



Trinity Christian Academy Upper School Handbook

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.

Cell Phone and Social Media Policies

Students in grades 6-12 are asked not to have cell phones 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 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.

- Students and teachers are not to make personal postings of any kind on any form of social media during school hours.

Academic Fees and Potential Expenses

High School Fees:

The fee information below is provided in an effort to communicate costs beyond standard tuition. Note that the 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 by May 29, 2015.

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, sketch books, 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

All 11th Graders/*English* - \$26.00: *A Pocket Style Manual*, Sixth Edition, Diana Hacker (2014)

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.

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

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
- These items are available at Parker Uniforms and other vendors.

Attendance Policy

Upper School Attendance:

Trisha Hathcock

731.410.8206

thathcock@tcalions.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.

ATTENDANCE POLICY/GUIDELINES:

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
- 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 extra-curricular 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 extra-curricular 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 following guidelines: http://tcalions.com/images/uploads/content_files/Junior_College_Visit_Information.pdf

http://tcalions.com/images/uploads/content_files/College_Visitation_Information_Seniors_07.27.15.pdf

**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 not in their seats when the bell rings are considered tardy.
- 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 8th 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.

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.

Discipline and Discipleship

An important part of TCA's mission is the discipleship of its students. The ultimate goal of that discipleship process is equipping and preparing students to know, love and serve God with all of who they are. TCA seeks to partner with Christian families and students in providing an excellent education that is biblically directed and Christ-centered. The intent of behavioral boundaries and disciplinary actions/measures at TCA is always the spiritual formation of our students. We seek to provide this by creating a safe and Christ-honoring school environment and community shaped by the Gospel of Jesus Christ.

TCA recognizes a disciplinary situation as an opportunity to pursue the goal of discipleship. As a result, the administration always begins with the following question: "How can this student best be restored in light of his/her choices?" This question guides administrative steps. To assist the administrative team in the process involving major disciplinary situations, the school has a Discipline Committee comprised of the Head of School, Principals, and other members of the administration and staff that may be called upon.

When a student joins TCA for the first time and then re-enrolls, the student and his or her family form a partnership with TCA in pursuit of the school's mission in the life of that student. While it is possible that some student choices may prevent a student from remaining a part of the TCA community, the administration and the Discipline Committee always approach situations with the goal of restoration. We desire first to help restore a student to the path God has for him or her and also to restore them to the larger TCA community if possible. Honesty, humility, and accepting personal responsibility are key to the restoration process. If in the disciplinary evaluation process a student chooses not to be honest or chooses to withhold information, then the student has broken the partnership between the family and TCA. In such situations that student may be asked to withdraw or be expelled from TCA.

ENCOURAGEMENT OF PERSONAL RESPONSIBILITY

God's Word supports personal responsibility and accountability. Part of maturing is taking responsibility for oneself. TCA recognizes that accepting personal responsibility in light of certain choices can be a universal challenge for adults and children alike that requires both courage and humility; we also recognize the freedom that Christ can give to each of us when we take responsibility for our choices and continue to seek and depend upon Him. TCA joins its families in depending on and praising God for a Savior Who walks before us and with us in all facets of life's journey. TCA seeks to honor Jesus Christ and His hope for each of its students in their human and eternal lives.

The following elements may be applied when creating an individual plan for restoration by administration, faculty, and/or recommendation of the Discipline Committee.

Conferences – A conference between faculty, administration, students and/or parents may be necessary to communicate and clarify how the Student Honor Code applies in specific situations. Student and parent conferences are often important for clarifying expectations and in crafting a joint plan to equip students to achieve those expectations. These may involve the student, the parent, appropriate faculty/staff, guidance personnel, and/or administrators.

Detention - Detention may be used as a consequence for a variety of offenses. The following are some examples: tardiness; disruption; dress code; rude or discourteous behavior; and other actions deemed inappropriate. A TCA Disciplinary Referral Form will be sent home with the student to be signed by the parent and returned to TCA. Detention meets for on Friday mornings from 6:30-7:30. Moving detention from one week to another is strongly discouraged and must be approved by the Principal before noon on Thursday. Failure to arrive on time to detention, not serving a scheduled detention on the appropriate date, or excessive detentions served/accumulated may result in stronger disciplinary measures, such as Saturday School or suspension.

Saturday School - Saturday School may be used as a consequence for repeated misconduct or a single incident and may serve as an interim step before a student misses classes or extracurricular activities through Suspension in situations deemed appropriate by administration. Saturday School is generally from 8:00 a.m. - 12:00 p.m. on designated Saturdays. Failure to arrive on time to Saturday School, not serving a scheduled Saturday School on the appropriate date, and/or additional assigned detentions and/or Saturday Schools may result in increased disciplinary measures. Parents will be assessed a \$40.00 charge for a Saturday School.

Out-of-School Suspension - Students involved in repeated offenses or a more serious single violation of school policy may be assigned 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 on suspension may not participate in any extracurricular activity or school event/function during this time. Students may make up missed work during their suspension as long as the suspension is not related to an academic matter.

Removal from Class – Student attitudes or behaviors which are disruptive, dishonest, or disrespectful interfere with a healthy and effective school community; these behaviors may require that a student be removed from class and/or school. Permanent removal from any class may result in a failing grade for the course and other more serious consequences.

Community Service – Serving others with an attitude of compassion and respect can be a powerful way to honor Christ, to grow spiritually, and to mature. Students may be required to complete a defined number of service hours in a specific area as part of a plan to restore the student to the TCA community. Parents and students are made aware of parameters and guidelines that accompany community service requirements. If a student is assigned service hours due to disciplinary matters, then these assigned hours may not count toward TCA's required number of community service hours for its students.

Disciplinary Probation - Students involved in serious offenses may be placed on disciplinary probation as outlined by administration and in collaboration with the Discipline Committee. When Disciplinary Probation is in place for a student, continued enrollment is contingent upon honorable fulfillment of the probationary terms outlined in the student's Restoration Plan.

Expulsion/Withdrawal – When a student is involved with attitude and/or behavior of a more serious nature including, but not limited to, illegal activity of any kind, deceit/dishonesty, a pattern of disciplinary violations, threatening behavior of any kind, vandalism, inappropriate social media involvement, and/or pornography, the student may be asked to withdraw or even expelled from TCA. If a student wishes to rejoin the TCA community, the student must then reapply through the Admissions Office and complete the enrollment process. Re-enrollment is not guaranteed.

Extra-Curricular/Leadership/Athletic Probation or Removal – Extracurricular involvement, including but not limited to, clubs, event attendance, class office election and position, athletic participation, and any leadership position within the school, are a privilege. In addition, many of these positions require that a student not simply avoid unwise choices, but also that they evidence humility, a teachable spirit and attitude, and a desire for growth. Consequently, students may be required to step from such positions if their behavior and/or attitude is inconsistent with that role.

Law Enforcement/Department of Children Services Involvement – TCA will respectfully honor its responsibility as a child advocacy mandatory reporter and/or may report knowledge of illegal activities concerning its students to local law enforcement. Parents will be notified in such situations.

Conflict Resolution Policy

Matthew 18 Principle

It is our intention that each member of the TCA family, including but not limited to, parents, teachers, staff, administrators, and students, address conflicts by applying the “Matthew 18 Principle”. This Biblical principle encourages us to go directly to the one with whom we have conflict so 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. What a great opportunity to help our students build personal responsibility and foster healthy and meaningful relationships with others! 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. We are each in partnership with one another.

“Do all that you can to live in peace with everyone.” – Romans 12:18

“And we know that God causes everything to work together for the good of those who love God and are called according to his purpose for them.” – Romans 8:28

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.

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, away from school, or in the home when more than the family is present.
- 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.

Senior Exam Exemption Policy

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

1. Any single semester/half credit course with a 92.5 or above average, no more than five excused absences, and zero unexcused absences in that class
2. 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.
3. Exceptions for extended illness may be considered as needed by the Principal, provided the requests are received in writing before May 1st (December 1st for a first semester course). 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 (thathcock@tcalions.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.

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, consider, and abide by the following statements:

As a TCA student, I:

- will take responsibility for my own actions.
- desire to improve myself and strengthen my relationship with others as I grow in my walk with Christ.
- will respectfully uphold the standards of TCA as outlined in school policies and this Honor Code.
- will willingly accept and adhere to school guidelines with a positive spirit and an attitude that communicates a desire to comply.
- will demonstrate integrity, honesty, truthfulness and trustworthiness.
- will demonstrate respect for all authority placed over me in word and in action.
- understand that my behavior, both on campus and off campus and at all times, is a matter of concern to Trinity both for my own well being and as a representative of TCA 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, and/or participation

in cyber misconducts may be cause for expulsion or withdrawal from TCA with no prior warnings.

- understand that cheating and/or plagiarism on any assignment is unacceptable and will result in disciplinary action.
- will apply Biblical standards to dating and all peer relationships.
- will demonstrate respect for God, other people, and property.
- will attempt to encourage and support others to live in a manner that honors God.

For it is by grace you have been saved, through faith—and this is not from yourselves, it is the gift of God— not by works, so that no one can boast. Ephesians 2:8-9

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 who self-report 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 redistribute 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.
- Trinity does not recommend using iPods or cell phones as devices.

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.

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 in advance (At least three weeks in advance) through Cheryle Emison (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.

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) or Dawn Patterson (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

<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 in all situations, including the academic realm. TCA desires that its students approach each assignment – no matter the size or type - with integrity and honesty. Students are encouraged to take personal responsibility for their choices and to communicate with their teachers when help is needed. Dishonesty is an ever-present choice in life. May our students seek and find the Lord’s freedom in continuing to build a foundation of Truth and integrity in all of life’s decisions.

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 **unauthorized** 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.

"Integrity is doing the right thing, even when no one is watching." C. S. Lewis

"Finally, brothers and sisters, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things." [Philippians 4:8](#)

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 all policies and safety requests respectfully.

- 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.
- Students, faculty, and staff participate in drills each school year in the following areas: Tornado, Fire, and Intruder. 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 and student vehicles if needed.
- TCA will refer to and rely on law enforcement when needed.
- The list below includes, but is not limited to, items **prohibited** on Campus without documented prior permission from Administration:
 - Fake weapons - a toy that resembles a weapon to include, but not limited to, knives or guns (including water guns)
 - Drones
 - Shopping Carts

- Scooters
- Skateboards
- Heelies (Skate shoes)
- Hoverboards
- Prescription and over-the-counter medications

Non-uniform Dress Code (on/off campus events) Guidelines

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, whether on or off campus and including Spirit/Theme Days, include, but are not limited to: Weapons

- Fake weapons - a toy that resembles a weapon to include, but not limited to, knives or guns (including water guns)
- Non-TCA flags
- Drones
- Shopping Carts
- Scooters
- Skateboards
- Hoverboards
- Coolers

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.
- Each Friday will be Pride Day (Go Lions!) unless posted otherwise. Students may wear TCA sweatshirts, t-shirts or hoodies with uniform bottoms on Fridays. Only school issued t-shirts or TCA t-shirts approved by area principals are permitted.
- One Friday per month will be designated as Mission Pride Day. Students may opt to wear jeans or solid (black or grey) or TCA athletic pants (no yoga pants, leggings, or tights) for a \$2 donation to support alumni missionaries or other mission endeavors.
- All uniforms, weather 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.
- No hoodie sweatshirts, including team sweatshirts, are allowed except on Fridays.
- The Boys Hair, Mission Pride, and pants policies have been updated for the 2017/2018 school year

Important Reminders:

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

Sweatshirts: No sweatshirt of any kind (including TCA sweatshirts) may be worn during the day with the exception of Pride Day, Mission PRide Day, and other times designated by Administration. Team jerseys or a designated team shirt may be worn on GAME days that have been previously approved by the Athletic Department, except for Thursdays when chapel dress is always required. No hoodies sweatshirts, including team sweatshirts, are allowed except on Fridays.

Coats/Jackets: Non-TCA jackets are not to be worn during the school day. Non-TCA issues jackets should be placed in lockers at the beginning of the schoold day in cold weather and worn only when exiting the building. TCA athletic-team issued jackets that are primarily solid black, purple, or grey are acceptable (no camo or extreme patterns). TSSAA jackets are not school-issued and shold not be worn during the day. Black Parker/Uniform Source fleece jackets are allowed.

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 Parker/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 Parker/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. Yellow Box shoes are acceptable.

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 skinny jeans styles or legging type pants are allowed. Khaki uniform pants/shorts may be purchased from vendors other than Parker/Uniform Source as long as they reflect the same style, color, and fit as the Parker/Uniform Source pants. Skinny or tight fitting pants are not allowed. Leggings/Tights/Jeggings/Yoga Pants/Skinny 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. No hoodie sweatshirts, including team sweatshirts, are allowed except on Fridays. 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. Athletic jerseys and shirts should not be loaned out for others to wear at school.

Coats/Jackets: Non-TCA jackets are not to be worn during the school day. Non-TCA issued jackets 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 that are primarily solid black, purple, or grey are acceptable (no camo or extreme patterns). TSSAA jackets are not school-issued and should not be worn during the day. Black Parker/Uniform Source fleece jackets are allowed.

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

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. 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. Yellow Box and Chaco style shoes are approved.

Accessories: Fleece jacket with logo and nylon anorack (black) Parker/Uniform Source jackets and athletic team issued jackets are allowed. Sweatshirts are only permitted on FRIDAYS. 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 logos or writing on undershirts 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; the color of non-Parker/Uniform Source pants is to be similar in color. Khaki uniform pants may be purchased from vendors other than Parker/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.

Tie: Student choice.

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

Coats/Jackets: Non-TCA jackets are not to be worn during the school day. Non-TCA issued jackets 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 that are primarily solid black, purple, or grey are acceptable (no camo or extreme patterns). TSSAA jackets are not school-issued and should not be worn during the day. Black Parker/Uniform Source fleece jackets are allowed.

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 logos or writing on undershirts under white shirts. No hoodie sweatshirts, including team sweatshirts, are allowed except on Fridays. Short sleeve shirts may not be rolled. 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. Athletic jerseys and shirts should not be loaned out for others to wear at school.

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 non-Parker/Uniform Source pants is to be similar in color. Khaki uniform pants may be purchased from vendors other than Parker/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.

Accessories: Black or brown belts must be worn when shirts are tucked in; sleeveless v-neck with logo ; fleece jacket with logo; black crew neck sweater with logo; tie (student choice). TCA Sweatshirts are permitted on FRIDAYS. 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.

MISSION PRIDE DAY

One Friday per month will be designated as Mission Pride Day. Students may opt to wear jeans or solid (black or grey) or TCA athletic pants (no yoga pants, leggings, or tights) for a \$2 donation to support alumni missionaries or other mission endeavors.