

**Trinity Christian Academy
Upper School Handbook
2019-2020**



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

**Trinity Christian Academy
10 Windy City Road
Jackson, Tennessee 38305
731.668.8500|tcalions.com**



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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.

PHILOSOPHY OF CHRISTIAN EDUCATION

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

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

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

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

2019-2020 SCHOOL VERSE

Philippians 4:6-7 (NIV)

"Do not be anxious about anything, but in every situation, by prayer and petition, with thanksgiving, present your requests to God. And the peace of God, which transcends all understanding, will guard your hearts and your minds in Christ Jesus."

BOARD AND SCHOOL GOVERNANCE

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

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

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

ADMINISTRATION, FACULTY & STAFF

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

PURPOSE STATEMENT

(TCA Bylaws, Article 2)

TRINITY CHRISTIAN ACADEMY EXISTS TO:

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

"And He is the image of the invisible God, the firstborn of all creation. For in Him all things were created both in the heavens and on earth, visible and invisible, whether thrones or dominions or rulers or authorities – all things have been created through Him and for Him. And He is before all things, and in Him all things hold together". Colossians 1:15-17

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

THE TRINITY DIFFERENCE

TCA offers Christian parents a partnership of biblical truth and discipleship with their child's formal education, their local Bible believing church, and their homes. Christian Education at Trinity recognizes that God's word is the measure of all things, the scale on which His people are to weigh all issues of life. He is the foundation of true education. "In whom are hidden all the treasures of wisdom and knowledge." Colossians 2:3

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

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

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

"And He gave some as apostles, and some as prophets, and some as evangelists, and some as pastors and teachers, for the equipping of the saints for the work of service to the building up of the body of Christ; until we all attain to the unity of the faith, and of the knowledge of the son of God, to a mature man, to the measure of the stature which belongs to the fullness of Christ. As a result, we are no longer to be children, tossed here and there by craftiness in deceitful scheming; but speaking the truth in love, we are to grow up in all aspects into Him, who is the head even Christ, from whom the whole body, being fitted and held together by that which every joint supplies, according to the proper working of each individual part, causes the growth of the body for the building up of itself in love." Ephesians 4:11-16

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

TRINITY CHRISTIAN ACADEMY

STATEMENT OF FAITH

Doctrinal Statement
(TCA Bylaws, Article 3)

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

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

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

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

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

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

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

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

STATEMENT ON MARRIAGE, GENDER, AND SEXUALITY

(TCA Bylaws, Article 3B)

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

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

TRINITY CHRISTIAN ACADEMY
EDUCATIONAL STATEMENT
(TCA Bylaws, Article 4)

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

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

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

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

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

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

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

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

Section 3 - Academic Education

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

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

Psalms 111:10 — *"The fear of the Lord is the beginning of wisdom."*

Section 4 - Physical Education

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

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

Section 5 - Spiritual Education

1. We believe that the single most important thing a child must learn is to have the proper relationship with God. Everything we do at our school is done with this basic foundation. **Matthew 22:37** - *"You shall love the Lord your God with all your heart, and with all your soul, and with all your mind."*

2. We believe the Bible is the inspired, infallible Word of God. We will stand firm on our Doctrinal Statement, (Article 3). We will not take a dogmatic stand on mode of baptism, eschatological issues or the special gifts. **II Timothy 3:16**, *“All Scripture is inspired by God and profitable for teaching, for reproof, for correction, for training in righteousness.”*
3. We believe that our children should be equipped both for spiritual battle in this world and to function in the body of Christ learning to die to self and live unto Christ. Our objectives are supported by the following scriptures: **Ephesians 4:11-16**, *“And He gave some as apostles, and some as prophets, and some as evangelists, and some as pastors and teachers, for the equipping of the saints for the work of service to the building up of the body of Christ; until we all attain to the unity of the faith, and of the knowledge of the son of God, to a mature man, to the measure of the stature which belongs to the fullness of Christ. As a result, we are no longer to be children, tossed here and there by craftiness in deceitful scheming; but speaking the truth in love, we are to grow up in all aspects into Him, who is the head even Christ, from whom the whole body, being fitted and held together by that which every joint supplies according to the proper working of each individual part, causes the growth of the body for the building up of itself in love.*

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

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

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

CONFLICT RESOLUTION POLICY - MATTHEW 18 PRINCIPLE

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

TCA'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 the Upper School Principal (6-12).
- Bring any student behavioral concerns or disciplinary questions outside of the classroom to the Upper School Principal. Upper School student behavior is the responsibility of teachers, coaches, and Upper School Administration.
- After following the *Matthew 18 Principle* of conflict resolution, bring any concerns regarding Upper School Administration to the Head of School.
- Communicate with Mrs. Trisha Hathcock regarding all Upper School (6-12) attendance notifications and needs. (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; 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

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
- 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 at least 24 hours prior to the trip

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, senior pictures, etc.)
- Suspensions (OSS, ISS)
- Early dismissal or late arrival due to off-campus employment

Consequences/Disciplinary Process for Non-Adherence to Unexcused Absences Policy for grades 6-12

In compliance with Tennessee state law (49-6-3007) applying to all state of Tennessee independent schools, when a student accrues five (5) unexcused absences from school, written notice will be given to the student's parent or guardian and disciplinary action will be taken. If the parent or guardian fails to rectify the absenteeism, TCA is required by law to report said absenteeism to the appropriate local governmental authorities.

- 1st Unexcused Class Absence in 1 or more classes = Documented email to parent by Attendance Coordinator for official notice of unexcused absenteeism
- 2nd Unexcused Class Absence = Assigned detention for *Unexcused Absenteeism/Missing Class* by Attendance Coordinator
- 3rd Unexcused Class Absence = Assigned Saturday School (\$75 Fee) for *Truancy* by the Attendance Coordinator
- 4th Unexcused Class Absence = Assignment of ISS (In-School Suspension) for *Continued Truancy* by the Upper School Principal
- 5th Unexcused Class Absence = Administrator/Parent Conference to discuss continued enrollment at TCA and mandatory state of Tennessee reporting if the parent or guardian fails to rectify the absenteeism with Administration.

Unexcused Absences for Dual Enrollment Students and Seniors

- Students in Dual Enrollment courses must follow the specific attendance guidelines of the professor teaching that particular class as instructed on the Course Syllabus.
- Seniors may not be exempt from an exam with an unexcused absence in that class.

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 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, 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). 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.

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.

Consequences/Disciplinary Process for Non-Adherence to Tardy Policy

- 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 and each subsequent unexcused tardy in any individual class within a single quarter will result in an assigned detention.
- Unexcused tardies beyond a third occurrence in any individual class within a single quarter will result in an assigned Saturday School (Required Fee: \$75) assigned by the Attendance Coordinator
- A parent-administrator conference will be required and possible suspension will be assigned if unexcused tardies continue.

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.

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 the 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.

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 four (4).

NOTES:

- A senior with an unexcused absence in a class will be disqualified from exam exemptions from that particular class.
- 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.
- It is imperative to communicate absence requests/validation with the Attendance Office (trisha.hathcock@mytcalions.com) within five days.

Co-curricular & Athletic Participation

All students are expected to be in attendance during the regular school day to be eligible to participate in co-curricular and/or athletic activities for that day. For a student to be considered eligible for practice or competition they must be in school for at least half of the school day (3 hours and 10 minutes). If the principal or designee grants an excused absence in advance for a pre-scheduled activity or an unforeseen emergency, the student may participate on that day.

Students on suspension are not allowed to participate in or attend extracurricular activities including athletic practices and games.

UPPER SCHOOL DRESS CODE

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

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

Parent Expectations

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

Important Notes

- Girls skirt length has become a dress code issue and distraction to a positive and respectful school culture. Compliance is needed and required from students and parents. All skirts/skirts are to be no greater than two inches from the top of the knee.
- All uniforms, whether new or previously used, are to meet current dress code policy.
- Male students are to be clean shaven at all times.
- Hair colors need to be limited to natural shades. No primary, pastel, or neon colors. This includes purple. Extreme hairstyles are not permitted.
- Reminder: Boys/Chapel shoes are to be closed-toe and black, brown, or tan. No athletic shoes are allowed for chapel dress.

Consequences/Disciplinary Process for Non-Adherence to Dress Code

- Dress code records begin with a clean slate at the beginning of each quarter.
- Each student is permitted two dress code violations per quarter without a disciplinary penalty.
 - First violation results in a documented verbal warning
 - Second violation results in parent contact from teacher or administrator
- A third and each subsequent dress code violation in a single quarter will result in an assigned detention.
- A fourth dress code violation in a single quarter will require an assigned Saturday School at the expense of the student/parent and a parent-teacher-administrator conference. The purpose of this meeting is to evaluate the continued lack of adherence to dress code and explore options to resolve the issue(s)

Alternate Dress Codes

- Each Friday will be TCA Pride Day (Go Lions!) unless posted otherwise. Students may wear TCA sweatshirts, TCA t-shirts or TCA hoodies with uniform bottoms on Fridays.
- MISSION PRIDE DAY - One Friday per month will be designated as Mission Pride Day. Students may opt to wear jeans, solid (black or grey) athletic pants (no yoga pants, leggings, or tights), or knee length athletic shorts (black or grey) for a \$2 donation to support alumni missionaries or other mission endeavors.
- Homecoming dress code guidelines will be provided to parents and students by Administration prior to Homecoming.
- Any questionable attire may be deemed unacceptable by an administrator. Respect and compliance are needed and expected.

GIRLS - Chapel/Special Assembly Uniform Guidelines

Skort/Skirt: All skorts/skirts are to be no greater than two inches from the top of the knee all the way around while standing. 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 no greater than two inches from the top of the knee all the way around while standing. 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 tight pants or leggings

type pants are allowed. Khaki uniform pants/shorts may be purchased from vendors other than Uniform Source as long as they reflect the same style, color, and fit as the Uniform Source pants. **Denim/Jean or 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. TCA athletic-team issued jackets/sweatshirts are acceptable. TSSAA jackets are not school-issued and should not be worn during the day. Uniform Source jackets, pullovers, & sweatshirts are acceptable. 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.

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/Body Piercings: Tattoos should not be visible on campus. 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. Hair colors need to be limited to natural shades. No primary, pastel, or neon colors. This includes purple.

BOYS - Chapel/Special Assembly Uniform Guidelines

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: Only black, brown, or tan closed-toed shoes are acceptable. No athletic shoes are allowed.

Socks: Solid color socks (purple, black, grey, or white) 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.

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.

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

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

Tattoos/Body Piercings: Tattoos should not be visible on campus. 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 are allowed. T-shirts may be worn under the uniform shirt. These T-shirts should be solid white, black, grey, or purple. There 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; or khaki shorts. 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.

Sweatshirts/Coats/Jackets: Non-TCA jackets/sweatshirts are not to be worn during the school day. TCA athletic-team issued jackets/sweatshirts are acceptable. TSSAA jackets are not school-issued and should not be worn during the day. Uniform Source jackets, pullovers, & sweatshirts are acceptable. 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.

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. Hair colors need to be limited to natural shades. No primary, pastel, or neon colors. This includes purple.

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

Tattoos/Body Piercings: Tattoos should not be visible on campus. 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 include, but are not limited to:

- o Shorts, skirts, and dresses are to be of a modest length
- o The midriff is to be completely covered
- o Clothing should not be sexually suggestive or revealing
- o 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

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 a positive environment of learning, safety, 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 or required 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 TCA board members serve on the Discipline Committee and the Board is not involved in disciplinary decisions.

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 inacts 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.

Restoration and Reinstatement

Whenever a student is withdrawn or expelled, there is the possibility of restoration and reinstatement in the future if, in the unanimous consensus of the Principal, Head of School, and Admissions Committee 1) the student has respectfully demonstrated personal responsibility/accountability, 2) there is a sufficient probability that, after reinstatement, the student will remain in full compliance with the Honor Code and all other TCA conduct academic, and attendance policies, and 3) the student has been withdrawn, excluded, or expelled at least one full semester from TCA with requested documented evidence of academic and behavioral stability and progress provided.

**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.

SPECTATOR CODE OF CONDUCT FOR ATHLETIC EVENTS

TCA Students

All TCA students are considered community representatives of Trinity Christian Academy. Students are expected to act in an appropriate manner at all times when attending athletic events. The following behaviors are inappropriate and will not be tolerated: fighting, profanity, possession, use of, or being under the influence of alcohol, tobacco, or drugs, unsportsmanlike conduct, rude or disrespectful behavior on and off the field/court, taunting opponents or officials, destruction of property, obscene gestures, derogatory or degrading comments. Students who exhibit any of the above behaviors or any other inappropriate behavior will face appropriate consequences, pending further investigation. The Director of Athletics and Upper School Principal will determine these consequences. Discipline Committee referral may be necessary.

Parents and Other Spectators

All parents are considered community representatives of Trinity Christian Academy and representatives of Christ. Being a parent of a student-athlete is intended to be a great experience. Parental participation and support is very important to student-athletes, our school, and community. Everyone associated with an athletic event plays an important role in seeing that standards of sportsmanship are upheld. Parents and other spectators are reminded that their sportsmanship and behavior reflect upon the reputation of Trinity Christian Academy and of Christ. To make this experience honorable and the most rewarding for all concerned, the following are expectations for being a supportive parent or spectator of athletic events:

- Cheer for your team and not against the opponents – Matthew 7:15-20.
- Demonstrate good sportsmanship.
- Respect, cooperate, and respond enthusiastically to cheerleaders.
- Diplomatically and honorably censure fellow spectators who display negative behavior.
- Respect others.

Coaches and/or on-site administrators and officials who observe inappropriate behavior from our parents and/or other spectators will address it personally and inform the Director of Athletics of such behavior. Inappropriate conduct may result in being removed from the venue and subject to further action.

ALCOHOLIC BEVERAGE POLICY

There are differences of opinion in the Christian community regarding what the Bible teaches about the appropriateness of alcoholic beverages. However, the possession, use, sale, or supply of alcoholic beverages by an underage person is a violation of Tennessee law; and such acts, therefore, are violations of Biblical standards (Romans 13:1-5). TCA students shall not be under the influence, possess, use, sell, or supply alcoholic beverages.

On Campus

Any student violating this policy on campus or at a school activity may face immediate expulsion and may be turned over to appropriate law enforcement personnel.

Off Campus

The first violation of this policy off campus will result in 1) formal parental notification, 2) a referral to the Discipline Committee for determination of school consequences (suspension, expulsion, probation, etc.); a student's disciplinary record will be considered through the Discipline Committee's evaluation of the incident in making their decision about enrollment at TCA, and 3) reporting/cooperation with appropriate law enforcement personnel.

If a second violation off campus occurs, it will result in 1) a Discipline Committee meeting to discuss appropriate school consequences (expulsion, request for withdrawal, etc.), and 2) reporting/cooperation with appropriate law enforcement personnel.

Parental Supply or Facilitation of Access to Alcoholic Beverages or Drugs

It is a violation of Biblical standards (Romans 13:1-5) and Tennessee statutes for an adult to provide alcoholic beverages or illegal drugs to a student. The parents of TCA students shall not provide or knowingly facilitate or allow access to alcoholic beverages or illegal drugs to a TCA student. "Facilitating access" will include a parent's failing to adequately safeguard any alcohol or drugs that he/she possesses or allows access in their homes or otherwise. Violation of this policy may result in the termination of the relationship between that family and the school, at the sole discretion of the Administration. TCA has the right to inform law enforcement in these situations.

VAPING LIMITATIONS

ON APRIL 17, 2019, TENNESSEE GOVERNOR BILL LEE SIGNED LEGISLATION (S.B. 26) PROHIBITING, UNDER THE TENNESSEE CHILDREN'S ACT FOR CLEAN INDOOR AIR, THE USE OF VAPOR PRODUCTS OR DEVICES IN SPECIFIED LOCATIONS WHERE CHILDREN ARE TYPICALLY PRESENT.

THE LAW ALSO:

- Prohibits smoking, or the use of vapor products, on school grounds after regular school hours; and
- Expands the distance for which it is unlawful for a person to smoke or use vapor products from within 50 feet to within 100 feet of any entrance to any building of all public and private kindergarten, elementary, and secondary schools.

Any student violating the Vaping Limitations policy on campus or at a school activity will face disciplinary

action and may be turned over to appropriate law enforcement personnel.

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.

CHILD ABUSE REPORTING POLICY

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

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

1. Reporting Procedures

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

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

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

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

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

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

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

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

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

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

Once the notice is given, the principal or other designated person shall provide to the parent or legal guardian all school information and records relevant to the alleged abuse or sexual abuse, if requested by the parent, with the information redacted to protect the confidentiality of the identity of the person who made the report and any other person whose life or safety may be endangered by the disclosure and any information made confidential pursuant to federal or state law. The information and records described herein shall not include records or documents of other agencies.

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

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

SCHOOL SAFETY

THE SAFETY AND PROTECTION OF OUR STUDENTS, FAMILIES, FACULTY, AND STAFF IS PRIORITY. HELP KEEP TCA A SAFE AND SECURE PLACE BY HONORING AND RESPECTFULLY ADHERING TO ALL POLICIES AND SAFETY REQUESTS.

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

TCA Safety Requirements

- 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 are not allowed to open the door or let anyone into the building during school hours. All employees have badges; all others must enter through the Main Entrance.
- The schedule and dates of these drills are confidential for the protection of our students.
- Weapons or drugs are NOT allowed on TCA's campus or at any TCA event; anyone in violation of this policy may face expulsion and referral to local law enforcement.
- TCA is equipped with various exterior and interior security cameras throughout campus.
- TCA reserves the right to search student lockers, backpacks, and vehicles if needed.
- TCA will refer to and rely on law enforcement when needed.
- TCA reserves the right to require student drug testing at the expense of the parent; further, in such cases of required drug testing, TCA reserves the right to limit or deny enrollment based upon a negative or failed drug test.
- The list below includes, but is not limited to, items **prohibited** on Campus without documented prior permission from Administration:
 - Weapons
 - Anything illegal
 - Fake weapons - a toy that resembles a weapon to include, but not limited to, knives or guns (including water guns)
 - Drones

CLASSROOM INTERRUPTIONS POLICY

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

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

- Physically enter a classroom

STUDENT ARREST / LEGAL POLICY

Parents are required to disclose if their student(s): have been charged, arrested, convicted, and/or pled guilty to any crime; have pending charges; and/or have documented indication that he or she could cause physical, emotional, or psychological harm to others.

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) 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.

Parents/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.

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.

1:1 Initiative

- All students 6-12 grade will be provided with a Chromebook.
- Students are responsible to bring their fully charged Chromebook to school every day.
- If a student does not bring their Chromebook to school, Chromebooks will be available for a \$5.00 daily rental fee from the upper school attendance office. Rental fees will be charged to student accounts.
- Students are not allowed to alter the physical appearance of the device in any way (i.e stickers, labels, skins, etc.).
- Any attempt to tamper with the Chromebook's hardware (both internal and external) or software will result in a repair fee to return the device to its original condition.
- Any cosmetic damage from abuse, misuse, and unauthorized modification will result in a repair fee to return the device to its original condition.
- Students will be required to replace any lost or damaged peripherals (i.e. power supplies or stylus) at full cost.
- Students will be required to replace any lost or stolen Chromebook at the fair market value replacement cost determined by the IT department.
- Each device is allowed one accidental repair for the life of the device (approximately three school years). Accidental repairs include unintentional bumps or drops from no more than three feet (i.e. falling from a desk), liquid spills on the keyboard, or a power surge. Additional damage(s) will be charged to the student at the cost of the repair.
- All warranty related device failures (manufacturer defects or malfunctions not caused by accidental damage) will be repaired at no cost to the student for the life of the device.
- Each device and device peripheral(s) will be returned at the end of each school year. Devices will be assessed for damages or missing components. Damages outside the scope of normal wear and use will result in a fee to repair or replace the device.
- Students will be assigned the same Chromebook each year, and graduating seniors will be able to keep their Chromebook.

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 a hotspot or accessing other networks through a virtual private network (VPN) service or application.
- The school is not responsible for damage to or theft of personal electronic devices.
- Students are responsible for device charging before arriving at school.
- Personally owned devices will be allowed for in-class work at the discretion of the teacher. They will not be allowed to use for online testing or quizzes.

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

6 - 12: Are allowed to email and share outside of @mytcalions.com domain.

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

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 or policy. Parents are asked not to communicate with their student(s) by cell phone/text during the hours of 8:00 – 3:15 and instead contact the school with needed messages during school hours at 731-668-8500.

Guidelines and Expectations for Cell Phone Use

- Students may use cell phones at the following times minimally and without disruption:
 - Before 8:00am
 - During Advisory Period
 - During Lunch
 - After 3:15pm
- Other than the permitted times for use, students should keep cell phones: Turned off or in airplane mode
 - In their pocket, backpack, locker, or teacher-provided storage area

Consequences/Disciplinary Process for Non-Adherence to Cell Phone Policy

- Cell phone violation records begin with a clean slate at the beginning of each quarter.
- Each student is permitted two cell phone violations per quarter without a disciplinary penalty.
 - First violation results in a verbal warning
 - Second violation results in parent contact from teacher
- A third and each subsequent cell phone violation in a single quarter will result in an assigned detention and the teacher/administrator keeping the cell phone until 3:15pm. The student can recover their cell phone from the teacher/administrator after 3:15pm.
- A fourth cell phone violation in a single quarter will require a parent-teacher-administrator conference. The purpose of this meeting is to evaluate the continued lack of adherence to cell phone policy and explore options to solve the issue(s).

**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.*

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.

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.

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 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.

HOMEWORK AND TESTS

Understanding that special circumstances and unforeseen situations occur, the following are the general guidelines for homework and tests:

Middle School

- Quizzes posted at least two (2) days in advance
- Tests posted at least four (4) days in advance
- Projects posted at least seven (7) days in advance
- No tests, planned quizzes, projects, or homework should be due on a Thursday with the exception of math homework or principal approval

High School

- Quiz notice given at least one (1) day in advance
- Tests posted at least three (3) days in advance
- Projects posted at least five (5) days in advance
- No tests, planned quizzes, projects, or homework should be due on a Thursday with the exception of math homework or principal approval

DIPLOMA REQUIREMENTS

Diploma Requirements can be accessed at the following links:

- [Classes of 2020, 2021, and 2022](#)
- [Class of 2023](#)

**Valedictorian/Salutatorian information is listed within the Diploma Requirements document*

STANDARDIZED TESTING

TCA offers the ACT Aspire for all Middle and High School students. This assessment is a valuable college preparatory tool that promotes higher-order thinking and processing.

ACT Aspire includes the following:

- Computer based, longitudinal college and career readiness assessment that tracks student growth and is built upon the same rigorous foundation as the ACT test.
- In addition to measuring achievement, Aspire serves as an indicator of college readiness and is excellent preparation for the ACT.
- Like the ACT, Aspire tests in the academic areas of Mathematics, Science, Reading and English.
- Aspire test scores enable us to track and evaluate student's progress in order to strengthen learning and instruction for each student.
- As our students become more and more familiar with college readiness assessments, we anticipate a continual progression and an increase in Aspire and ACT scores and, in overall learning.

COURSE DESCRIPTIONS

DUE TO THE EVER-EVOLVING NATURE OF CURRICULAR OFFERINGS, COURSE DESCRIPTIONS CAN BE ACCESSED AT THE FOLLOWING LINKS:

- [Middle School Course Descriptions](#)
- [High School Course Descriptions](#)

**Dual Enrollment and AP courses are listed within High School Course Descriptions*

Academic Fees and Potential Expenses

High School and Middle School academic fees and potential expenses can be accessed at the following links:

- [Middle School Academic Fees](#)
- [High School Academic Fees](#)

REACH PROGRAM

TCA has a long standing tradition of working to meet the needs of students with learning challenges and disabilities. For more than 10 years, the REACH program has worked with individuals and small groups of students to equip them with the tools needed to not only succeed academically, but to embrace the person God designed them to be. Even in the years before the REACH program began, there was differentiated programming to meet the needs of each TCA student.

The REACH (Resources Empowering All Children) program at Trinity Christian Academy provides individualized instruction for students who have been professionally identified with a learning or medical disability. REACH is a resource program that creates and facilitates an environment for more personalized learning to help each student better achieve academic success. There is a close collaboration between REACH teachers, classroom teachers, and parents. As a team, a plan is developed to help each student grow academically, emotionally, and spiritually into the person God designed him or her to be.

More information about REACH can be accessed at the following link:

- [The REACH Program](#)

SCHOOL CALENDAR

The 2019-20 School Calendar can be accessed at the following link:

- [2019-20 School Calendar](#)

UPPER SCHOOL ORIENTATION

Mandatory Student Orientation - August 7, 2019

- Middle School
 - 8:00-10:00am

- High School
 - 10:00am-12:00pm

Parent Orientation - August 13, 2019

- Middle School & High School
 - 6:00 p.m.
 - Report to Varsity Gym
 - Opportunity to meet teachers after assembly

Classes Begin - August 8, 2019

- Middle School & High School
 - 8:00 am - 3:15 pm
 - Report to First Period
 - Standard TCA Uniform required

SCHOOL CLOSINGS

Full Day Closures

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 are to plan for school to be open. When a decision concerning a closing is made, an announcement will be issued to parents via RenWeb text. An announcement will also appear on the school's official Facebook page.

Half Day Closures

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 chaperones and/or volunteer names, phone numbers, and an individually signed required form at least two weeks in advance of the trip to allow time for background check clearance.

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

WITHDRAWAL PROCEDURES

SUBMIT A WRITTEN REQUEST FOR RELEASE ON OR BEFORE MAY 1 TO THE TCA ADMISSIONS OFFICE, IN PERSON AT 10 WINDY CITY RD., JACKSON, TN 38305 OR VIA UNITED STATES POSTAL SERVICE OR BY EMAILING ADMISSIONS@MYTCALIONS.COM.

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

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

WITHDRAWAL POLICIES

1. TCA, like all independent schools, must take the position that no refund of tuition paid, or cancellation of tuition due, can be made in the event of absence, withdrawal or dismissal of the student after May 1st. TCA families are obligated to pay all tuition and fees listed in the contract for the full academic year unless a written request for release is delivered on or before May 1 as noted above in "Withdrawal Procedures." The enrollment fee of \$100 is considered non-refundable.
2. The Tuition Refund Plan is required of all families who opt for the monthly payment plan. This is included in the 3% monthly installment fee. It is not required, but strongly recommended for families choosing one-time pay. The Tuition Refund Plan provides families with contractual protection in the event the family leaves the school before year end.
3. The plan pays 75% of the unused tuition fee for withdrawals for any student who has attended TCA more than fourteen (14) consecutive calendar days. The family is responsible for 25% of the unused portion of tuition at the time of withdrawal. TCA will make a claim on behalf of the families with TRP and collect any payment due, crediting the account of the family with any amounts owed to TCA, and paying the excess, if any, to the family. A family only receives TCA discounts (financial aid, multi-child, pastors, etc.) on the used portion of the tuition.

Handbook updated July 2019