewelry is not permitted in grades PreK-5th. No tattoos.
- *Every Friday is Elementary Pride Day. Students may wear Trinity t-shirts, sweatshirts, or hoodies with uniform bottoms.**
- * Any questionable attire may be deemed unacceptable by an Administrator.**

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 uniform dress code infraction is confirmed, the student will be sufficiently confronted and brought into compliance if necessary. A parent will be notified and the necessary arrangements will be made to correct the situation and eliminate further non-compliance.

Further Offenses -The student will be brought into compliance in accordance with the policy stated above. A determination will be made for a more effective strategy in dealing with this issue and to make sure there is a clear understanding that additional violations will result in stronger disciplinary actions. At this point, a tailored, more specific uniform dress code may be necessary for a period of time.

EARLY DISMISSALS

If a student has a request for early dismissal, parents should send a note to the school office prior to beginning of school. Parents must sign out the student in the office. Early dismissals count against the Elementary Perfect Attendance Award.

Early dismissals are excused only in the case of illness or medical appointments and should not be abused for personal reasons. Three unexcused early dismissals equals one unexcused absence (see Absence and Attendance policy for further information).

EMERGENCY CLOSING OF SCHOOL

In case of bad weather, TCA will announce an emergency closing of school through the news media and Edline 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.

FIELD TRIPS

Field trips are an important part of the educational process. Trips are carefully selected and planned according to their relevance to the curriculum and the needs of the group attending. Written permission must be given by a parent or guardian for students to participate. It is the responsibility of the parent to

communicate with the teacher and/or principal *prior* to the trip if their child requires any special medical, dietary, and/or travel considerations. Unfortunately, there will be times when the considerations cannot be met and it will be the parents’ decision on whether to allow their child to attend. If students do not attend academic field trips, they may be required to complete reports or other work in their place.

Cooperation and responsibility from both students and parents are crucial to the success of a field trip. Students are expected to behave in a manner that reflects positively on TCA. Failure to do so will result in disciplinary response that may include the loss of the privilege of attending subsequent field trips. Parents and/or adult sponsors involved in chaperoning field trips shall assume the responsibility of seeing that the students conduct themselves properly. They shall also cooperate with any policies and guidelines established by the venues being visited. Many field trips require advance reservations and payments. Therefore, teachers and administrators will have the discretion to determine the number of chaperones needed. Field trips are considered school events; therefore, siblings may not attend.

GRADING SYSTEM

The following system is used for Elementary Students at TCA:

| <u>Objective Grades</u> | | <u>Subjective Grades</u> | |
|-------------------------|---|--------------------------|-------------------|
| 93-100 | A | E | Excellent |
| 85-92 | B | G | Good |
| 75-84 | C | S | Satisfactory |
| 70-74 | D | N | Needs Improvement |
| 69 and below | F | U | Unsatisfactory |

A Basic Skills Checklist will be used in LL, Pre School, Kindergarten, and First grade as an additional component to determine promotions and retention. Students in Kindergarten-2nd grade who have a final failing average in any one (1) of the core subjects will not be promoted to the next grade. These core subjects include Phonics, Reading, and Math. Students in 3rd-5th grade who have a final failing average in any two (2) of the core subjects will not be promoted to the next grade. These core subjects include Reading, Math, English, Science, and History.

GUIDELINES FOR STUDENT BEHAVIOR

The primary task of a TCA student is to receive a Christian education. When each student is admitted, he/she becomes identified with the school, and his/her conduct should reflect favorably on them and the school. Guidelines provide boundaries for security and freedom, and we expect each student to follow them both in attitude and behavior. We anticipate cooperation and a great year, but TCA reserves the right to discipline,

suspend, or expel a student who is guilty of serious misconduct occurring on or off the school campus. Listed below are serious offenses that will not be tolerated. Any one of these could lead to immediate dismissal.

Abusive or Obscene Language

Curse words, swear words, racial slurs, and suggestive language are not appropriate for the spiritual and academic environment of our school, whether printed, spoken or recorded.

Alcohol and Drugs

Possession or use of alcohol or un-prescribed drugs of any kind are not allowed on campus or at school-sponsored activities. This includes coming on campus or attending school-sponsored activities under the influence of drugs or alcohol. Students who violate this policy will be terminated from the school. Prescription drugs should be used only under the direct supervision and knowledge of school personnel. It is prohibited to sell, give, or otherwise transfer prescription drugs to another student or individual.

Cheating

Cheating is defined as any act of deception or fraud that results in representing someone else’s work as one’s own or in affecting one’s grades or any act that aids another student in such a deception.

Disrespect

You are expected to submit to the authority of your teachers and administrators in all situations and under all circumstances, showing proper respect in both attitude and actions. You will, in turn, be treated with respect by your teachers and administrators.

Plagiarism

Plagiarism is passing off a source’s information, ideas, or words as your own by omitting to cite them, and it is an act of lying, cheating, and stealing. Since you also claim that it’s your own work and use it to get credit for work you haven’t really done, you also lie and cheat. You cheat your source of fair recognition for his or her efforts, and you cheat the students who have completed the same assignment without plagiarizing.

Stealing

Stealing is the taking or borrowing of another’s property without stated permission on each occasion. This includes textbooks, uniforms or equipment, and personal items. Do not abuse the trust of a friend.

Vandalism

A destructive act against the school facility or equipment is an act against all of our students, faculty, parents, and friends who strive diligently to provide a clean, decent environment that honors God. At minimum, you will be required to pay compensation for all damages.

Violence or Threats of Violence

Bullying includes three important components:

1. Bullying is aggressive behavior that involves unwanted, negative actions.
2. Bullying involves a pattern of behavior repeated over time.
3. Bullying involves an imbalance of power or strength.

Any form of violence, threats of violence, or bullying are not acceptable at TCA and are against the foundational belief that God has created each person in His image and we are to show kindness, encouragement, and love for others. TCA will determine if a threat of violence is credible and specific, meaning a reasonable belief or suspicion, determined by the discretion of the school administration, that the threat was or might be genuine, or that the student was or might be capable of carrying out the threat. Consequences for bullying, violence and threats of violence, both for those determined credible and threats that are not likely credible, including cases in which the student was “just kidding”, will be determined by a collaborative group including, the teacher, principal, and parents. A repeated offense may include the Head of School. The school may also require students in these circumstances to obtain counseling at the family’s expense from a Christian counselor or other professional agreeable to the school. If counseling is required, such student will not be permitted to continue enrollment in the school until the counselor advises the school that the student, in the counselor’s opinion, does not present a threat of danger to himself or others. Any child who feels they are the recipient of violent actions or that are being bullied should report such incidents to their teacher. Teachers will take all reports seriously and will work with the student, principal, and parents to resolve the issue.

Weapons

TCA takes its responsibility to protect all of our students very seriously. Therefore, if a student brings a weapon to school, or to a school function, or has a weapon on his/her person, the school will immediately terminate the student. Possession includes, but is not necessarily limited to, having a weapon in a locker, book bag, purse, or vehicle.

HEALTH ISSUES

Medical Release Forms

Every student must have a completed and signed Medical Release Form on file in the school office.

Medications Policy

Students are not allowed to possess or dispense medication at any time. Teachers and assistants are also not allowed to dispense medication. All medication,

including prescription, over the counter, asthma inhalers, etc. must be brought to the elementary office by a parent. If your child requires a medication to be dispensed at school the following guidelines must be followed:

1. A signed physician's consent form must be on file in the office.
2. The medication must be in the original container and include the dosage instruction label.
3. All medication must be kept in the elementary office.
4. Parents are responsible for bringing medicine and picking up empty containers.

Students may not deliver medicine to the office. 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. Please do not send your child to school if they have the following conditions:

| | |
|----------------|-------------|
| Fever | Chicken Pox |
| Conjunctivitis | Measles |
| Impetigo | Vomiting |
| Diarrhea | |

If your child is running fever, the parent will be contacted to pick up the child from school. Children should be fever free for 24 hours before returning to school. It is important that the school have 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.

First Aid - Minor Injuries

Those students receiving minor injuries should report to the school 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 should report to the elementary secretary who will call parents to come for the student when this is deemed necessary. When neither parents nor the emergency friend listed can be reached, the student who is too ill to attend class will be sent to the sick room 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 office to check their child out.

HOMEWORK

Homework teaches responsibility, time management, goal setting, and self-discipline. Therefore, homework is an integral part of the school program at the appropriate level. Homework will benefit the student and credit will be given. Parents should sign any assignment pads/sheets each night. Any homework for Wednesday and Friday nights will be incomplete seatwork, studying for quizzes, or completing long-term projects. While homework is basically the student's responsibility, it does require family cooperation, supervision and some assistance. Parents should help children choose a time and place free of distractions to prepare school work. Homework must be completed neatly and presented on time.

Assignments will be recorded in a notebook, homework sheet, Plan Ahead, or Edline (grades 4 and 5).

Wednesday Night Homework

1. Routine math and language homework may be given every day.
2. To meet unusual schedule constraints, occasional tests may be given on Thursday with the approval of the Principal.
3. Thursday tests may be given by any teacher during the last week of a nine-week marking period.

LIBRARY SERVICES

The Library provides a place where students, faculty, and parents can come to access information and materials for personal and academic use. It is a place where students can study, enjoy leisure reading and receive help in finding answers to their questions. Although quiet conversation is allowed, an atmosphere conducive to study and reading is essential. Each student is responsible for helping to maintain an academic environment.

1. All materials taken from the Library must be first checked out at the circulation desk. Students who remove materials from the Library without checking them out are subject to disciplinary action.
2. Computer workstations are available for student use. The computers are for school use only. Students should not attempt to use the computers for anything other than their intended use. Any attempt to alter settings will result in severe discipline. Students may not use school computers for e-mail because of the possibility of opening a virus and infecting all the computers on campus. Students have access to Microsoft Word, Access, Excel, PowerPoint,

the Internet, and on-line magazine database, and the card catalog on computer. There is a fee for computer printouts.

3. Circulation Policies
 - a. General Circulation Books are checked out and are to be returned at the next designated library day the class returns.
 - b. Reference books are checked out to the classroom and are not to go home.
 - c. Magazines and newspapers are available for use in the Library only.
 - d. Open check-out times are also provided at discretion and approval of classroom teacher.

*TCA Libraries do not charge late fees or overdue fines for library books that are late being turned in. However, students may not checkout any library materials until library books/materials have been checked in. We appreciate students returning library books and materials in a timely manner.

LOST LIBRARY BOOKS/MATERIALS

If library books/materials are thought to be lost, these items need to be replaced. Therefore, full replacement cost is to be paid for lost library books/materials. Or, parents have the option to replace book/material provided replacement is of same type (e.g., hardback for a hardback).

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.

LUNCH PROGRAM

TCA elementary cafeteria offers a lunch program. Menus that list the options for each day will be made available. Pre School-2nd students will be given a monthly lunch schedule, which will list the menu options for each day. Pre-ordering is no longer necessary for any elementary students. *The Pre School-2nd grade lunchroom is located in the elementary building. The 3rd-5th grade will use the upper school cafeteria.* All elementary students will have accounts set up at school. Parents are to load their child's account in the cafeteria, and checks should be made out to Sodexo. There is a \$50.00 minimum to begin the account. Students will be issued a PIN that will be used to purchase their meal. Students will use badges until they learn their PIN. **All meals are combos and include a drink.** Students may also bring a lunch from home. Parents should include all necessary items such as napkins and eating utensils. Please remember to include a drink. Individual

drinks are not available. ***Microwaves are available for student use in grades 3-5 only. Parents of students in LL - 2nd grade should not pack items that need to be cooked or heated in a microwave.*** Parents are welcome to come eat lunch with their children. Parents should go to the main cafeteria to get their meal and make payment.

MAKE-UP WORK

After one-day absences, students should be prepared to make up missed tests or assignments the day of their return to class. However, students with an excused absence from school for two or more days are generally allowed a maximum of three days to make-up the work they missed. Make-up tests may be scheduled after school or during a time that is convenient to the teacher. Please make satisfactory arrangements with your teachers as soon as possible following any absence. If a student misses a class due to a curricular activity (e.g. field trip) or a co-curricular activity (e.g. baseball game) they are not allowed extra time, as a general rule, to make up the work. For example, if he/she plays basketball and misses a math class on Tuesday, the student should turn in the work for Tuesday's class prior to leaving for the game and be ready for class on Wednesday. Some exceptions to these general rules may be allowed. These guidelines should always be understood:

1. When a student misses class, they are responsible for making up the work missed within the specified time frame.
2. It is the student's responsibility, not the teacher's, to initiate the make-up work plan.
3. The student should seek assistance regarding work missed first from classmates, and then if there are further questions, seek out teacher assistance at an appropriate time. *Parents must call the elementary school office by 8:30 a.m. in order to request that day's missed assignments. The assignments will be available for pick-up after 2:00 p.m. in the school office. You may also request that assignments be sent home with another student.*

PARENTAL 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.

Fine Arts Guild

The Fine Arts Guild of Trinity Christian Academy will assist the Fine Arts Department in the organization and promotion of visual and performing arts on the Trinity campus. Recognizing that all good gifts come from our heavenly Father, Trinity's Fine Arts Guild will seek to enhance those God-given talents within the students through education and gift-development.

PARTIES

Teacher and administrators have discretion to schedule parties according to school policies. All parties (other than a student's birthday) are considered school events; therefore siblings may not attend. School refreshments for a student's birthday are permissible with the classroom teacher's approval. NO special decorations or favors may be included. Please schedule such activities well in advance with the student's teacher. 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 teacher. The Elementary office will not accept any deliveries for students from florists or gift shops.

PERMANENT RECORDS AND TRANSCRIPTS

Permanent records for students in grades Early Ed - 5th are located in the Elementary Office. Included in the records are results of achievement tests, 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 student 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.

PERSONAL PROPERTY/CELL PHONES

Students should use discretion in the personal property they bring to school. **Items such as playing cards, cigarette lighters, laser pointers, artificial noisemakers, personal electronic devices (e.g., mp3 players, radios, digital cameras, video cameras), and other similar devices tend to invite misuse and often cause classroom distractions and interruptions. Leave them at home.** Such items will be confiscated and returned to

parents at an appropriate time. Students should also avoid keeping large sums of money in their purses, wallets or pockets. Calculators are not to be used for games or recreation and will be removed from the student's possession and returned to parents following misuse or abuse. This policy also applies to the after-school program.

Students may possess cell phones at school; however, **students may not use them at any time during the school day to make or receive calls or send or receive text messages.** Cell phones must be **turned off** and stored in a purse, book bag, or pocket at all times. Cell phones that are seen or heard will be confiscated and kept for two weeks. Parents can pick the phone up in the office after the two-week period. Repeated violations will result in the phone being confiscated for longer periods of time.

Students are allowed to contact parents using the school phone in the Elementary Office in the event of an emergency. Parents are also able to leave messages for students by calling the office. Parents and students should avoid using cell phones to communicate during the school day.

PROGRESS REPORTS

Progress reports for grade K-5 will be sent home once at the mid-point of each grading period. This form must be signed by the parents and returned the next day to the teacher.

REPORT CARDS

Report cards for grade PreK-5 will be sent home every nine weeks. Report cards should be signed by the parent(s) and returned the following day. Report cards will be withheld if any part of the families' financial account is not current.

RESIDENCY REQUIREMENTS

All students are expected to live with their parent or guardian. If, for any reason, a student no longer lives with either of the aforementioned parties, they are required to inform the school administration immediately.

SCHOOL PICTURES

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

STANDARDIZED TESTING

Trinity Christian Academy administers the TerraNova3 test during each spring. All students in grades K-5th grade must participate. No absences for family trips or special activities will be excused during the achievement testing period. This test provides invaluable information regarding our student's progress and is also used in selecting curriculum and textbooks. Results of the TerraNova3 will be mailed during the summer.

TARDIES TO SCHOOL

If a student arrives to school after the 8:00 a.m. bell rings he/she will be considered tardy.

Parents should sign the student in on the tardy book in the elementary school office. Three tardies equals one unexcused absence. (See Absence policy for further information). Tardies count against the Elementary Perfect Attendance Award. Students are expected to be on time to school. They should plan on leaving early enough that under normal circumstances they would arrive ten or fifteen minutes early. This will allow for a "cushion" for minor traffic delays or car pool delays, etc. However, there are times when there are excusable reasons for tardiness. These tardies are for unavoidable reasons where circumstances are out of the students control, such things as your vehicle not starting, being involved in an accident, extensive traffic or weather related delays (as reported by numerous students), your car pool driver is late, etc. In such cases, the parent should contact the office immediately for appropriate resolution of the problem.

TEXTBOOKS

All textbooks belong to TCA and loaned to the students for use during the school year. Textbooks are distributed by the classroom teacher. The name, number of the textbook, and its condition are recorded by the teacher. If a book is lost or damaged beyond use, the student must pay for its replacement before he/she can be issued another text. If the book is found within a two-week period following the student having purchased another text, the money will be refunded. Students are responsible for the textbooks issued to them. Any loss of a book should be reported immediately to your teacher. Textbooks may be checked out by parents during the summer to assist with tutoring for their student providing they are returned by August 1st.

VISITORS

1. All visitors should go to the main office and sign in before going elsewhere on campus.
2. Non-TCA students who have an interest in attending TCA at a future date should first

contact the Admissions Office to request a visit to the campus. Students may not shadow in the elementary classrooms.

IMPORTANT UPDATES FOR THE 2011-12 ELEMENTARY HANDBOOK

- **Uniforms**
- **Medication Policy**
- **Standardized Testing**
- **Lunch Program**
- **Violence or Threats of Violence Policy**
- **Grading System**