

Student-Parent Handbook

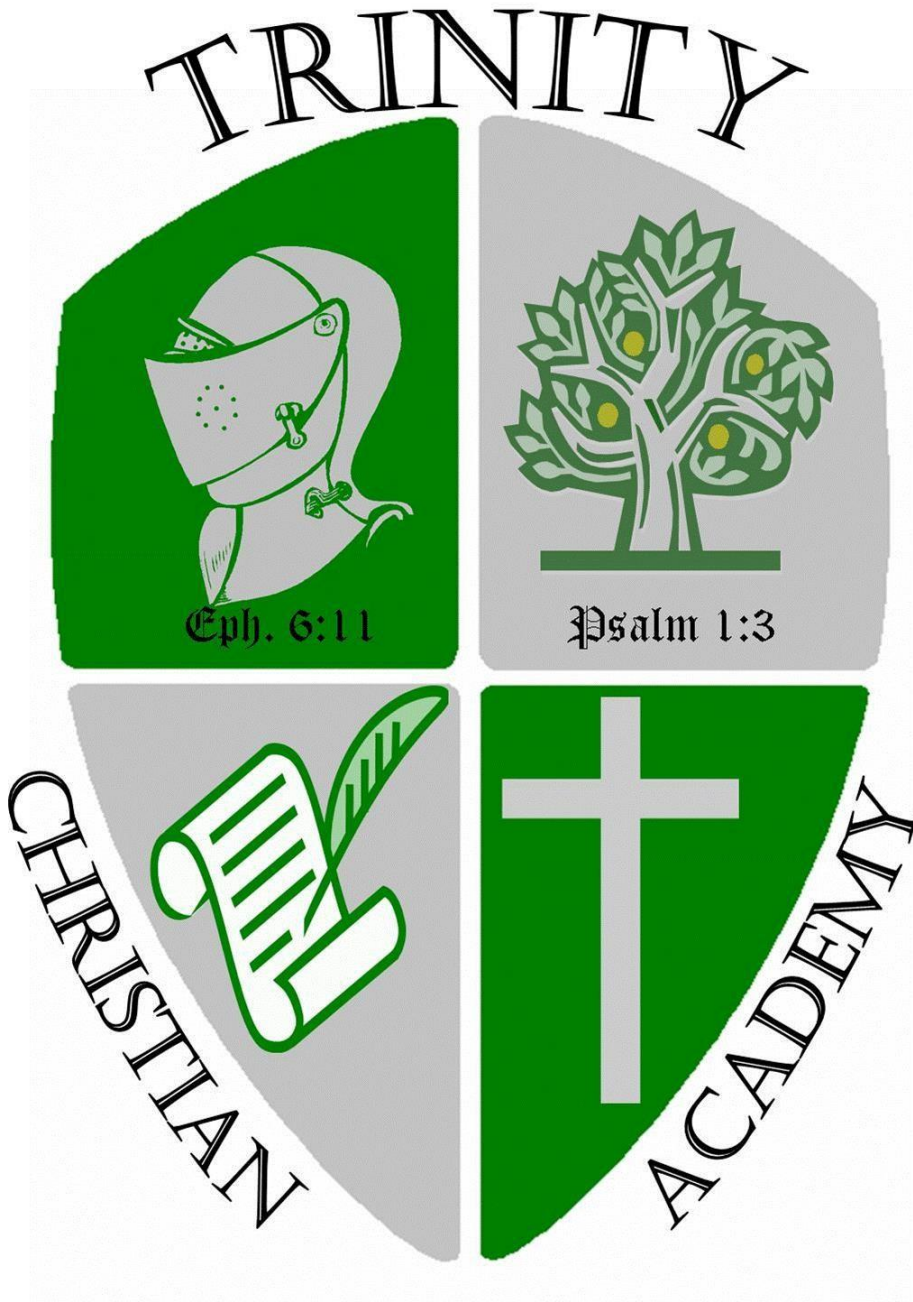


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STATEMENT OF FAITH

The following is the foundation of beliefs on which Trinity Christian Academy is based. They are also the key elements of Protestant Christianity that will be unapologetically taught in various ways through all grade levels. The substance of these statements is that which will be considered primary doctrine in Trinity Christian Academy. Secondary or divisive doctrines and issues will not be presented as primary doctrine. When these types of doctrine or issues arise, they will be referred back to the family and local churches for final authority

1. We believe the Bible alone to be the Word of God, the ultimate and infallible authority for faith and practice.
2. We believe that there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit. He is omnipotent, omniscient, and omnipresent.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that, for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary.
5. We believe that salvation is by grace through faith in Jesus Christ alone.
6. We believe that faith without works is dead.
7. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
8. We believe in the resurrection of both the saved and the lost; they that are saved to the resurrection of life, and they that are lost to the resurrection of damnation.
9. We believe in the spiritual unity of all believers in our Lord Jesus Christ.
10. We believe in the sanctity of marriage between one man and one woman as according to scripture.

SCHOOL MISSION

We exist to equip students to be lifelong learners while inspiring them to glorify God and proclaim truth.

We desire to train young men and women who think clearly and listen carefully with discernment and understanding; who reason persuasively and articulate precisely; who are capable of evaluating their entire range of experience in the light of the Scriptures; and who do so with eagerness in joyful submission to God.

We likewise desire to cultivate these same qualities in our staff. We desire them to be professional and diligent in their desire to clearly understand classical education and how it works in their classroom. We look to see them mature in Christ, growing in the knowledge of God.

We desire to cultivate in our parents a sense of responsibility for the school; to see them well informed about the goals of our classical and Christ-centered approach. We encourage them to grow with the school, being involved in and excited about the journey. We desire to help them to follow biblical principles in addressing concerns, to be inclined to hearing both sides of a story before rendering a verdict, and to embrace the Scripture's injunctions to encourage and stir up one another to love and good works.

Finally, in our relationship with our community, we desire to be above reproach in our business dealings and supportive of the local business community. We further seek to exemplify the unity of the body of Christ, to develop greater fellowship and understanding with the churches, and to bring honor to our Lord in all our endeavors.

HISTORY, GOVERNANCE & VISION FOR THE FUTURE

Trinity Christian Academy (TCA) opened its doors in September 2003 with nine students. It was founded by a small group of parents who wanted a Christ-centered, nondenominational education for their children, and for the greater Norwalk area. Since then, TCA has steadily grown in size and represents multiple churches in its vicinity. We embrace each other as a school family.

Currently TCA rents classroom space from Calvary Baptist Church in Norwalk, Ohio, and serves Kindergarten through 8th grade. TCA is governed by the Word of God as understood and applied by the School Board. The board operates under the school's code of regulations.

Trinity Christian Academy's school board and administration are praying and planning for future growth of the school, both in facilities and programs offered. The current vision is to have at least fifteen students per grade for kindergarten through 8th grade. We envision nine classroom teachers, specialty teachers, administrative support, and approximately 8,000 square feet of space in our own building with classrooms, multipurpose rooms, labs, library, and administrative space. Please keep the vision for the school in your prayers as we continue to do God's work.

EDUCATIONAL PHILOSOPHY

Although most Christian schools would agree on certain fundamentals, it is imperative that parents scrutinize the foundational beliefs of any school in which they may enroll their children. Therefore, below are the most important philosophical elements that we at Trinity Christian Academy believe distinguish our approach to education.

1. We believe that the Bible clearly instructs parents, not the Church or State, to "bring children up in the discipline and instruction of the Lord." The Church's commission is essentially to spread the Gospel and train believers (Matt.28:18-20). The State has been directed to enforce God's laws and protect the innocent (Romans 13). The Church trains parents and the State protects families. The Family raises and educates children (Eph.6:1-4). Therefore, under the delegation of the family, we seek to teach and discipline in a manner consistent with the Bible and a Godly home environment.
2. We believe that God's character is revealed not only in His Word but also in every facet of the creation. Therefore, we teach that all knowledge is interrelated (integrated) and can instruct us about God himself.
3. God wants us to love Him with our minds, as well as with our hearts, souls, and strength (Matt. 22:37). Therefore, we seek to individually challenge children at all levels and teach them how to learn, by using the centuries-old, proven classical method. Overall, Classical Education teaches students to learn for themselves and thus prepares them for life.
4. We want to help parents teach their children that all they do should be done "heartily, as unto the Lord." Therefore, we seek to encourage quality academic work and maintain high standards of conduct.

Above all, parents can be confident that their child at every stage of his development in school will be loved with Christ's love at Trinity Christian Academy.

WHAT IS CLASSICAL EDUCATION?

The philosophy of Classical Education is to teach children in ways that naturally complement their stage of development. It is a “back to the basics” approach that has withstood the test of time.

Grammar Stage (Grades K-6)

Students are taught the “grammar” or fundamentals of each subject. Students think concretely and naturally memorize easily. They enjoy absorbing information (math facts, history timelines, grammar rules, Bible verses) through songs, clapping, recitations, and games.

Logic Stage (Grades 7-8)

As students begin to ask “why” and challenge every assumption, the formal study of logic begins. Students will learn to organize, analyze, and critique facts they have been taught. Debates, research, and persuasive writing are all tools used in this stage.

Rhetoric Stage (Grades 9-12)

Rhetoric students have learned the grammar and logic and now must weave these disciplines into attractive speech and writing. Effective and persuasive communication is the goal of this stage.

WHY LATIN?

Classical schools teach Latin for several reasons:

- It enhances English vocabulary as it is the source of over 50% of all English words.
- It reinforces the understanding of traditional English grammar.
- It is extremely helpful in the field of science as much science terminology has its roots in Latin.
- It aids in the study of additional foreign languages. The origin of all romance languages (French, Italian, Spanish, Portuguese, and Romanian) is Latin.

Latin is taught in the third through sixth grades.

PARENT INVOLVEMENT

"Fathers, do not provoke your children to anger, but bring them up in the discipline and instruction of the Lord." Eph. 6:4

As a support and extension of the family unit, Trinity Christian Academy considers the family to be of first importance to a child. God, through His Word, the Bible, indicates that the family is the most important human institution He designed since He compares it to the relationship believers have with Christ and the Father. Therefore, at Trinity we are continually seeking ways to actively involve the parents, siblings, and grandparents of our students in the programs of the school. Trinity Christian Academy asks that each family with an enrolled student provide 50 family involvement hours per year. A rough guideline would be volunteering in some form or fashion an hour and a half per week. The main area we need volunteer assistance is in fundraising. This is an "all hands on deck" category.

Below are just a few of the more common ways we do this. Please feel free to ask if you would like to try additional ideas.

- In the Classroom, after making arrangements with the teacher:
 - Assist in the classroom, regularly or infrequently
 - Substitute teach for all or part of the day
 - Act as chaperone on field trips
 - Serve as a story-reader, song-leader (in K-3), or guest artist or offer your special talents
 - Present your vocation to the class or invite them to your place of business
 - Share your experiences, trips, vacations, as they may relate to an area of study in a class
 - Help hostess class parties
- Volunteer your help in the preparations for the many tasks related to classroom readiness, office tasks, bulletin boards, or annual fundraisers or school events
- Computer maintenance, simple repairs and maintenance, and maintain/organize library
- Offer specific assistance to serve on board-appointed committees (Publicity, PTF, Curriculum, Finance, Fund Raising, etc.) or the board itself
- Volunteer to supervise lunch and/or recess
- Prepare/Serve hot lunches
- Help coordinate one of the PTF activities

Please note that before a parent/grandparent can volunteer for field trips or substitute teaching, they must be fingerprinted by BCI and the report must be submitted to the Administrator. This need only be done once while your student is enrolled at TCA.

STUDENT HEALTH RECORDS POLICY

1. All students attending Trinity Christian Academy must have on record with the school office either a **current immunization record or an exemption statement** according to Ohio Code before entering school in the fall. Standard immunization record forms may be obtained from the family doctor and a copy given to the school office.
2. Before the school will issue any **prescription medication** to a student, we must receive **written parental permission**.
3. Non-prescription medications will be kept on hand in the Principal Teacher's office. These meds will be Tylenol 325mg, TUMS and Ibuprofen 200mg. These medications will only be given after a verbal conversation and permission granted from a parent or designated other in the parent's absence. The decision will be based on each student's symptoms and made completely by the parent or designee.
4. Other forms necessary for student health records that can be obtained from the school office are:
 - a. **Health History:** Describes the basic health/illness history of each student.
 - b. **Emergency Form:** Lists the emergency contact names and phones numbers of people who may need notification in a medical emergency. Includes signed waiver in order to facilitate necessary surgical action.

ADMISSION POLICY

Admission Procedures:

1. Visit and/or call the school for discussion with the administrator or a member of the admissions team to determine eligibility for your child. Any questions regarding eligibility will be taken to the TCA Board for discussion and decision.
2. Submit a completed application and application fee. School transcripts, grade cards, and the latest standardized test scores, if available, should also be submitted.
3. Screenings may be given in order to determine proper placement.
4. Parents will be notified of the child's acceptance to TCA via letter, or phone call within 1-3 weeks after the completion of all required admission components.
5. A meeting will then be scheduled with any new family to go through the handbook, policies and other school related information.
6. All financial arrangements between the family and the school must be agreed to and understood, and a financial agreement must be completed and signed before an admission is considered final.

Admission Requirements for the Student:

1. To be considered for admission to kindergarten a child must be five years old on or before August 1.
2. Students must be six years old on or before August 1 to be considered for admission to first grade.
3. All previous transcripts and grade cards should be presented to the administrator for review to determine the need for placement testing and accurate grade level placement.
4. TCA administration reserves the right to determine the need for placement testing and appropriate grade placement for each applicant.
5. If a child has successfully completed the previous school year, and his schoolwork and behavior compare favorably to the comparable grade level at Trinity, the child may be placed in the grade level for which he is applying.
6. TCA administration will utilize a combination of student transcripts and placement test results to assess the appropriate grade level for each student.
7. TCA administration will provide determination of admission acceptance to TCA, and the appropriate grade placement for an applicant within 1-3 weeks after completion of all required admission components.
8. The child should understand that their parents have delegated authority to the school. Therefore, each student is subject to the instruction and discipline of the teachers and principal in their prescribed roles at Trinity Christian Academy. All TCA staff will follow TCA policies and procedures located in the Student-Parent handbook
9. Trinity Christian Academy will admit students of any race to all rights, privileges, programs, and activities generally made available to all students. Trinity Christian Academy does not discriminate on the basis of race, sex, color, or national origin in the administration of its policies, admissions, and other school-directed programs.

Admission Requirements for the Parents:

1. Though not required to be Christians, the parents of students in Trinity Christian Academy should have a clear understanding of the biblical philosophy and purpose of Trinity Christian Academy. This understanding includes a willingness to have their child exposed to the clear teaching (not forced indoctrination) of the school's Statement of Faith in various and frequent ways within the school's program.
2. The parents should be willing to cooperate with all the written policies of Trinity Christian Academy. This is most important in the areas of discipline (see Discipline Guidelines and School Rules in the Handbook) and school work standards, as well as active communication with the respective teacher(s) and administration.
3. While church attendance is not required it is strongly encouraged.

PROMOTION POLICY

Elementary students currently enrolled in Trinity Christian Academy must meet all the following basic criteria for promotion to the next successive grade:

Kindergarten to First Grade

Behavioral maturity and reading readiness for First Grade, as evidenced by the student's ability to:

- Know and recite the days of the week
- Know and recite the months of the year
- Name the letters of the alphabet in random order
- Say phonograms #1-26 with 80% accuracy
- Write phonograms #1-26 with 80% accuracy
- Work independently
- Complete work in a timely manner
- Show self-control in the classroom

First to Second Grade

- Read silently and orally with adequate speed, correct use of phonetic skills, and fundamental comprehension
- Write complete sentences with neat lettering
- Add and subtract single digit numbers with at least 70% accuracy
- Say phonograms #1-70 with 80% accuracy
- Write phonograms #1-70 with 80% accuracy

Second to Third Grade

Cumulative mastery of above requirements, plus:

- Read fluently and independently, using books of a second grade level
- Write neatly and correctly identify the basic parts of a sentence
- Spell correctly with at least 70% proficiency
- Add and subtract two-digit numbers with at least 70% accuracy

Third through Eighth Grade

- Students must have earned a minimum 70% over-all average of all classes in order to be promoted to the next grade. Certain individual subjects (i.e. Spanish and Pre-Algebra) will require a year-end average of 70% or higher in order for the student to move to the next level. If the minimum average is not achieved, students may be required to repeat the course the following year.

GRADING SCALE

- 90%-100%: A
- 80%-89%: B
- 70%-79%: C
- <70%: F

HOMEWORK PHILOSOPHY AND GUIDELINES

Trinity Christian Academy may assign homework at any given time. Below are the primary reasons for homework being assigned:

1. Students often need some amount of extra practice in new concepts, skills, or facts. In certain subjects (e.g., math or languages) there is not enough time in a school day to do as much practice as may be necessary for mastery. Therefore, after reasonable in-class time is spent on the material, the teacher may assign homework to allow for the necessary practice.
2. Repeated, short periods of practice or study of new information is often a better way to learn than one long period of study.
3. Since Trinity Christian Academy recognizes that parental involvement is critical to a child's education, homework can be used as an opportunity for parents to actively assist their child in his studies. This will also keep the parents informed as to the current topics of study in the class.
4. Homework may also be assigned to students who, having been given adequate time to complete an assignment in class, did not use the time wisely. The homework, in this situation, serves a punitive, as well as practical purpose.
5. In general, the amount of homework will increase gradually each year and could vary from night to night.

*NORMALLY HOMEWORK IS NOT TO BE ASSIGNED ON WEDNESDAYS OR OVER HOLIDAYS AND VACATION PERIODS.

LATE WORK POLICY

Kindergarten – Second grade First

late assignment- grace

Second late assignment- in at recess to complete assignment, then out

Third + late assignment- in whole recess to complete assignment; cleaning

Third and Fourth grade

1 day late- grade reduced by 10%

2 days late- grade reduced by 20%, and student stays in at recess to complete assignment

Fifth and Sixth grade

1 day late- grade reduced by 25%

2 days late- grade reduced by 50%, and student stays in at recess to complete assignment

Seventh and Eighth grade

1 day late- grade reduced by 50%

2 days late- no credit for assignment and student will serve lunch detention on a predetermined day. During detention the student will complete the assignment, or, if that assignment is finished, do copy work. Not to be used as a study hall for other work.

HONORS AND AWARDS

Trinity Christian Academy maintains a system of formal honors and awards for several reasons:

1. The recognition of good work is endorsed in the Scriptures from the writings of Solomon (Proverbs) to those of Paul (Romans, Ephesians, I Timothy, etc.). Therefore, we seek to publicly recognize those students accomplishing the necessary prerequisites to receive the applicable award/honor.
2. We encourage good work among all the students by demonstrating to them that such work is not overlooked or taken for granted, but rather it is noticed and commended.
3. We want to draw public attention to the high-quality of work being done by our students to the glory of God and their parents.

Achievement Awards

All grades – 100% perfect attendance

Kindergarten - Handwriting Award and Faithful Reader Award

First grade - Handwriting Award and Math Award

Second grade - Handwriting Award and Math Award

Upper Grades:

Honor Roll = All A's in a quarter

Merit Roll = All A's with no more than two B's in a quarter

High Honors = All year on Honor Roll

High Merit = All year on Merit Roll

Presidential Fitness Award

BASIC SCHOOL RULES

The following list of school rules are those essential policies that we require all our students to be aware of and to respect:

1. Students are expected to cooperate with basic Christian standards of behavior and conversation.
2. There should be no talking back or arguing with teachers or staff. Prompt and cheerful obedience is expected. Requests from the teacher should not have to be repeated. Students should speak clearly and politely to the teacher, other adults and each other.
3. No electrical music devices, cameras, games, phones, or smart watches are allowed on the school grounds.
4. No guns or knives are allowed on the school grounds.
5. Students are expected to be aware of and avoid the off-limits areas of the building or grounds.
6. Students are expected to treat all of the school's materials or facilities with respect and care. This includes all textbooks distributed to the students. (Students will be charged for lost or damaged textbooks.)
7. Students are not to run or make noise in the hallways, but to walk silently. Violators will be sent back to class. Teachers are to escort their classes through the hallways to lunch, assemblies and other class functions.
8. Quiet talk and good behavior is to be the standard during lunchtime.
9. The "ready position" will be required to show the teacher that the student is ready: sitting in his chair, feet flat on the floor, hands folded on top of his desk or table. This is a position of focus for learning.
10. Students should know how to speak out in class. This is accomplished by raising their hand and waiting to be addressed by the teacher.

DISCIPLINE POLICY

One important aspect of a classical and Christian education is the forming of godly character. With this in mind, it is understood that all misbehavior must be addressed. However, love and forgiveness will be an integral part of the discipline (correction) of a student.

All discipline will be based on biblical principles using Tedd Tripp's Shepherding a Child's Heart (e.g. restitution, apologies (public and private), swift/ meaningful punishment, restoration of fellowship, no lingering attitudes, etc.).

The vast majority of discipline problems will be dealt with at the classroom level. If necessary, the Administrator and the school board will get involved.

Each case will be judged individually with the teacher or administrator striving to balance justice and mercy, with the goal of not just changing the behavior, but also reaching the heart of the student.

Office Visits

There are six basic behaviors that will automatically necessitate discipline from the Administrator (versus the teacher). Those behaviors are:

1. Disrespect shown to any staff member; the staff member will be the judge of whether or not disrespect has been shown
2. Dishonesty in any situation while at school, including lying, cheating, and stealing
3. Rebellion, i.e., outright disobedience in response to instructions
4. Fighting, i.e., striking in anger with the intention to harm the other student(s)
5. Obscene, vulgar, or profane language, as well as taking the name of the Lord in vain
6. Bullying/Intimidation of other students

During the office visit, the Administrator will determine the nature of the discipline. The Administrator may require restitution, janitorial work, parental attendance during the school day with their student, or other measures consistent with biblical guidelines which may be appropriate. If for any of the above or other reasons, a student receives discipline from the Administrator, the following accounting will be observed:

1. The first two times a student is sent to the administrator for discipline the student's parents will be contacted and given the details of the visit. The administrator will make a note of each occasion when the parents are contacted after an office visit and it will be entered into the student's file. The parents' assistance and support in averting further problems will be sought.
2. The third office visit will be followed by a meeting with the student's parents, teacher and the Administrator.
3. Should the student require a fourth office visit, a two-day suspension will be imposed on the student.
4. If a fifth office visit is required, the student will be expelled from the school.

Expulsion

The Trinity Christian Academy Board realizes that expelling a student from school is a very serious matter and should always be carefully dealt with on a case-by-case basis. Forgiveness and restitution are fundamental to our total discipline policy. However, should a student and his parents not be able to eliminate behavioral problems before a fifth office visit, the student will be expelled.

Serious Misconduct

Should a student commit an act with such serious consequences that the Administrator deems it necessary, the office-visit process may be bypassed and suspension or expulsion imposed immediately. Examples of such serious misconduct could include: acts endangering the lives of other students or staff members, gross violence/vandalism to the school facilities, violations of civil law, or any act in clear contradiction of scriptural commands. Students may be subject to school discipline for serious misconduct which occurs after school hours.

Re-admittance

Should the expelled student desire to be readmitted to Trinity Christian Academy at a later date, the school board, or its delegated committee, will make a decision based on the student's attitude and circumstances at the time of reapplication.

LEARNING DISABILITIES POLICY

Definitions

Severe Learning Disability: Any condition in a potential student which would require a separate classroom, program, and staff in order to provide the educational services desired by the parents (e.g., Down's syndrome, deaf/mute, blind, etc.).

Learning Disability: Any condition in a potential student which does not require a separate classroom, program, and staff in order to provide the education services desired by the parents (e.g., Hyperactivity, Attention Deficit Disorder, dyslexia, etc.). For the purposes of this policy, it is not important whether or not the condition was accurately diagnosed and is a genuine learning disability.

Guidelines

1. Children with a severe learning disability will not be admitted to Trinity due to the lack of adequate staff, funding, and facilities.
2. Children who have been diagnosed as having a learning disability will be required to meet the same academic standards as all the other children in their grade level.
3. Children who have been diagnosed as having a learning disability will be given as much individual instruction and encouragement as their classmates.

NOTICE OF NON-DISCRIMINATORY POLICY

Trinity Christian Academy recruits and admits students of any race, color, or ethnic origin to all its rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other school administered programs.

Trinity Christian Academy will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

TUITION AGREEMENT POLICY

At the beginning of the school year, parents/guardians must sign a Tuition Agreement. There are two options for paying tuition:

1. **Prepaid Tuition:** For one year of prepaid tuition, due on Parent's Night, a discount of 3% will be granted. Before a family may prepay for more than one year, the school board's approval must be obtained.

All prepaid tuition is **non-refundable and non-transferable** regardless of circumstances. Any unused funds* will be calculated and acknowledged with a gift receipt to the donor.

*Unused funds – Prepaid tuition monies remaining as a result of a student discontinuing enrollment for any reason.

2. **10 Month Payment Plan:** The second option is a payment plan consisting of ten (10) equal payments. The first payment is due on Parent's Night and each subsequent payment is due on the first of each month, September through May.

Penalty for Late-Payment / Non-Payment: If account is not current by the end of second quarter, your child will not be allowed to return for the 3rd quarter. If the final balance is not paid in full and received by May 31st, a 10% penalty will be applied to the remaining balance and your child will not be allowed to enroll for the following year until the balance is paid. Parents should be in communication with the Board if payments are not up to date.

LATE PAYMENT FEE POLICY

A LATE PAYMENT FEE HAS BEEN ADOPTED BY THE TCA BOARD. Payments are due on the 1st of each month. Monthly payments that have not been received by the last day of the month will be assessed a 2% late payment fee. The late payment fee will be based on your regular payment amount. For example: a payment of \$350.00 would be charged a \$7.00 late fee.

Incentive Referral Bonus: A one-time referral bonus will be awarded to any current or enrolling TCA family who refers a new family that results in new registered students. A \$100 tuition discount will be awarded per new student enrolled.

ATTENDANCE REQUIREMENTS POLICY

A student enrolled in Trinity Christian Academy is expected to be present and on time in school every day school is in session. The actual number of days school is in session will be determined by the yearly school calendar. Students are also expected to attend and complete all requirements for every course offered. Attendance records for the elementary students are reported on the student's report card each quarter.

Planned absence guidelines

Parents will arrange in advance with the teacher to get make-up work ahead of the absence. This work should be completed and turned in to the teacher the first day back to school. Uncompleted work falls under the late homework policy.

Unplanned absence guidelines

Students will have two days for every day missed to complete make-up work. (e.g., A student missing Monday will need to turn in work by Thursday.) Uncompleted work falls under the late homework policy.

Excessive Absences

Students must be provided 900 hours of educational instruction each school year. Parents are responsible for having students make up any hours that fall below that minimum due to excessive absences. This can be done through any educational activities at home and should be documented at home. If the number of absences has prohibited the student from learning the material in a particular class or classes, after-school or summer tutoring may be necessary at the parent's cost. Failure to do so may result in retention.

Extended Absences

We will gladly cooperate with families taking their children from school for vacations, hunting trips, etc. However, when extended absences are voluntary (versus emergency or illness) we expect all schoolwork to be completed. We recommend that prior to any planned, extended absence, the student(s) work ahead as much as possible. This eliminates both the need to work on vacation or doing a significant amount of make-up work.

Tardy Arrivals to School

Five unexcused tardy arrivals will equal one absence and will be documented on attendance records.

ILL STUDENT POLICY

Illnesses such as colds, flu, and other contagious infections can rapidly spread and affect many students and staff. In an effort to help to reduce the number of illnesses occurring in the school environment, we are asking all parents to assist us in helping prevent the spread of illnesses by keeping your child home when they show signs of illness.

In school, your child will be encouraged to wash their hands and cover their nose and mouth for sneezes and coughs to help in the prevention of spreading contagious illnesses. We appreciate your assistance in ensuring the overall health of our students and staff.

The following recommendations from the CDC and local Department of Health can help guide you when deciding when to keep your student home. The school will follow these recommendations for all ill students.

Fever:

- If your child had a temperature greater than 100 degrees F., they should be kept home from school until 24 hours after their temperature has returned to normal without the use of medication.

Vomiting and or Diarrhea:

- If your child has symptoms of vomiting, diarrhea, or is complaining of nausea they should be kept home until 24 hours after symptoms have resolved.

Strep Throat:

- Students should be on a prescribed antibiotic for at least 24 hours before returning to school. Please check with your physician for any further recommendations.

Other Contagious Conditions:

- Please seek guidance from your physician to receive their recommendations when of when your child should return to school.
- We want to ensure the comfort of your child and prevent the spread of contagious illnesses. If symptoms develop in school, depending on the symptoms, you may be asked to pick up your child from school. If you are unable to do so in a timely manner, please make arrangements for someone to pick up the student as quickly as possible.
- Staff will make every effort to make them comfortable until they can be picked up, but please keep in mind our school is not staffed to care for ill children in the classrooms or in the office.

DRESS CODE POLICY (Grades K-6)

1. Formal Dress Uniforms

Required for special school activities and field trips

Boys Formal Dress Uniform: Navy blue dress pants with a white button-down shirt and plaid #121 Schoolbelles tie; navy blue or black socks; brown, black, or navy belt with brown or black dress shoes

Girls Formal Dress Uniform: Plaid #121 Schoolbelles jumper or skirt worn with white blouse and navy tights or knee high socks; brown, black or navy shoes; plaid skirt #121 may be in pleated, kilt, 2 kick pleat, or split skirt styles; plaid jumper #121 may be in drop waist or pleated styles

2. Jeans Day Uniforms

Worn on last Friday of each month, some field trips, and other announced days

Boys and Girls: Plain style blue jeans or blue jean shorts worn with a black, brown, or navy belt; gray TCA t-shirt, TCA polo shirt or dark green sweatshirt with the TCA insignia; tennis shoes

3. Daily Uniform Options for Boys and Girls

Pants: Dress pants or dress corduroy pants
Khaki or navy blue
Plain or pleated front

Shirts: Polo or button-down
White, dark green, light blue, gray or navy blue
Long or short-sleeved
Dark green, navy or white stripe permitted on collar
TCA insignia welcomed
Must be tucked in
*Turtlenecks acceptable only when worn under a sweater or sweatshirt

Skirts/Skorts/Jumpers: (Girls)

Khaki or navy blue
Corduroy skirts/jumpers in khaki or navy also permitted
No shorter than three inches from the floor when kneeling

Shorts: Dress shorts in Khaki or navy blue
Plain or pleated front
No shorter than three inches from the floor when kneeling
Only worn during warm weather months

- Capris: (Girls)** Dress or Uniform capris
Khaki or navy blue
Plain or pleated front
Only worn during warm weather months
- Ties: (Boys)** Ties in plaid #121, solid dark green or navy blue welcome any school day
- Sweaters:** Pullover or cardigan, vest or long-sleeved, may include hood
White, dark green, light blue, or navy blue
- Sweatshirts:** Pullover, zip-up or cardigan style (no hoods)
Navy or dark green
- Sports Coats:** Solid navy blue
- Belts:** Required for all pants, shorts, and capris
Brown, black, or navy
- Socks/Tights:** Brown, black, navy blue, or khaki-tan (boys)
Brown, black, navy blue, khaki-tan, or white (girls)
Crew or knee-high length socks
Only navy blue or white socks/tights may be worn with skirts or jumpers
Leggings may be worn in place of tights
- Shoes:** Dress shoes: Brown or black leather-type shoes (boys)
Brown, black, navy blue, or white leather-type shoes (girls)
Tennis shoes: may be worn by all K-6 students on regular dress days
Must be predominantly a dark solid color (navy blue, black, gray)
May have small accents of other colors
May not be character themed or light up
May be Velcro or shoelace style
- Hair Accessories:** Solid white, black, brown, dark green, light blue, navy blue, gold, silver,
or Schoolbelles plaid #121
Conservative in style
- Make-up/Nail Polish:**
May be worn in a conservative fashion

Phys. Ed. Clothing for Boys and Girls:**NO jewelry worn in Phys. Ed.**

Grades K-2: Tennis shoes

Grades 3-8: Navy blue or black gym shorts (no shorter than three inches from floor when kneeling) or active wear pants with or without side leg stripes. T-shirts in solid gray, with or without navy blue trim or TCA grey T-shirt. Tennis shoes

Clarifications:

1. If any issues arise regarding the dress code, at least two teachers will confer and make the final decision.
2. All shirts, blouses, sweaters, shorts, and pants must be in solid colors (except a dark green, navy, or white stripe on the collar and TCA insignia). No stripes, flowers, decorative patches, off color collars, etc.
3. No visible designer logos on shirts
4. No cargo or denim pants/skirts/skorts/shorts/capris.
5. No hats inside
6. Plain style blue jeans must not have any extra décor.
7. Bicycle shorts are strongly recommended if skirts lack built in shorts and socks are worn instead of tights.
8. No “see-through” shirts/blouses. T-shirts/undergarments recommended under dress shirts.
9. Dress shoes (not tennis shoes) are to be worn on dress uniform days. Students may change into tennis shoes for recess.
10. No open toe or open heel shoes. No boots, except outdoor winter boots to be worn outdoors only.
11. Hair may not draw attention. No unnatural colors. It must be well groomed and not covering any part of the eyes. Boys’ hair must be off the collar.
12. No visible tattoos, permanent or temporary
13. Girls may wear appropriate earrings, but no other forms of body piercing are permitted.
14. Jewelry and watches are to be conservative in fashion

Schoolbelles Uniform Buying Guide

Order Schoolbelles uniforms through their “Uniform Buying Guide” designed for our school.
(Code: S2117)

On the web at: www.schoolbelles.com

DRESS CODE POLICY (Grades 7-8)

1. Formal Dress Uniforms

Required for special school activities and field trips

Boys Formal Dress Uniform: Navy blue dress pants with a white button-down shirt and plaid #121 Schoolbelles tie; navy blue or black socks; brown, black, or navy belt with brown or black dress shoes

Girls Formal Dress Uniform: Plaid #121 Schoolbelles girl's tie will be worn with a white blouse and navy-blue skirt that is at least knee length; nude hose and black dress shoes

2. Jeans Day Uniforms

Worn on last Friday of each month, some field trips, and other announced days

Boys and Girls: Plain style blue jeans or blue jean shorts worn with a black, brown, or navy belt; gray TCA t-shirt, TCA polo shirt or dark green sweatshirt with the TCA insignia; tennis shoes

3. Daily Uniform Options for Boys and Girls: (Business Casual)

in essence, follow the same dress code for elementary, but you have your choice of colors and patterns

Pants: Dress pants or dress corduroy pants
Color of your choice
Plain or pleated front
Solid or with pattern

Shirts: Polo, button-down, or dress shirt
Color of your choice; Long or short-sleeved; Solid or with pattern
Must be tucked in
Turtlenecks acceptable only when worn under a sweater or sweatshirt
No tank tops, open-shoulder shirts, or spaghetti straps

Skirts/Skorts/Jumpers/Dresses: (Girls)

Color of your choice
Solid or with pattern
No shorter than three inches from the floor when kneeling
Sleeveless dresses must be worn with a sweater

Shorts: Dress shorts
Color of your choice; Solid or with pattern
Plain or pleated front
No shorter than three inches from the floor when kneeling
Only worn during warm weather months

Capris: (Girls) Dress or uniform capris

Color of your choice
Plain or pleated front
Solid or with pattern
Only worn during warm weather months

Ties: (Boys) Solid or with pattern, color of your choice

Sweaters: Pullover or cardigan, vest or long-sleeved, sweater sets (must be worn as a set)
Color of your choice; Solid or with pattern
Sweatshirt in dark green with TCA insignia is also acceptable
May include hood

Sports Coats: Color of your choice

Belts: Required for all pants, shorts, and capris
Color of your choice

Socks/Tights: Boys: tan, navy or black; no white
Crew or knee-high length socks
Girls: may wear footie type socks, but still must match the outfit
Leggings are not permitted

Shoes: Must be dress shoes; no tennis-shoes
Color of your choice
No open toe or open heel shoes
Heels not to exceed two inches
Dress boots may be worn, but no winter, fuzzy, or cowboy boots are permitted

Hair Accessories:

Color of your choice
Conservative in style

Make-up/Nail polish: May be worn in a conservative fashion

Phys. Ed. Clothing for Boys and Girls

Navy blue or black gym shorts (no shorter than three inches from the floor when kneeling) or active wear pants with or without side leg stripes Tee shirts in solid gray or, with or without navy blue trim, or TCA grey T-shirt
Tennis shoes
No jewelry worn in Phys. Ed.

Clarifications:

1. If any issues arise regarding the dress code, at least two teachers will confer and make the final decision.
2. No low-cut shirts or dresses.
3. No cargo or denim pants/skirts/skorts/shorts/capris.
4. No hats inside.
5. Plain style blue jeans must not have any extra décor.
6. Bicycle shorts are strongly recommended if skirts lack built-in shorts and socks are worn instead of tights.
7. No “see-through” shirts/blouses. T-shirts/undergarments recommended under dress shirts.
8. Dress shoes are to be worn in the classroom. Students may change into tennis shoes for recess.
9. No open toe or open heel shoes. No boots, except outdoor winter boots to be worn outdoors only.
10. Hair may not draw attention. No unnatural colors. It must be well groomed and not covering any part of the eyes. Boys’ hair must be off the collar.
11. No visible tattoos: permanent or temporary.
12. Girls may wear appropriate earrings, but no other forms of body piercing are permitted.
13. Jewelry and watches are to be conservative in fashion.

Schoolbelles buying guide on page 20.

DRESS CODE VIOLATIONS (all grades)

First time = Grace

Second time = Walk at recess

Third time = Half-hour detention or another consequence of the teacher’s choice

At the start of a new quarter, the slate is wiped clean.

PICK UP/ DROP OFF POLICY

The parking lot is a very serious issue from a safety perspective.

Please make sure you read the directions thoroughly and follow the rules.

DROP OFF/ PICK UP IN CAR LINE

1. If you are dropping off or picking up your child and NOT getting out of your car, continue in the car line as usual and only let students out of or into your car at the sidewalk, then immediately move on.

Picking up or dropping off students at door or inside school building

1. If you need to get out of your car to walk your student to the door or go into the school in the morning or afternoon, **you MUST park in the front lot** (turn off Shady Lane but closer to Benedict Ave.) and approach the school from the other sidewalk.
2. It is important to park in a parking spot and walk over to the school doors.
3. Please do not park by the mailbox as this will clog the driveway.
4. If you are picking up a student, you MUST let the outdoor teacher know as her attention will be focused on the drive through process to ensure safety!

Having the “parkers” in the front lot will ensure safety for all students as we won’t have any students walking in the parking lot or crossing the car line while cars are moving about.

