

# **Trinity Christian Academy Upper School Handbook**



**2018-2019**

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



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## MISSION STATEMENT

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

## VISION STATEMENT

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

## WHY CHRISTIAN EDUCATION?

God calls His people to raise their children in a context where love for God and communication about God are present in their homes and lives. God has revealed Himself to man, and His revelation is central to all of life and learning. As Christian educators, we value the trust given to us in partnering with parents in this process.

“Hear, O Israel: The LORD our God, the LORD is one. Love the LORD your God with all your heart and with all your soul and with all your strength. <sup>6</sup>These commandments that I give you today are to be on your hearts. <sup>7</sup>Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. <sup>8</sup>Tie them as symbols on your hands and bind them on your foreheads. <sup>9</sup>Write them on the doorframes of your houses and on your gates.”  
(Deuteronomy 6:4-9)

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

### **Why Trinity Christian Academy?**

- TCA’s mission, vision, and supporting programs/policies all seek to honor and uphold the power, love, and hope of Christ.
- The Bible is the source of truth at TCA.
- TCA seeks to educate and minister to the mind, body, and spirit of its students.
- TCA recognizes its mission as a partnership with home and church.
- Administration, teachers, and staff are dedicated Christ-followers.
- Administration, teachers, and staff feel called to serve in Christian Education.
- TCA provides a rigorous academic program that promotes excellence.
- The school provides athletic and extracurricular activities that promote opportunities for character training and growth.
- TCA encourages students to use their God-given gifts and talents for His glory.
- TCA encourages its students to serve others as representatives of Christ.



## **Doctrinal Statement of Faith**

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

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

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

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

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

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

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

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

## **Cell Phone and Social Media Policies**

Students in grades 6-12 are asked not to have cell phones, smart watches, headphones, or other electronic devices on during scheduled school hours unless directly instructed/permitted by TCA personnel. Parents are asked not to communicate with their student(s) by cell phone/text during the hours of 8:00 – 3:15 (except in the case of serious emergency) and instead contact the school with needed messages during school hours at 731-668-8500.

Teachers have the autonomy to set clear parameters regarding cell phone use in their classrooms and students are to honor these parameters. Students who do not respect the cell phone policy and/or teacher parameters may be assigned a detention. Continued disrespect of the cell phone policy or immoral/illegal use of cell phones may result in Saturday School, suspension, expulsion, or recommended withdrawal from school depending on the seriousness of the situation.

Phones are located in the Attendance Office and the Main Office for student use during the school day for important needs. It is preferred that students use the phone in the Attendance Office and Main Office during Advisory Period or their lunch time. These phones may also be used before and after school if needed.

Parents may call the Attendance Office to leave a message for students or to request that a student call home. Parental support is needed to honor this policy and to help the school provide a focused and organized learning environment for all.

## **Social Media Policy**

- TCA Parents, students, and employees are to honor the school and its mission in all social media postings or choose not to make public postings regarding school matters.
- Negative or disrespectful social media comments, especially a pattern or more than one occurrence, regarding TCA and/or its students, families, and teachers is detrimental to the TCA community, poses a concern for the school, and may be addressed with parents, students, and employees; further, it may determine a student's, family's, teacher's, or staff member's, continued partnership with TCA.
- Students and teachers are not to make personal postings of any kind on any form of social media during school hours.

## **Conflict Resolution Policy - *Matthew 18 Principle***

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

TCA's Upper School students are encouraged to communicate honestly and respectfully directly with their teachers with concerns either before class, after class, during a teacher's planning time, by email, or during Advisory Period. Students should communicate concerns with their teacher in an appropriate way; if needed, the parent, after the student has communicated with their teacher, should then communicate respectfully with the teacher on behalf of this child. When a conflict begins in the classroom that requires parent involvement, the parent(s) should approach the teacher first and the area principal second if needed.

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

### **TCA expects its parents to:**

- willingly accept, adhere to, and assist their student(s) to honor school guidelines and the Student Honor Code with a positive spirit and an attitude that communicates a desire to comply and to respect the school community.
- demonstrate and model good sportsmanship at athletic events; strive to be gracious in defeat and respectful in victory.
- bring any classroom, academic, or teacher concerns to the teacher first; if resolution is not found, then contact Dusty Warren, the Upper School Principal (6-12). Upper School teachers report directly to Mr. Warren. ([dusty.warren@mytcalions.com](mailto:dusty.warren@mytcalions.com))
- bring any student behavioral concerns or disciplinary questions outside of the classroom to Frank Clampitt, the Upper School Dean of Students or to Mr. Warren, Upper School Principal. ([dusty.warren@mytcalions.com](mailto:dusty.warren@mytcalions.com); [frank.clampitt@mytcalions.com](mailto:frank.clampitt@mytcalions.com)). Upper School student behavior is the responsibility of teachers, coaches, the Dean of Students, and the Upper School Principal.
- after following the *Matthew 18 Principle* of conflict resolution, bring any concerns regarding the Dean of Students or the Upper School Principal to the Head of School.
- communicate with Mrs. Trisha Hathcock regarding all Upper School (6-12) attendance notifications and needs. ([trisha.hathcock@mytcalions.com](mailto:trisha.hathcock@mytcalions.com))
- communicate with Mrs. Dawn Patterson or Mrs. Andrea Moody in Guidance regarding any scheduling, community service, standardized test, and/or graduation requirement question or need. ([dawn.patterson@mytcalions.com](mailto:dawn.patterson@mytcalions.com); [andrea.moody@mytcalions.com](mailto:andrea.moody@mytcalions.com))
- Worship regularly with other believers (at least one parent).
- agree with the school's Doctrinal Statement of Faith (at least one parent).

## **TCA Student Honor Code (Grades 6-12)**

Each TCA student is expected to live in a manner that seeks to reflect Biblical values and to develop personal character traits that honor Christ. Being a part of the TCA community is both a privilege and a responsibility for each member. As we jointly seek to honor the Lord, please carefully read and abide by the following statements:

Each TCA student is expected to:

- take responsibility for their own actions.
- treat others with respect.
- treat property with respect.
- seek to grow in their relationship with Christ.
- respectfully uphold the standards of TCA as outlined in school policies and this Honor Code.
- willingly accept and adhere to school guidelines with a positive spirit and an attitude that communicates a desire to comply and to respect the school community.
- demonstrate integrity, honesty, and trustworthiness.
- understand that cheating and/or plagiarism on any type of assignment is unacceptable and will result in disciplinary and academic consequences.
- demonstrate a willing respect for all authority in word and in action.
- understand that their behavior, both on campus and off campus, is a matter of concern to Trinity both for their own well being and as a representative of TCA and Christ in the broader community.
- understand that any illegal activity, including but not limited to, the use or possession of illegal drugs, possession and/or consumption of alcoholic beverages, use or possession of any performance enhancement drug, pornography involvement, possession and/or solicitation of vapes or anything illegal, and/or participation in cyber misconducts may be cause for expulsion or withdrawal from TCA with no prior warnings.
- apply Biblical standards to all relationships.
- attempt to encourage and support others to live in a manner that honors God.

"May the God of hope fill you with all joy and peace as you trust in him, so that you may overflow with hope by the power of the Holy Spirit." Romans 15:13 (NIV)

Updated August 3, 2018

## **Attendance Policy/Guidelines:**

Upper School Attendance:

Trisha Hathcock

731.410.8206

[trisha.hathcock@mytcalions.com](mailto:trisha.hathcock@mytcalions.com)

**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.**

**Upper School Attendance is taken by class periods. To check a student's attendance record, follow these steps:**

- Go to the school website: [www.tcalions.com](http://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 with details)
- Family illness or death (Written/signed note from a parent with details)
- Court appearances (Written/signed note from a parent with details)
- 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 after an athletic event unless approved by the Athletic Director for the entire team
- Sleeping in after an extracurricular activity unless approved by Administration
- Absences due to trips (one or more full days) without prior documented administrative approval arranged through the Attendance Coordinator
- Non-medical appointments (Hair, nails, fittings, pictures, etc.)
- Suspensions (OSS, ISS)

- Early dismissal or late arrival due to off-campus employment

**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
- Excessive unexcused absences in a semester may result in an assigned detention, Saturday School, 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
- Other school-related responsibilities (Student Ambassador, SGA, Leadership University, etc.)
- College visits adhering to the established guidelines.

**School-related absences do not count against  
absence limits for students or against senior exam exemptions.**

**Maximum Absences/Academic Credit Risk:**

- For a student to receive full academic 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).

**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. (731.410.8206).
- 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.

**Checking in and out of school:**

- A student arriving after 8:00 a.m. is counted as tardy to school.
- A student who misses more than 15 minutes of a class will be counted as absent for that class period.

**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 class per quarter without a disciplinary penalty.
- A third tardy in any individual class within a single quarter will result in an assigned detention.
- A fourth and each subsequent unexcused tardy in any individual class within a single quarter will result in an assigned Saturday School (Required fee: \$40)
- 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 8:00 a.m. bell rings should:**

1. Report to the Attendance 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 to class.

**Tardies between classes:** Students are allowed five minutes between each class.

- Students arriving to class late are to go to the Attendance Office and receive a tardy slip before attending class.
- Students are not allowed to miss a part of a class to complete an assignment or to study; students may be assigned a detention for such a choice in addition to an unexcused tardy/absence and a potential zero on the assignment.
- A student who misses more than 15 minutes of a class will be counted as absent for that class period.

**Early Dismissals:**

- Requests for early dismissal should be brought or emailed to the Attendance Office prior to the beginning of the school day. In most instances, the student will be given an early dismissal slip. If there is a question or concern about the reason for an early dismissal, he/she will need to see the Principal for approval. If a student forgets or is unable to do this during the designated time, he/she should come to the office as early in the day as possible. The Attendance Office will approve the request for early dismissal and will provide the student with an early dismissal slip.
- If the student will be driving, he/she is free to leave campus at the time designated on the early dismissal slip upon signing out in the office. Otherwise, the adult who is picking the student up must come to the Attendance Office to sign the student out.
- Students are to turn in assignments for classes that will be missed before leaving campus. Whenever possible, any missed tests or quizzes should be rescheduled with the teacher before leaving campus.

- Seniors with an 8<sup>th</sup> period Study Hall are allowed to apply for early check-out privileges through the Guidance Office as long as the senior has:
  - a. not missed any more than 10 days of school the previous semester or 20 days the previous year;
  - b. maintained a minimum 2.5 GPA;
  - c. had no out-of-school suspensions the previous or current year
  - d. permission from a parent on file.

**Leaving Campus During School Hours:**

- For optimal safety, students are not to leave campus during their scheduled school hours without parental permission communicated directly with the Attendance Office or area principal.
- If personal items, textbooks, or homework are left at home or elsewhere, arrangements should be made for the delivery of these items to the school office. However, if a student is requested or needed to run an errand for official school business, the student must have permission from a parent or legal guardian. Students will be considered truant, assigned an unexcused absence, and may face appropriate disciplinary consequences when:
  1. Leaving campus without school permission,
  2. Failing to check out in the school office.
    - Students are not to go to a car or to any parking lot during their scheduled school day without specific permission from an administrator, the Attendance Coordinator, or the Front Desk.

**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 Upper School students 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.

**Missed Assignments Due to a Suspension:**

- Unless a suspension is related to cheating or plagiarism, a student may retake assignments and tests missed during their suspensions in a timely manner as scheduled with each teacher.
- Students may communicate via email with the teacher while absent; at the latest, students are to seek each of their teachers on the day of the return in regards to missed work.
- Lack of communication does not warrant extended time for missed assignments.
- Any assignments and tests missed due to suspension may be recorded as a zero if not completed in a timely manner as designated by the teacher.

**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, driver's license, 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 semester exams or during standardized testing unless they involve circumstances outside the family's control.

## UPPER SCHOOL DRESS CODE

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

- Limit distractions in the learning environment
- Reduce peer competition based on clothes, outward appearance, and affluence
- Decrease focus on the superficial and emphasize the focus on inner values and character
- Enhance school spirit
- Allow students the opportunity to demonstrate respect for leaders, policies, and boundaries
- Support campus safety

### Important Notes:

- Students are expected to be in dress code on the first day of school and each day of school thereafter, unless otherwise instructed by Administration.
- Dress code compliance is the responsibility of the TCA student and parent(s). Parent support is needed to make sure students are in dress code daily.
- All uniforms, whether new or previously used, are to meet current dress code policy.
- Senior pictures must be taken in dress code to be published in the yearbook.
- Each Friday will be Pride Day (Go Lions!) unless posted otherwise. Students may wear TCA sweatshirts, TCA t-shirts or TCA hoodies with uniform bottoms on Fridays. Only school issued t-shirts or TCA t-shirts approved by area principals are permitted.
- **MISSION PRIDE DAY - One Friday per month will be designated as Mission Pride Day. Students may opt to wear jeans, solid (black or grey) athletic pants (no yoga pants, leggings, or tights), or knee length athletic shorts (black or grey) for a \$2 donation to support alumni missionaries or other mission endeavors.**

### Important Reminders:

- Leggings/Tights/Jeggings/Yoga Pants of any kind are not allowed for students to wear as pants. Girls may wear tights or black leggings underneath a uniform skirt/skort that is appropriate length.

Sweatshirts/Coats/Jackets: Non-TCA jackets/sweatshirts are not to be worn during the school day. Non-TCA issued jackets/sweatshirts should be placed in lockers at the beginning of the school day in cold weather and worn only when exiting the building. TCA athletic-team issued jackets/sweatshirts that are primarily solid black, purple, or grey are acceptable. TSSAA jackets are not school-issued and should not be worn during the day. Uniform Source jackets, pullovers, & sweatshirts are acceptable. School/team issued sweatshirts with hoods are allowed; however, the hoods are not to be worn on the head in the building at anytime. Sweatshirts are not allowed on chapel day. Students must wear a TCA polo under their TCA sweatshirt/coat/jacket.

## **GIRLS - Chapel/Special Assembly Uniform Guidelines:**

Skort/Skirt: All skorts/skirts are to be approximately one inch from the top of the kneecap.

Skorts are also available in tall sizes. Tights/leggings may be worn under TCA skorts/skirts in the color ranges of white, black, grey, nude, and/or purple. All skirts/skorts must be Uniform Source issued.

Blouses: Fitted white or black long or short sleeve, and white or black 3/4 sleeve shirts are

allowed. White knit shirts are not acceptable for Chapel day. If a Uniform Source Uniform black sweater is worn on chapel day, then a uniform blouse is to be worn underneath the sweater. It is also acceptable for a girl to wear the boys' style white or black oxford shirt.

Socks/Tights: Purple, black, grey, or white socks and tights are approved; natural colored tights/stockings are also acceptable. It is also acceptable to wear patterned socks that combine purple, black, grey, and/or white. The goal is to keep the color scheme of the uniform intact, but to allow for individual choice/style. Tights and leggings are not to be worn as pants at any time.

Shoes: Shoes or boots are approved. Sandals with leather soles are allowed. Athletic shoes and non-dressy flip-flops are not acceptable as part of Chapel dress. Dressy flip flops/sandals are acceptable.

Blazers: Girls may opt to wear a blazer (black, brown, navy, or grey) with their uniform.

## **GIRLS - All Other Days Mix and Match Options:**

Skort/Skirt: All skorts/skirts are to be approximately one inch from the top of the kneecap to be in dress code. The goal for this requirement is modesty that promotes a respectful learning environment for all. Skorts are available in tall sizes. Tights/leggings may be worn under TCA skorts/skirts in the color ranges of white, black, grey, nude, and/or purple.

Pants/Capris/Shorts: Flat front khaki or black pants; pleated front khaki pants; flat front khaki capri; or khaki shorts; no cargo pants or shorts of any color or brand are allowed. No legging type pant is allowed. Khaki uniform pants/shorts by be purchased from vendors other than Uniform Source as long as they reflect the same style, color, and fit as the Uniform Source pants. Leggings/Tights/Jeggings/Yoga Pants of any kind are not allowed for students to wear as pants.

Blouses/Shirts: Fitted white or black (long or short sleeve); 3/4 sleeve white; purple, black or white knit (long or short sleeve) are acceptable. A solid white, black, grey, or purple t-shirt or camisole must be worn underneath white shirts or blouses. It is acceptable for a girl to wear the boys' style shirts for a better fit. Team coaches will collaborate with Administration to provide specific guidelines to athletes on what shirt is acceptable to wear on game days.

Sweatshirts/Coats/Jackets: Non-TCA jackets/sweatshirts are not to be worn during the school day. Non-TCA issued jackets/sweatshirts should be placed in lockers at the beginning of the school day in cold weather and worn only when exiting the building. TCA athletic-team issued jackets/sweatshirts that are primarily solid black, purple, or grey are acceptable. TSSAA jackets are not school-issued and should not be worn during the day. Uniform Source jackets, pullovers, & sweatshirts are acceptable. School/team issued sweatshirts with hoods are allowed; however, the hoods are not to be worn on the head in the building at anytime. Sweatshirts are not allowed on chapel day. Students must wear a TCA polo under their TCA sweatshirt/coat/jacket.

Sweater: Black v-neck or black twin set sweaters are approved; a uniform blouse is to be worn underneath sweaters.

Blazers: Girls may opt to wear a blazer (black, brown, navy, or grey) with their uniform.

Socks: Solid color socks or tights/leggings (purple, black, or white) or nude stockings are allowed. It is also acceptable to wear patterned socks that combine purple, black, grey, and/or white. The goal is to keep the color scheme of the uniform intact, but to allow for individual choice/style.

Shoes: Dress shoes, boots, Birkenstocks/Chacos style, or athletic shoes are allowed. No flip-flops. and/or white. Yellow Box and Chaco style shoes are approved.

Accessories: Fleece jacket with logo and nylon anorak (black) Uniform Source jackets and athletic team issued jackets are allowed. No scarves may be worn with uniforms. Hats, caps, head wraps, and distracting head bands are not allowed during school hours.

Jewelry: Rings, necklaces, and earrings are to be tasteful and respectful. Studded jewelry, collars, and/or hair scarves are not allowed. Earrings are to be worn in the ear lobe with a maximum of two per ear while at school. Tattoos and/or body piercings - including but not limited to nose studs, nose rings, and tongue piercings - are not to be visible on campus.

Hair: Extreme hairstyles are not permitted.

#### **BOYS - Required Chapel/Special Assembly or Event Uniform:**

Shirt: White or black oxford shirts with logo are approved. T-shirts (solid white, black, grey, or purple) may be worn under the uniform shirt. There should be no visible logos or writing on shirts worn under white shirts. All shirts must be tucked in.

Pants: **No cargo pants of any color or brand are allowed.** No brown or dark khakis allowed; Khaki uniform pants may be purchased from vendors other than Uniform Source as long as they reflect the **same style, color and fit.** Pants must reflect all three aspects mentioned to be considered in code.

Shoes: Black, brown, or tan shoes are acceptable. No athletic shoes or open toes shoes are allowed on chapel days for boys.

Sport Coat and/or tie: Students may choose to wear a tie of their choice and/or a sport coat (black, brown, navy, or grey) on chapel day.

Belt: Black or brown belts are required. Boys' shirts are to be tucked in at all times on chapel day.

Sweatshirts/Coats/Jackets: Non-TCA jackets/sweatshirts are not to be worn during the school day. Non-TCA issued jackets/sweatshirts should be placed in lockers at the beginning of the school day in cold weather and worn only when exiting the building. TCA athletic-team issued jackets/sweatshirts that are primarily solid black, purple, or grey are acceptable. TSSAA jackets are not school-issued and should not be worn during the day. Uniform Source jackets, pullovers, & sweatshirts are acceptable. School/team issued sweatshirts with hoods are allowed; however, the hoods are not to be worn on the head in the building at anytime. Sweatshirts are not allowed on chapel day. Students must wear a TCA polo under their TCA sweatshirt/coat/jacket.

Hair, Beards, and Sideburns: Facial hair is not permitted. Young men should be clean-shaven each day. Hair should be neatly groomed and clean. Hair should not extend over the eye, extend over the earlobe, or extend over the collar. Man buns, headbands, ponytails, mohawks or other extreme/distracting hairstyles are not permitted. This policy will be re-evaluated yearly based on students' willingness to respect the code.

Jewelry: Earrings may not be worn to school or any other function. Necklaces must be tasteful. Tattoos and/or body piercings - including but not limited to nose studs, nose rings, and tongue piercings - are not to be visible on campus.

### **BOYS - All Other Days Mix and Match Options:**

Shirt: White short/long sleeve oxford with logo, purple, black or white long/short sleeve knit w/logo blouses are allowed. T-shirts may be worn under the uniform shirt. These T-shirts should be solid white, black, grey, or purple. These should be no visible logos or writing on undershirts under white shirts. Belts must be worn when shirts are tucked in. Team coaches will collaborate with Administration and provide specific guidelines to athletes on what shirt is acceptable to wear on game days.

Pants/Shorts: Flat front khaki; pleated front khaki pants; flat front khaki capri; or khaki shorts. No cargo pants of any color or brand are allowed. No brown or dark khakis allowed; the color of Uniform Source pants is to be similar in color. Khaki uniform pants may be purchased from vendors other than Uniform Source as long as they reflect the same style, color and fit. Pants must reflect all three aspects mentioned to be considered in code.

Shoes/Socks: Dress shoes, boots, Birkenstocks/Chacos style, or athletic shoes are allowed. No flip-flops. It is acceptable to wear patterned socks that combine purple, black, grey,

and/or white. The goal is to keep the color scheme of the uniform intact, but to also allow for creativity.

Sport Coat: Students may choose to wear a sport coat (black, brown, navy, or grey) with their standard uniform.

Accessories: Black or brown belts must be worn when shirts are tucked in; sleeveless v-neck sweater with logo; fleece jacket with logo; black crew neck sweater with logo; tie (student choice). Hats may not be worn during school hours.

Hair, Beards, and Sideburns: Facial hair is not permitted. Young men should be clean-shaven each day. Hair should be neatly groomed and clean. Hair should not extend over the eye, extend over the earlobe, or extend over the collar. Man buns, headbands, ponytails, mohawks or other extreme/distracting hairstyles are not permitted. This policy will be re-evaluated yearly based on students' willingness to respect the code.

Jewelry: Earrings may not be worn to school or any other function. Necklaces must be tasteful. Tattoos and/or body piercings - including but not limited to nose studs, nose rings, and tongue piercings - are not to be visible on campus.

## **Non-Uniform Dress Code Guidelines (On/Off Campus Events)**

**TCA students are expected to dress respectfully on and off-campus when uniforms are not required. Examples, but not limited to:**

- Shorts, skirts, and dresses are to be of a modest length
- The midriff is to be completely covered
- Clothing should not be sexually suggestive or revealing
- Clothing or accessories related to drugs, alcohol, tobacco, violence, criminal activity, intimidation, profanity, disrespect, or sexually suggestive language, messages or images are not allowed.

**Parents are the ultimate overseers of their child's attire for on and off-campus events. Dress Code is also a concern of the school and may be addressed by TCA Administration at school-related functions, on or off TCA's campus. Students may be asked to change clothes or to leave an event if their attire is deemed inappropriate.**

Dress guidelines for special events or a school-sponsored purpose (i.e. Homecoming, dances, student sections, extra-curricular activities, etc.) are at the discretion of Administration. Students may avoid the risk of being asked to leave or to change clothing at an event by honoring guidelines and by having attire approved in advance by an administrator if in question.

## **Non-Uniform School Days**

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

### **NOTE:**

Items not permitted at school-related events without documented prior permission from Administration, whether on or off campus and including Spirit/Theme Days, include, but are not limited to:

- Weapons and/or fake weapons - knives or guns (including water guns)
- Non-TCA flags
- Drones
- Shopping Carts
- Scooters
- Skateboards
- Hoverboards
- Coolers

## School Safety

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

### TCA Safety Requirements:

- All parents and guests are to enter through the Main Entrance of the school. A personal driver's license is required to be scanned before a name tag may be issued to enter the school for any reason.
- The schedule and dates of these drills are confidential for the protection of our students.
- Weapons or drugs are NOT allowed on TCA's campus or at any TCA event; anyone in violation of this policy will likely face consequences with the school and law enforcement.
- TCA is equipped with various exterior and interior security cameras throughout campus.
- TCA reserves the right to search student lockers, backpacks, and vehicles if needed.
- TCA will refer to and rely on law enforcement when needed.
- TCA reserves the right to require student drug testing at the expense of the parent; further, in such cases of required drug testing, TCA reserves the right to limit or deny enrollment based upon a negative or failed drug test.
- The list below includes, but is not limited to, items **prohibited** on Campus without documented prior permission from Administration:
  - Weapons
  - Anything illegal
  - Fake weapons - a toy that resembles a weapon to include, but not limited to, knives or guns (including water guns)
  - Drones

## **Discipline and Discipleship**

Personal responsibility, integrity, and respect for God and others is key in TCA's discipline/discipleship process. Ultimately, we pray that our students' relationships with God, their families, and others are strengthened when discipline is necessary. While consequences for actions against school policies are necessary, our desire and intent is that this process is one of Christ-focused *discipleship* that helps a student move forward positively. It is our desire that each student experiences God's love and hope, especially in the midst of poor choices and challenging times.

### **Disciplinary Process**

The primary purpose of the discipline process is to produce growth in students while maintaining an environment of learning and order, providing a support to parents, and reflecting scriptural principles of conduct and influence.

Disciplinary action will be taken for noncompliance with school policy, and communicated with a parent/guardian. These actions may include detention, teacher or administrator conference, probation with a specific plan of progress, assigned mentors or counseling, suspension, or as a final resort, expulsion. Expulsion decisions are made collectively by the school's Discipline Committee, which includes at least three school administrators. No board members serve on the Discipline Committee.

Most disciplinary issues are managed by the teacher in the classroom, and the process may involve any of the following, separately or in combination as appropriate.

- Personal conference with the teacher
- Notification of behavior problems to parents
- Detention
- Recommended student conference with an Administrator, Guidance Counselor, and/or Student Ministries member
- A parent-teacher-student or parent-teacher-student-administrator conference
- Assignment of a zero for cheating and/or plagiarism

Persistent or more serious situations of misconduct will be managed by the administration and treated with one or more of the following measures:

- Detention
- Conference with the Administrator and/or teacher and parent
- Saturday School (\$75 Student Fee)
- Probation, combined with appropriate application of consequences relevant to the offense
- Student growth plan with specific parameters
- Recommendation of professional or pastoral counseling with documented progress required
- Referral to Discipline Committee
- In-school suspension
- Out-of-school suspension

- Withdrawal, temporary, until restitution and restoration can be confirmed via visible student behavior and pastoral counsel and recommendation; reinstatement on specified probation
- Expulsion

### **Discipline Committee**

The Discipline Committee (DC) is comprised of at least three administrators and does not include board members or parents. This committee operates separately from the board. Not all discipline issues go before the DC (See *Disciplinary Process*). The DC works as a prayerful team to evaluate and make decisions regarding a student's relationship with TCA if one or more of the following occurs:

- illegal decisions/actions have taken place,
- a student exhibits a continued pattern of disrespect to school policy and/or the Student Honor Code,
- when a student continues to disrespect and violate school policy and/or unacceptable activities after being placed on a specified probation or restoration plan,
- or when a student verbalizes, intends, or inflicts physical or emotional harm on others

Each administrator and person on the Discipline Committee desires discipleship and restoration for all students. Parents of students recommended to the DC will communicate directly with the Upper School Principal. Discipline decisions are not made by board members and board members should not be contacted regarding disciplinary matters. The Head of School is available to meet with parents and students if needed or requested.

### **Confidentiality**

Students and their families deserve the school's confidentiality during times of challenge and crisis. It is our desire as a school to protect our students and their families during the disciplinary process. The school will not share a student's private details with others outside of school officials without their permission, unless mandated by law. In the case that the school is legally mandated to provide personal student information, a custodial parent will be notified in advance.

### **Suspension and Expulsion**

Suspension and expulsion are the responsibility of Administration and may be used for serious violations and/or repeated violations of school policies and expectations. Examples of such conduct include cheating, smoking, vaping on campus, drinking, illegal use, possession, and/or selling of drugs, sexually immoral behavior, vandalism, harm to others, etc. Students involved in any illegal activity may be turned over to the proper authorities. A student may be suspended for a period of one to seven school days at the discretion of Administration.

**The following violations may result in an immediate suspension from school, pending a more thorough investigation of the matter, and may result in withdrawal or expulsion:**

- The use, possession, and/or selling of vapes, tobacco, alcoholic beverages, or illegal drugs, and the abuse of prescription medication
- Possession or selling of weapons and/or dangerous items
- Theft, including shoplifting
- Repeated dishonesty

- Blatant disrespect, disobedience, and misconduct
- Leaving campus without permission
- The possession, solicitation, and/or distribution of pornographic materials and/or images
- Harassment in any form, whether physical, sexual, verbal, or emotional in nature
- Vandalism
- Any action taken by a student that disturbs the privacy or invades the private property or emotional and/or physical safety of a teacher, Administrator, or other TCA family member

**Suspension Guidelines:**

- During the suspension period the student is responsible to keep up with his or her school work in order for academic credit to be received
- All assignments or tests missed during the period of suspension must be completed within a timeframe defined by the school in order for academic credit to be received
- Students may not practice or participate in athletic events for the duration of the suspension, nor may they be involved in after school activities during that time.
- Students may not attend school activities or be on campus on the day(s) of suspension.
- A parent-student-administrator conference will be held prior to the student returning to school and the student will be placed on probation for a period of nine weeks or more.
- Any future involvement beyond suspension connected to a particular sport / team, club, or organization is left to the discretion of the head coach or sponsor. Extra curricular participants will remain subject to coach/sponsor stipulations

**Expulsion Guidelines:**

- Expulsion decisions are made collectively by the school's Discipline Committee, which includes at least three school administrators. No board members serve on the Discipline Committee.
- The DC works as a team to evaluate and make decisions regarding a student's relationship with TCA if one or more of the following occurs: illegal decisions/actions have taken place; a student exhibits a continued pattern of disrespect to school policy and/or the Student Honor Code; when a student continues to disrespect and violate school policy and/or unacceptable activities after being placed on a specified probation or restoration plan; or when a student verbalizes, intends, or innacts physical or emotional harm on others
- Expulsion decisions are not made by the Board of Trustees
- The Head of School is available to meet with parents and students if needed or requested
- Intentional efforts are made to respect and support families and students should expulsion become necessary; the school partners with families as needed and requested as they make future educational plans for their child.

***As mandatory reporters and guardians of our students, families, and school, TCA has the right and responsibility to report all known illegal actions of any adult, including but not limited to parents, teachers, staff, and volunteers, to either local law enforcement or other required entities.***

## **Guidelines for Student Behavior Off Campus**

**As a Christian school and because of our mission to Christian families, we are the Body of Christ at school. Therefore:**

- Inappropriate behavior among our members is our concern regardless of when or where the behavior occurs.
- Our students represent the school whether they wish to or not.
- Behavior guidelines, rules, and school consequences for the behavior of students when not at school are the concern of the school.

**Parents, not the school, are responsible for the rearing of children. Therefore:**

- TCA's mission is to partner with parents in the education of their children. Parent partnership and support of school policy is necessary for this mission to be successful.
- What parents do with their children or permit their children to do in private is not normally a matter over which the school is concerned unless it is illegal or detrimental to the school community.
- While most of a school's authority derives from the parental delegation of authority to the school to act *in loco parentis*, the school also has legitimate intrinsic areas of authority in which it may set academic standards and behavioral standards as requirements for membership in the school community.

**The school has a legitimate interest in protecting its reputation in the community. Therefore:**

- Public student behavior is of interest to the school.
- Public behavior is any behavior that occurs at school or away from school.
- The school's interest in a student's public behavior may conflict with the authority and responsibility of the parent, but while the school may not act to supersede the role and authority of the parent, it may nevertheless rightfully exercise criteria for membership within the school community.
- The school has a legitimate right to enforce standards against any student behavior that is illegal.
- The school has a legitimate right to enforce standards against any student behavior which is legal but which clearly violates moral or ethical standards accepted by the Christian community across broad denominational lines.

**The school may enforce discipline on campus and at school events, on or off campus:**

- Discipline for off campus activity should enhance the smooth running of the school and support of its mission and policies.
- Discipline for off campus activity may also be designed to assure parents and other students that our campus is safe and well managed.

## **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 an isolated incident of argument or aggression between students.

### **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.

## **Policy for Responsible Use of Technology**

### ***Purpose***

TCA provides technology resources and also allows students to bring other approved technology. We seek to facilitate access to educational tools and resources, to encourage innovation and collaboration, and to partner with parents to help students learn to manage personal technology in a manner that is honorable. Trinity expects students to exercise personal responsibility and respect in their use of resources and with technology as a whole.

### ***Expectations & Rules***

- Responsible use of the school's and/or a student's personal technology resources is to support TCA's Student Honor Code and mission.
- Students are to honor the school and its mission in all social media postings or choose not to make public postings regarding school matters. Negative or disrespectful social media comments regarding others is detrimental to the TCA community, poses a concern for the school, and may be addressed.
- Students are not to make personal postings of any kind on any form of social media during school hours.
- Violating any portion of this policy may result in disciplinary review and may require suspension, expulsion, and/or communication with law enforcement officials.
- Trinity will cooperate fully with law enforcement requests and investigations.

### ***Online Behavior***

- As members of the Trinity community, students are representatives of TCA in all online communications on or off campus.
- TCA students are not to disrespect Trinity or members of its community in any public, private, or anonymous forum (i.e. Twitter, Topix, Instagram, Snapchat, After School, etc.).
- Students should never assume someone else's identity in any way via technology.
- If a student is uncertain whether a specific activity is permitted or appropriate, then they are to ask a teacher or an administrator before engaging in that activity.

### ***Privacy***

- Students should avoid sharing usernames or passwords with others.
- Respect the privacy of others; do not share or access others' folders, files, or data without their prior authorization.

- TCA has the right to inspect any data, email, logs, or files that exist on the network or on individual technology devices without the prior consent of system users.
- Students should not share or post personally identifying information about any member of the TCA community without prior permission.
- Students should not create, distribute, or post audio or video recordings of TCA employees or students without prior permission.
- Students should not disparagingly alter, distribute, or post any disrespectful image, audio, or video.

### ***Use of Technology Resources***

- Technology use at TCA, including cell phones, must be teacher or administrator authorized.
- TCA email is designed for school-related activities.
- Deliberately performing any act which negatively impacts the operation of a technology device, printer or network is unacceptable; a student's family is liable for any resources required to rectify such situations.
- Students should not store, transfer, or use software or settings for hacking, eavesdropping, network administration/monitoring, or network security circumvention.
- Students should not install or boot to non-approved operating systems on any device.

### ***Obscene or Inappropriate Materials***

- Students should not search for, solicit (ask for), download, or distribute (send) any material that is illegal, offensive, lewd, pornographic or inappropriate based on the school's mission.
- Students who mistakenly access inappropriate information at school should notify a teacher or staff person immediately so that it may be blocked.
- Administrators and TCA's Discipline Committee takes into consideration students & parents who self-report to administration and are forthcoming and honest regarding their responsibility in such matters.

### ***Copyright & Plagiarism***

- Students are not to plagiarize from any source, including taking someone else's writing, image, or idea and presenting it as your own without proper citation of the source.
- Except for "educational fair use" as defined by a teacher, students are not to copy, save, or re-distribute copyrighted material (files, music, software, etc.) Users should assume material is copyrighted unless it is stated clearly to the contrary.

### ***Personally Owned Equipment & Devices***

- Students may connect their devices to Trinity's wireless network.
- Students are not to connect to other networks while on campus, including using cell phones as wired or wireless tethering devices or hotspots.
- The school is not responsible for damage to or theft of personal electronic devices.
- Students are responsible for device charging before arriving at school.

### ***Limitation of Liability***

- TCA takes precautions to restrict access to objectionable material online, but recognizes the limitations of fully controlling online access.
- TCA reserves the right to block content with the potential of any negative impact.
- TCA is not responsible for any lost data or interrupted service caused by malfunction, negligence, or omission.
- TCA is not responsible for financial obligations arising from unauthorized use of the network or devices.
- TCA cannot assume the responsibility for any inappropriate material that bypasses the school's security/monitoring software/equipment.
- Students are independently responsible for their actions and choices in relation to technology and social media.

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](mailto: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](mailto:mytcalions.com) domain.

**9 - 12:** Are allowed to email and share outside of [@mytcalions.com](mailto:mytcalions.com) domain.

For G-suite questions, please contact [helpdesk@mytcalions.com](mailto:helpdesk@mytcalions.com).

## **Confidentiality of Student Records**

It is the practice of TCA that no one outside of TCA's Administration, Guidance Department, and/or TCA staff member designated by the Administration is granted access to any academic or discipline record without parent consent.

## **Campus Event Policy**

- Any non-TCA sponsored event held on any part of TCA's campus must be pre-approved at least two weeks advance through Cheryle Emison ([cheryle.emison@mytcalions.com](mailto:cheryle.emison@mytcalions.com)) in the Administrative Office; if approved, the event will then be placed on the school's event calendar and guidelines will be provided.
- Notifying parents, promoting, or holding a campus event is not allowed without confirmation of advanced approval from Administration.
- In respect to liability, safety, and TCA's surrounding neighbors, campouts and/or sleepovers are not allowed on TCA's campus without prior administrative consideration and approval.

Parent/students are financially and/or legally liable for any vandalism, damages, or illegal activity by their students. Students participating in any vandalism or damages will be held responsible by the school.

## **Schedule Change/Drop Add Policy**

### **Adding a Class:**

With the approval of the Guidance Office, Principal, and subject-area teacher(s), a student may add a new course during the first ten (10) days of the semester.

### **Dropping a Class:**

With the approval of the Guidance Office, Principal, and subject-area teacher(s), a student may drop a course before the end of the first grading period without the subject being recorded on the academic record. Approval is contingent upon consideration to State of Tennessee graduation requirements.

**All requests for schedule revisions are to originate in the Guidance Office by contacting Andrea Moody ([andrea.moody@mytcalions.com](mailto:andrea.moody@mytcalions.com)) or Dawn Patterson ([dawn.patterson@mytcalions.com](mailto:dawn.patterson@mytcalions.com)) and are subject to course availability and administrative approval based on individual student need and best interest.**

## Middle and Upper School Grading Scale:

<u>GRADING SCALE</u>	
A	93-100
B	85-92
C	75-84
D	70-74
F	69 and below

### **Cheating/Academic Dishonesty**

TCA students are expected to be honest. TCA desires that its students approach each assignment – no matter the size or type - with integrity and a strong work ethic. Students are encouraged to take personal responsibility for their choices and to communicate with their teachers when help is needed.

### **Cheating is defined as, but not limited to, the following criteria:**

- Giving answers orally, visually, electronically, or by any other means before, during, or after a quiz, test, or in-class assignment to another student
- Receiving answers orally, visually, electronically or by any other means before, during, or after a quiz, test, or in-class assignment from another student
- Plagiarism – submitting as yours, a work that in actuality was either fully or partially produced by another source including individuals, Internet, books or any verbal/or printed word. When using the works of others in writing, students must credit/**cite** the source according to their teacher’s instructions; if needed, seek clarity from that subject’s teacher before submitting an assignment on how to properly give credit to the source of information
- Obtaining tests or quiz questions and/or answers in advance through any **un**authorized means. The person who provides access to these is also guilty of cheating; if in doubt students should clarify authorized means of collaboration and research for assignments
- Having another student’s homework, test, quiz, or work without permission from the teacher of that subject
- Altering or filling in answers during the grading process to make an item correct is cheating whether it is done on their own work or on someone else’s

### **Consequences of Cheating**

Consequences may include a zero on the assignment, respectful reconciliation with the teacher, and consequences in the range of detention, suspension, and/or expulsion.

## Academic Fees and Potential Expenses: HIGH SCHOOL

The fee information below is provided in an effort to communicate costs beyond standard tuition. Note that a few fees are mandatory, but most are potential/optional.

Mandatory fees are collected through FACTS or with the one-time payment. If monthly payments are made, the fees will be collected September through November. When monthly payments begin after September, the total will be spread over the months remaining but must be paid in full with the November payment. When monthly payments begin in November or after, the entire amount is due with the first tuition payment. For families making a one-time payment, class fees will be due with the one-time tuition payment.

### **Mandatory Fees:** Billed through the Finance Office

*Art I, Art II, and Art III* - \$25: Required project supplies (i.e. canvas, plastic wrap, plastic tape, sketchbooks, cost of printing color images)

*Latin I* - \$5: *Latin Grammar Quick Study*

Personal property of the student to be used regularly for class instruction & independent study

*Spanish I* - \$5: *Spanish Grammar Quick Study*

Personal property of the student to be used regularly for class instruction & independent study

### **Potential Expenses/Fees:**

The fees listed below will be incurred only if your student is enrolled in the class or club and you opt for them to participate. These fees will be collected at the appropriate time and will not be billed through the Finance Office.

#### **English:**

- *English 9-12* - Depending on the availability of theatre productions applicable to our curriculum, students may have the opportunity to attend a play typically within a 200 mile radius. This is an optional expense that is dependent upon ticket costs and location.
- *Literary Club* – \$35 Membership Dues (Includes club t-shirt and books)

#### **Foreign Languages:**

- *Latin I and II* – Potential expense for National Latin Exam - \$5.00
- *Latin Club* - \$30 Membership Dues (Includes t-shirt and various expenses)
- *Spanish I - III* – Potential fees for field trips
- *Spanish Club* – \$40 Membership Dues (Includes t-shirt and donation to sponsor a child in need)

**Math:** Students may need a graphing calculator (Ti 83 Plus or Ti 84) - Approx. \$120

### Science:

- *Anatomy and Physiology and Biology* – Field trips are scheduled to support curriculum (i.e. Union University Science Department and the Reelfoot Nature Center). Trips are optional, and every effort is made to keep costs low. Anatomy and Physiology students may also opt to purchase a lab coat.
- *Chemistry II/Physics* – Students may attend an overnight Chemistry II trip to Oak Ridge, TN; Physics students travel to Atlanta (overnight) and to various competitions at local universities when available. (Estimated cost for overnight Chemistry and Physics trips: \$180.00)
- *Forensics Science* – Potential fees for field trip to the Tennessee Bureau of Investigations (Nashville)
- *Physical Science* – Potential fees for field trip
- *Science Bowl Competition Club* – Dues and potential fees for travel.
- *HOSA* – Potential fees for participation

### Fine Arts:

- *Art I, II, and III* - Students are learning to develop their own style and body of work; personal student preference of materials may affect overall costs.
- *Choir/Band* – Students are responsible for costs depending on competitions and festivals that the student is involved (Cost not to exceed \$450). Choir/festival trips are optional. In addition, choir students will need the following concert attire – ladies: black formal dress; and men: black pants and a tuxedo shirt. Band student attire costs and instrument requirements will be communicated to students by the band instructor.
- *Theatre* – Students may audition for parts in school productions; various costs associated with play participation vary and are well communicated to families in advance.

### Miscellaneous Fees:

- *Boys/Girls State* – There is a \$350 fee for students selected to attend; TCA pays \$100 and the student fee is \$250.
- *Dual Enrollment Courses* – Varies according to institution tuition.
- *Hugh O'Brien Youth Leadership Conference (HOBY)* - \$195 (Primary) and \$350 (Alternate) student fee, if selected.
- *National Honor Society* – There is a \$20 fee for returning members and \$30 for new inductees.
- *Physical Education* – P.E. uniform is required (See policy on website).
- *Myers-Briggs Personality/Strengths Testing & Analysis* – Prep 101 Class - \$25 per student
- *Strength & Conditioning Fee*- pre & post workout protein recovery fee -\$10 for 1 semester students in Middle School, \$20 for year long High School students

### PE / Wellness Workout Dress Code

- TCA T-Shirt in the color range of TCA purple, white, black, and/or gray only
- Longer athletic shorts in the color range of TCA purple, black, or gray only

## Senior Exam Exemption Policy

**Exam exemption at TCA is a privilege granted only to seniors meeting the following criteria:**

- Any single semester/half credit course with a 92.5 or above average, no more than four excused absences, and zero unexcused absences in that class
- Any double semester/full credit course exams with 92.5 or above average, no more than eight excused absences for the year, and zero unexcused absences for the year in that class; the exemption average will be determined by the average of semester 1, quarter 3, and quarter 4.
- Exceptions for extended illness may be considered as needed by the Principal, provided the requests are received in writing 7 days before the first exam. In such cases, the Principal will reduce the total absences for the extended illness to five (5).

### **NOTE:**

- A senior with an unexcused absence in a class will be disqualified from exam exemptions from that particular class.
- It is imperative to communicate absence requests/validation with the Attendance Office ([trisha.hathcock@mytcalions.com](mailto:trisha.hathcock@mytcalions.com)) within five days.
- Any senior who receives an out-of-school suspension will not be granted an exam exemption for the semester during which the suspension was served.

## **School Closings**

TCA will announce all school closings by text through RenWeb. TCA will not necessarily follow other private schools or the Jackson Madison County School System regarding closings. Unless the specific announcement is made on WBBJ that TCA is closed, parents and students will assume school is open. When a decision concerning a closing is made, an announcement may be issued via email and/or text. An announcement will also appear on the TCA website.

If an emergency or inclement weather takes place during school hours which requires early dismissal for students, the school will contact parents by both email and text via RenWeb as soon as possible. We will also report early closings on WBBJ.

## VOLUNTEER AND CHAPERONE POLICY (Adopted August 3, 2018)

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

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

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

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

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

The new *TCA Volunteer and Chaperone Form* will be posted as part of Employee and Volunteer and Chaperone policies soon.

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