

TRINITY CHRISTIAN ACADEMY

LOWER SCHOOL HANDBOOK



2018 - 2019

TCA's 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.

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ABSENCE AND ATTENDANCE

Attendance Policy

School attendance is incredibly valuable for each of our students. TCA's School Calendar is posted in the spring for the coming school year for the benefit of advance family planning and scheduling. The calendar has generous scheduled breaks for students throughout the year. Parents are asked to make plans around these dates and to have their children at school when at all possible.

Elementary School Attendance is taken daily by the classroom teacher. To check a student's attendance record, follow these steps:

- Go to the school website: www.tcalions.com
- Sign in to RenWeb using your parent account username & password
- Under the word Student Information select the drop down arrow and choose your student
- Click on the word "Attendance"
- This screen is broken down by quarter or you can choose all for the entire school year.

Student absences from class or school (for all or part of a day) fall into three categories – Excused, Unexcused, and School-Related.

1. Excused Absences (AE)

Students who are absent for the following reasons and submit applicable documentation within five days to the Attendance Coordinator will be assigned an excused absence and may make up missed work as defined by each teacher:

- Medical appointments documented (Physician's note) with the Attendance Coordinator
- Documented personal illness (Written/signed note from a parent)
- Family illness or death (Written/signed note from a parent)
- Court appearances (Written/signed note from a parent)
- Pre-approved trips/absences processed through the Attendance Coordinator

2. Unexcused Absences (AU)

Unexcused absences are assigned for, but not limited to, the following reasons:

- Truancy
- Sleeping in
- Absences due to trips (one or more full days) without prior documented administrative approval arranged through the Attendance Coordinator
- Suspensions (OSS, ISS)

Consequences for unexcused absences:

- May result in the student not being able to make up missed assignments (homework, tests, quizzes, projects, etc.) for full

credit. This may result in a zero for missed assignments and/or points deducted from larger assessments.

- May limit participation in extracurricular activities (athletics, fine arts, etc.), field trips, and other school events
- Unexcused absences in a semester may result in additional consequences and/or a conference with the area Principal

3. School Related (SR) Absences:

- TCA-sponsored extracurricular activities in which the student is a participant
- School field trips
- Academic Competitions

School-related absences do not count against absence limits for students.

4. Maximum Absences/Academic Credit Risk:

- For a student to receive full credit for a class at Trinity, a student's absences should not exceed ten (10) days in a semester unless an exception for extraordinary circumstances is made by the school's Attendance Committee which will require detailed documentation (i.e. physician, court, psychologist).
- Any absence beyond ten (10) days in a semester and/or twenty (20) days for the school year will be recorded as unexcused without detailed documentation (i.e. physician, court, psychologist).

5. Contact the Attendance Office regarding all absences:

- If unforeseen/unexpected events occur on the morning of a school day or a student wakes up sick and cannot attend school, then the parent should make every effort to call the Attendance Office before 8:30 a.m.
- Students have five days from his/her return after an absence for parent or physician's note to be turned in to the Attendance Office; otherwise, the absence(s) may be recorded as unexcused.

6. Checking in and out of school:

- A student arriving after 7:45 a.m. is counted as tardy to school.

7. Tardies

Students should plan on leaving early enough that under normal circumstances they would arrive to school ten or fifteen minutes early. There are times when there are excusable reasons for tardiness. In such cases, the parent should communicate with the Attendance Office.

- Tardy records begin with a clean slate at the beginning of each quarter.
- Each student is permitted two unexcused tardies per quarter without a disciplinary penalty.
- A third tardy within a single quarter will result in an

assigned daily cafeteria duty.

- A fourth and each subsequent unexcused tardy in any individual class will result in an assigned weekly cafeteria duty.
- A parent conference may be required if unexcused tardies continue and with the purpose of evaluating this lack of promptness and to explore options to solve the issue(s).

Students arriving any time after the 7:45 a.m. bell rings should:

1. Report to the Elementary Office to receive a slip to enter class.
2. Present a detailed note from a parent explaining the late arrival within five days to avoid being assigned an unexcused tardy.

Early Dismissals

- Requests for early dismissal should be brought or emailed to the Attendance Office prior to leaving campus for the school day. If there is a question or concern about the reason for an early dismissal, please see the Principal for approval. The Attendance Office will approve the request for early dismissal and will provide the student with an early dismissal slip.
- Students are to turn in assignments that will be missed before leaving campus. Whenever possible, any missed tests or quizzes should be rescheduled with the teacher before leaving campus.

Missed Assignments Due to Absences

- Students are responsible for missed assignments while absent. Any assignments and tests missed due to absences may be recorded as a zero if not completed in a timely manner as designated by the teacher. As a general rule, students may have the number of days missed to complete and submit missed assignments due to absences.
- Work assigned prior to a student's absence is due on the day of return.
- Tests assigned prior to a student's absence are to be taken on the day of return.
- It is important for students and/or parents to communicate with teachers in person or by email if there is any question about missed work. Lack of communication does not warrant extended time for missed assignments.

Family Trips or Other Special Activities:

- Though we understand and appreciate the value of family vacations and mission trips, we strongly recommend that such trips which exceed two days not be taken during school. If extenuating circumstances do not allow you to plan such trips when school is not in session, email your area principal to request approval as early as possible. Preferred notice time is 60 days in advance.
- Brief family trips or other special activities (1-2 days), with prior written administrative approval, may be excused if the

student has four or fewer absences at the time of the approval within that semester and if the student is making satisfactory academic progress in all classes. Days absent for the family trip or special activity may not cause the total number of days absent for the semester to exceed ten and the year to exceed twenty. (This includes early sign-outs or dismissals for weekend trips or non-school activities, etc.)

- The student is responsible for collecting all make-up work and completing all missed assessments as organized with each teacher prior to absences.
- Any days or classes missed for a family trip or special activity that causes a student to exceed twenty absences in a year will be recorded as unexcused and may jeopardize the student receiving credit for that course.
- Absences for family trips or special activities may not be excused during standardized testing unless they involve circumstances outside the family's control.

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 communicated through a RenWeb Parent Alert.

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. Parents signed a permission notice during the enrollment process 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 TCA and 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.

HEALTH ISSUES

Medical Release Forms

Every student must have a completed and signed Medical Release Form on file in RenWeb.

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. If your child requires a 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.

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	Lice w/proof of treatment

Children should be free from the above symptoms for 24 hours before returning to school. This includes being fever free without medication for 24 hours. If your child is running fever, the parent will be contacted to pick up the child from 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 will be sent to the elementary 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 contact (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 secretary who will call parents to come for the student when this is deemed necessary. When neither parents nor the emergency contact listed can be reached, the student who is too ill to attend class will remain in the elementary office 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 check their child out.

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.

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 may be terminated from the school. Prescription drugs should be used only under the direct supervision and knowledge of elementary school office personnel. It is prohibited to sell, give, or otherwise transfer prescription drugs to another student or individual.

Bullying

Bullying includes three important components:

1. Bullying is threats and 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.

Bullying will not be tolerated.

Students will be encouraged to be a leader in God's eyes, not a bystander if they witness bullying.

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

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

Plagiarism

Plagiarism is passing off a source's information, ideas, or words as the student's own by omitting to cite them, and it is an act of lying, cheating, and stealing. Since the student also claims that it's their own work and use it to get credit for work they haven't really done, the student also lies and cheats. The student cheats their source of fair recognition for his or her efforts, and cheats the other students who have completed the same assignment without plagiarizing.

Stealing

Stealing is the taking or borrowing of another's property without permission on each occasion. This includes textbooks, uniforms or equipment, and personal items.

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, students will be required to pay compensation for all damages.

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 may terminate the student.

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 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.

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 Principal.

Significant Infractions - 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.

Subsequent Infractions - The student will receive consequences agreed upon by the team which may include: parents, teacher, administration and the student. Parents will be contacted regarding the incident and involved in the restoration.

Disciplinary Options

The following methodologies are options available to teachers and administrators as they work with students concerning problematic behaviors.

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.

Loss of Privileges - There are many privileges for students who attend Trinity Christian Academy. These privileges are earned through appropriate behavior and attendance, and these privileges may increase as a student matures. When a student is issued a loss of privilege, he or she will be unable to utilize some or all of the privileges that are available. These privileges may include, but are not limited to, optional eating areas at lunch, full recess time, enrichment rewards, and attendance at, and/or participation in, extracurricular activities. Students who lose lunchroom privileges will eat in a designated location. Students who do not comply appropriately with a loss of privilege may be given additional consequences.

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.

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 removed from the class.

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.

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 re-apply through the Admissions Office and complete the admissions process. The TCA administration reserves the right to refuse re-admission.

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.

Biting Policy

Biting is a very common behavior among children birth to three years of age. Biting is a form of communication and is 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 biting behaviors by the environment which we create for the children.

We understand that children biting other children, is one of the most common and most difficult behaviors to deal with in group child care settings. It can occur without warning, can be difficult to defend against, and provokes strong emotional responses in the biter, the victim, the families, and the caregivers involved.

Trinity has developed the following plan of action to be used if and when biting occurs in our school.

When a child is bitten:

For the biter:

1. The biter 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 biting or calls attention to the biter. Caring attention will be focused on the child who was bitten. The biter 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. We don't put our teeth on people."
2. The child will be redirected to other work/play.
3. Staff will complete an incident report and notify the family of the biter when the child is picked up for the day.

an isolated incident of argument or aggression between students.

For the victim:

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

When biting continues:

1. Classroom staff will meet with the director on a routine basis for advice, support and strategy planning.
2. Staff will chart every occurrence, including attempted bites, and indicate location, time, participants, behaviors, staff present, and circumstances.
3. Staff will “shadow” children who indicate a tendency to bite, in order to head off biting situations before they occur.
4. Staff will work together as partners with the parents of both biting children and frequent victims to keep all informed and develop a joint strategy for change.
5. Teachers will hold a conference with the parents of the biting child to develop a written plan of action. Schedule follow-up meetings or telephone conversations as needed.
6. If biting continues, the student may need to be removed for a period of time from the classroom.
7. 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 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.

**ANTI-BULLYING AND HARASSMENT POLICY -
Adopted 2018/2019**

Philosophy

Bullying and harassing others will not be tolerated at TCA. Students are entitled to have an educational environment that is free from humiliation, oppression and abuse. Every person who is a part of TCA has the responsibility to support and care for each other and to behave in a pleasant and non-threatening fashion.

Definition

Bullying and harassing is any persistent, willful and deliberate action done by an individual or a group, to hurt, distress, upset, frighten or threaten another person or persons. It is not

Bullying can be:

- Physical: pushing, kicking, hitting, pinching, touching or any use of violence or repeated annoyance after being asked to stop
- Verbal: written or oral name calling, sarcasm, spreading rumors, malicious gossip or teasing
- Emotional: deliberate excluding, tormenting (hiding books, threatening gestures, extorting money), racial taunts, graffiti
- Sexual: unwanted physical contact or abusive and/or suggestive comments
- Cyberbullying: willful and repeated harm inflicted through the use of computers, cell phones and other electronic devices

Aims of the Policy

1. To ensure that all students, staff and parents know what is meant by bullying, and to know that it is unacceptable behavior
2. To create an atmosphere where bullying is not accepted
3. To empower victims of bullying to seek appropriate help
4. To ensure that faculty respond consistently and appropriately to bullying
5. To develop procedures for reporting, investigating and dealing swiftly with bullying behavior when it occurs
6. To develop a program of support for those affected by bullying behavior and for those involved in such behavior

Guidelines

As a school community, we expect all incidences of bullying to be reported. This requires students to:

- Refuse to be involved in any bullying situation.
- Take some form of intervening action if present when bullying occurs.
- Report the incident or suspected incident to a teacher, principal, or guidance counselor.

The school recommends that parents:

1. Watch for signs of unusual behavior or distress in their child, such as not wishing to attend school, missing equipment, requests for extra money, damaged clothes or bruising.

2. Advise their child to tell a staff member about any incidents of bullying.
3. If possible, parents should allow the student to report and deal with the problem. If the child will not report the incident, parents should inform the school.
4. Keep a written record of the bullying (who, what, when, where, why, how).
5. Discourage their child from retaliating.
6. Attend interviews at school if their child is involved in any bullying incident, either as the offender or the recipient.
7. Inform the principal of suspected bullying even if their child is not directly affected.

The faculty and staff will:

- Be positive role models at all times.
- Watch vigilantly for any incidences of bullying.
- Minimize opportunities for bullying by intentional and close supervision.
- Act on suspected incidents promptly and in the appropriate manner.
- Teach students appropriate ways to respond when they are witnesses to incidences of bullying.

Implementation:

- Faculty will make it clear in the classroom that bullying behavior is unacceptable and that consequences will be imposed to ensure a change their behavior.
- All reports of bullying, no matter how trivial, will be investigated and dealt with fairly and positively by classroom teachers. In this way, students will gain confidence that reporting of incidents will not be ignored.
- If the incidents of bullying are serious and persistent, the classroom teacher will report immediately to the principal. The principal must ensure that the incident is dealt with effectively and promptly. Priority will be given to providing support for the victim and safety for all students.
- The principal will find out all the facts surrounding serious incidents of bullying by talking to all the parties involved, including any witnesses. All the evidence and all views will be taken into account. If possible, all parties should be asked to give a written account.

Tenn. Code Ann. § 49-6-4503 requires that every school district have a policy prohibiting bullying and harassment as well as procedures for investigating reports of bullying and harassment.

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.

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.

GRADING SYSTEM

The following system is used for TCA Elementary:

<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 Little Lions, PreK, and Kindergarten 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.

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 planner, Plan Ahead, or in Google Classroom (grades 3 - 5).

Wednesday Night Homework

1. Routine Math 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.

PROGRESS REPORTS

Progress reports for PreK through Grade 5 will be communicated once at the mid-point of each grading period.

REPORT CARDS

Report cards for PreK through 5th Grade 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.

STANDARDIZED TESTING

Trinity Christian Academy administers the TerraNova3 test for students in Kindergarten through 2nd grade and the ACT Aspire for students in 3rd through 10th grade 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 information regarding our student's progress and evidence toward LEAP qualifications. It is also used in selecting curriculum and textbooks. Results of the TerraNova3 and ACT Aspire will be sent home at the end of the school year or at the beginning of the following year depending on when the results are reported to TCA.

TEXTBOOKS

All textbooks belong to TCA and are 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 1 or arrangements have been made with the Principal.

PERMANENT RECORDS

Permanent records for students in Little Lions through 5th grade 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 psychological 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.

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.

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. Circulation Policies- TCA Libraries do not charge late fees or overdue fines for library books that are turned in late. However, students may not checkout further library materials until current 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).

LUNCH PROGRAM

TCA offers a lunch program through Sodexo. Menus that list the options for each day will be made available on our school website. Pre-ordering is not necessary for any elementary student. *Little Lions eat lunch in their classroom. PreK through 5th grade students will use the main cafeteria.* All elementary students will have Sodexo 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 in 3rd – 5th grade also have a la carte options. 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 may be purchased. Parents of students in LL - 2nd grade should not pack items that need to be cooked or heated in a microwave.

Microwaves are available for student use in grades 3-5 only. In order for a student to continue to use the microwave, we ask that parents review instructions and provide opportunities for practice of safe, independent microwave use. Please include such things as:

- Does water need to be added?
- Does the wrapper or cover need to be removed?
- What should the timer be set to?
- Item must be monitored - What should you be watching for as the item is heating up?
- How do you remove the hot item from the microwave and take it safely to the table (especially liquids)?

Parents are welcome to come eat lunch with their children. Parents who are purchasing a meal should go to the main cafeteria to get their meal and make payment.

SCHOOL PICTURES

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

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.* 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.

PERSONAL PROPERTY/CELL PHONES

Students should use discretion in the personal property they bring to school. **Items such as laser pointers, artificial noisemakers, personal electronic devices (unless specified by the classroom teacher), 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 take pictures or video, to make or receive calls, or to send or receive text messages without teacher or administrator approval.** Cell phones must be **turned off** and stored in a purse, book bag, or pocket at all times.

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.

GOOGLE ACCOUNTS

Trinity Christian Academy is a Google school. We use the Google suite of applications for classroom projects, communication, homework, quizzes, tests, and other school-related tasks.

All TCA students, starting in kindergarten, are given a @mytcalions.com email account. Their account credentials allow them to sign-in to their G Suite apps and login to Chromebooks. The following email permissions are assigned based on grade level:

K - 8: Can ONLY email and share within the @mytcalions.com domain.

9 - 12: Are allowed to email and share outside of @mytcalions.com domain.

For G-suite questions, please contact helpdesk@mytcalions.com.

VISITORS

1. All visitors must go through security at the main office and receive clearance 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.

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 pant. 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.

Girls Dress Standards

K – 5th Chapel/Special Assembly Uniform

- * **Plaid Dress** – The plaid dress may be worn by girls in grades K – 2nd grade.
- * **Blouse** – White or black short or long sleeve with logo. The white blouse is required for all performances. Undershirts or camisoles may be worn under blouses. They must be solid white with no visible logo or writing when worn under the white shirt.
- * **Skort/Jumper** - Plaid Skort for 3rd - 5th grade; Jumper for K – 3rd grade (must be two inches or longer from the top of the knee cap)
3rd grade girls have the option to wear the plaid skort or plaid jumper for chapel.
- Socks/Tights**– Must be only the following solid colors: purple, white or black.
- 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 are required on P.E. days.**

Chapel dress is NOT required for LL-PreK

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, 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. Students must wear a TCA polo under their TCA sweatshirt/coat/jacket.
- * **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.
- * **Make-up** – Make-up is not permitted in elementary school. No tattoos.
- * **Mission Pride Day**- Every Friday is “Pride Day”. Students may wear Trinity t-shirts, sweatshirts, TCA sport shirts, TCA cheer tops, or hoodies with uniform bottoms. The first Friday of every month or as arranged by the school is “Missions Pride Day”. Students may opt to wear jeans or solid (black or grey) athletic pants (no yoga pants, leggings, or tights) for a \$2 donation to support alumni missionaries or other mission endeavors. **Any questionable attire may be deemed unacceptable by an Administrator.**

Boys Dress Standards

K – 5th Chapel/Special Assembly Uniform

Shirt - White or black oxford short or long sleeve shirt with logo. The white shirt is required for all performances. Undershirts may be worn. They must be solid white with no visible logo or writing when worn under the white shirt. Shirts must be tucked in.

Pants - Khaki (flat front or pleated); khaki shorts are permitted in August, September, April and May.

Socks - White, brown or black

Shoes - No backless shoes. **Athletic shoes required on P.E. days.**

Belt - Black or brown belt in grades 3rd-5th.

Note: Chapel dress is NOT required for LL-PreK.

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, black, purple, or grey. Shirts worn under a white shirt cannot have a visible logo or writing.

Pants - Khaki (flat or pleated).

Shorts - Khaki

Shoes – 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 anytime. Students must wear a TCA polo under their TCA sweatshirt/coat/jacket.

Hats - 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 over the ears, or extend over the collar. Extreme hair styles are not permitted.

Jewelry - Earrings may not be worn to school or any school function. Necklaces must be tasteful. Body piercing and tattoos are not permitted.

Mission Pride Day- Every Friday is “Pride Day”. Students may wear Trinity t-shirts, sweatshirts, TCA sport shirts, TCA cheer tops, or hoodies with uniform bottoms. The first Friday of every month or as arranged by the school is “Missions Pride Day”. Students may opt to wear jeans or solid (black or grey) athletic pants (no yoga pants, leggings, or tights) for a \$2 donation to support alumni missionaries or other mission endeavors. **Any questionable attire may be deemed unacceptable by an Administrator.**

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 gloves. We will use wisdom and common sense in determining when it is appropriate to go outside.

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.

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.