

# Trinity Christian Academy

*Values. Distinction. Opportunity.*

*The mission of Trinity Christian Academy is to glorify God  
by providing students a Christ-centered, Bible-based education,  
by influencing them for salvation,  
by instructing them in values for Godly living, and  
by providing a program of academic and extra-curricular excellence.*

***Accredited by:***

*FACCS - Florida Association of Christian Colleges and Schools  
SACS CASI - Southern Association of Colleges and Schools  
Council on Accreditation and School Improvement*

FACCS



***Affiliate Accreditation:***

*NCPSA - National Council for Private School Accreditation*

***Affiliated With:***

*FAANS – Florida Association of Academic Nonpublic Schools*

**2010-2011  
Elementary  
Student Handbook**

Dear Parents,

We would like to thank and congratulate each of you on your wise selection of Trinity Christian Academy to serve both the educational and spiritual needs of your child. Proverbs 23:23 encourages us to make this critical investment for eternity.

Your school is deeply committed at the classroom, extracurricular, and administrative level to provide you with excellence in which Biblical values, distinction in academic programs, and expansive opportunity will build students that will impact their culture.

We have never wavered from a commitment to building cooperative relationships between school personnel, parents and students. This handbook will inform and guide you in helping us forge that relationship.

Therefore, I urge you to contact your division principal or assistant principal for any additional information which you need. Our conversations must take place so that we can work together to provide the finest total Christian education experience for your student.

Sincerely,

A handwritten signature in dark ink, appearing to read "Clayton Lindstam". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Dr. Clayton Lindstam  
Administrator

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## HISTORY

Trinity Christian Academy was founded under the sponsorship of Trinity Baptist Church of Jacksonville, Florida as an educational program which would provide not only the academic, social, physical, and values training, but also the spiritual training so necessary for a well-rounded education.

The school opened in 1967. In five years the enrollment reached over 1,000 students, making it necessary to relocate to the Hammond Blvd. campus in 1972. Over the years the school has continued to experience God's blessing and is the premier Christian school in Northeast Florida. Dr. Tom Messer, senior pastor and president, currently provides leadership and vision for the school.

## FACILITIES

Trinity Christian Academy is housed in a modern collegiate-style campus located on 158 acres in west Jacksonville along Interstate 10. The eleven major campus buildings are jointly used by all church ministries, as needed, week by week throughout the school year. Included on the campus, beyond the standard classroom, is a music and science building which houses two music auditoriums, and two fully equipped science labs. We have a six-thousand-square-foot library and a lovely auditorium for school chapel services. Located at the west end of the high school is our dining commons. Students in the elementary and secondary departments utilize four state-of-the-art computer labs. Included in our sports complex is a gym, baseball field, softball field, football stadium, soccer field, and weight training building.

## STATEMENT OF FAITH

Because Trinity Christian Academy is a ministry of Trinity Baptist Church, it is important that students and parents know the basic beliefs of the school.

We believe that the Holy Bible, in both the Old and New Testaments, was supernaturally inspired and that the King James Version of the Bible is the divinely preserved Word of God for the English speaking people (Psalm 12:6-7) and that it has enjoyed a miraculous manifestation of God's approval all during its history and use. It is our guidebook for faith and practice in this life.

God is triune (one God in three persons); namely, God the Father, God the Son and God the Holy Spirit. God is the Creator of heaven and earth. Man is the direct act of creation by God. Jesus Christ, God's incarnate, virgin-born Son, took on human flesh to shed His blood on Calvary's cross for the salvation of mankind from sin. He was buried and rose bodily on the third day. He ascended into heaven and will return one day to rapture all believers into heaven. The Holy Spirit indwells all believers and guides and instructs them through the Word of God. There is a literal heaven to gain and a literal hell to shun.

We believe that salvation is by grace through faith alone in the atoning blood of our Lord and Savior Jesus Christ. We do not take lightly the need to live a lifestyle based upon God's Word. Furthermore, we believe God has commanded that no sexual activity should be engaged in outside of marriage between a man and a woman.

We believe that any form of homosexuality, lesbianism, bisexuality, trans-sexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. (Genesis 2:24; 19:5, 13; 26:8-9; Leviticus 18:1-30; Romans 1:26-29;

1 Corinthians 5:1; 6:9; 1 Thessalonians 4:1-8; Hebrews 13:4)

The Statement of Faith does not exhaust the extent of our Faith. The Bible is the sole and final source of all that we believe. We believe that the foregoing Statement of Faith accurately represents the teaching of the Bible, and therefore is binding upon all employees and faculty (and guests who participate or take part in any activity of the school).

### **WHICH BIBLE FOR CLASSES?**

The King James Version is the only accepted Bible version for all classroom, devotional, counseling, chapel, and other school sponsored events where the Bible is used.

### **STATEMENT OF PHILOSOPHY OF EDUCATION**

The school's highest priority is spiritual training. After receiving Christ as personal Savior, it is vital that a child be taught the Bible and the claims of Jesus Christ on the life of each individual. Conformity to Christ's image (Romans 8:29) is the ultimate goal of spiritual training. Proper Christian character and a right view of life begin with a proper relationship to God through Jesus Christ and a view of life based on the Word of God.

Rigorous academics are stressed at every level. Not only are cognitive skills strengthened through standard and honors courses, but students are taught to think within the boundaries of the Bible. All truth is recognized as God's truth and is not in conflict with the Scriptures. Proper social relations are Bible-based in a Christian school. What some would call "old-fashioned" decency and morality is what is believed to be the proper stance for the Christian. In a day when it is accepted to "do as you please," the Christian school stresses self control, respect for law and order, patriotism, and Bible morality.

In order to provide a well-rounded education, all core academics, fine arts and athletics, are incorporated into the philosophy to achieve a wholesome Christian atmosphere.

### **FACULTY**

Teachers at Trinity Christian Academy have the proper spiritual as well as academic qualifications. Above the K-4 level, teachers are college graduates at the bachelor and master's level and are certified by the Florida Association of Christian Colleges and Schools. Each teacher embraces a Christian philosophy of education. These teachers carry out, under the guidance of the administration, the purpose of the institution in the classroom and on the campus.

### **AUTHORITY TO OPERATE ACCREDITATION AND AFFILIATION**

Trinity Christian Academy operates under the authority of its constitution and bylaws as well as those of Trinity Baptist Church. Accreditation is through the Florida Association of Christian Colleges and Schools (FACCS), and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI). Through FACCS we are jointly accredited at the national level with the National Council for Private School Accreditation (NCPSA); at the state level we are affiliated with the Florida Association of Academic Nonpublic Schools (FAANS). The Florida Association of Christian Colleges and Schools' contact information is: P.O. Box 10009, Tallahassee, FL 32302; by phone at (850) 422-0065; or by web site at [www.faccs.org](http://www.faccs.org).

The Southern Association of Colleges and Schools' contact information: 1866 Southern Lane, Decatur, GA 30033, by phone (800) 248-7701 or (404) 679-4500 or by web site at [www.sacscasi.org](http://www.sacscasi.org).

## **NOTICE OF NON-DISCRIMINATORY POLICY AS TO STUDENTS**

Trinity Christian Academy admits students of any race, color, national and ethnic origin to the rights, privileges, programs and activities, generally accorded or made available to students of the academy. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its school-administered programs, inclusive of athletics and fine arts, nor any of its school administered policies which include admissions, financial aid and other policies.

## **ADMISSIONS POLICY AND ENROLLMENT PROCEDURES**

Admissions/enrollment takes place only after the student and their family has determined that they are in agreement with the TCA Statement of Faith, as well as the academic, student life, and administrative practices of the school, and is then authorized to enroll by the appropriate division principal. The process of qualification to enroll is explained below.

### **ENROLLMENT**

The enrollment method often referred to as "registration" is designed to provide a modest advantage to returning families who are allowed to enroll on a first-come, first-served basis during the initial days of Early Registration. Immediately following the returning family registration, new families are allowed to begin registering also on a first-come, first-served basis until classes or grade levels close based on space available.

1. Students in the first through twelfth grades must be formally interviewed by one of the principals, assistants, or deans and complete admission screening. They must meet academic criteria based on entrance testing (Otis-Lennon, Reading and Math comprehension) and review of academic and behavioral records. After successful completion of the process the principal will give approval or denial for enrollment.
2. For prospective new students in kindergarten (K3, K4, or K5 year old level), parents can obtain the necessary enrollment admissions information from the kindergarten office. After satisfying all requirements and meeting with the principal for an interview, many families may wish to register.
3. Trinity Christian Academy requires that all parents read the student handbook for their child's grade level. From the back of that handbook, the **CONDITIONS OF ENROLLMENT**, **PLEDGE OF COOPERATION** and **PUBLICATION AGREEMENT** are to be signed, dated, and turned in with the registration materials. No registration will be complete nor a student accepted as enrolled until these signed and dated documents are on file in the administration office.
4. The completed enrollment forms for new students must be returned to the administration office along with copies of (1 your child's immunization records, including dates, (2. physical, and (3. birth certificate. **PLEASE NOTE:** Children entering the nursery or kindergarten for the first time, including students entering from out of state, **MUST** have a physical examination. Children entering K3, K4 or K5 must be three, four, or five years of age respectively **ON OR BEFORE** September 1. Please see your child's specific handbook section for further age level criteria for each grade.
5. The registration fees must be paid at the time of enrollment. Registrations taken after June 1 must also include the first tuition payment for the twelve-payment plan, which is due June 1 or upon registration after June 1. If parents plan to use the ten-payment plan, the first tuition payment is due August 1.

6. Acceptance letters or phone calls will notify parents of their student's acceptance. In some cases, parents will be asked to have a conference with the grade level principal. In these cases, acceptance will not be granted until the school, the student, and the family have met and agreed upon any and all conditions of enrollment which may be dictated by the results of the entrance testing, discipline records and interview.

7. Students may be participants in some state and corporate scholarship programs. The same admission procedures are in effect for all students; however, we may not be able to fulfill all educational accommodations based upon the services we offer. A student can be denied enrollment if their needs require more time and attention than we feel is reasonable to expect from our school. The number of scholarship recipients may be limited by the administration.

NOTE: Registration is not complete until all fees are paid, testing is completed, and the pledge of cooperation is signed.

### **FINANCIAL POLICY AND PROCEDURES**

#### **RATES AND PAYMENT PLANS:**

The administration of Trinity Christian Academy publishes new rates on a Financial Information Sheet that is released in January for the following school year.

Information on payment plans can be found on the Financial Information Sheet.

Payment plans offering a discount (annual or semester payments) must be paid by the 15th of the month in which payment is due or the discount will be forfeited and the account will be converted to a monthly payment plan.

Student accounts must be current before entering classes.

#### **AUTOMATED TUITION PAYMENTS:**

Tuition payments on the ten or twelve month plans can be set up to be automatically debited from your checking account or credit card. Once set up, payments will be deducted on the 5th of each month. Contact the business office for further information.

Should the automated payment fail for any reason, you will be contacted to set up an alternate payment method. A fee of \$25.00 may be charged for failed payment.

#### **REFUNDS DUE TO WITHDRAWAL:**

**SPECIAL NOTE:** Registration fees are NOT refundable.

The textbook rental portion of the matriculation fee may be refunded on a prorated scale.

Tuition is refunded based on the number of days school has been in session at the time of the student's withdrawal, not the number of days the student attended classes.

If a family has multiple children enrolled in T.C.A. and one child is withdrawn, any refund due is automatically credited to the account of the child(ren) who remain enrolled.

**WITHDRAWALS AND/OR DISMISSALS:**

If a student account is not up to date at the time of withdrawal or dismissal, all grades and records will be held until the balance is paid.

No grades or records will be released on the same day a student withdraws.

Parents must have completed all withdrawal papers and paid all fees and tuition payments due in order for the school records to be sent to the receiving school.

Withdrawals from school must be initiated and processed through the individual school offices. Withdrawal is not complete until the withdrawal form is turned in to the administration office. An account left open will incur additional tuition fees until withdrawal papers are processed and returned to the administration office.

**LATE CHARGES:**

All payments for tuition, extended education, music lessons, or any other charges paid through the academy (except nursery charges) will be due on the first day of each month. A late fee of \$25.00 will be added to any account with a balance due after the 7th of the month.

Statements concerning outstanding account balances and the upcoming month's charges, if any, will be sent out on the 20th of each month.

If, on the first day of a new month, the previous month's tuition is still outstanding, a letter will be mailed to the parent requesting payment in full by the 15th of the new month.

If payment in full of the previous month's bill is not received by that time, the parents will be notified that they are subject to withdraw the students from school. Any student(s) withdrawn from Trinity Christian Academy must be re-registered and pay appropriate re-registration fees in order to return to classes.

**CHECK FEES AND OTHER INFORMATION:**

A \$25.00 returned check fee will be charged for each time a check is returned by your bank. Checks returned for the first time will be re-deposited. After two (2) returned checks, cash, credit or debit card, money order, or cashier's check must be used to make payments.

Report cards will not be released at the end of a grading period if the student's account (including tuition, lunch charges, payment for lost or misused books, outstanding fund raising monies, etc.) is not paid up to date.

The business office does not accept post-dated checks.

If parents expect their child's report card to be released at the end of the school year, personal checks must be received in the business office ten (10) business days before the last day of school. Otherwise, cash, credit card, debit card, money order, or cashier's check must be used to make payments. All official academic records and transcripts will be held until any outstanding balance is satisfied.

Fees for private music lessons are due on the first day of each month.

**LATE PICK UP FEES:**

Parents who pick up half-day kindergarten students after 12:45 p.m., Voluntary Pre-kindergarten students after 11:45 a.m., or children enrolled in the nursery and/or extended education after 6:00 p.m., will be assessed a late pick-up fee.

The late pick-up fee is \$10.00 per quarter hour (or portion thereof) per child.

**GRADUATION:**

All graduating student accounts must be paid in full ten (10) business days before graduation day.

**FINANCIAL AID:**

A financial aid program is available to qualifying parents. If interested, parents may ask for an information sheet in the administration office.

**DISMISSALS** - This section on dismissal is generalized. Please review the specific grade level handbook for details addressing conditions dictating dismissal.

Parents/guardians will be asked to withdraw their child(ren) for the following reasons:

1. Not cooperating with the administration of the school or behaving in a manner unbecoming to our Christian school.
2. A student's conduct, attitude, or lack of academic effort makes it mandatory for that child to withdraw from Trinity Christian Academy. In some cases, expulsion may be necessary.
3. Tuition is forty-five days delinquent without satisfactory arrangements having been made with the administration.
4. Please note, further detail is included in the second half of this handbook.

**TRANSFERS:**

All official records are exchanged between schools. Parents do not act as carriers to the accepting school. Please see your building principal for further detail.

**BOOKS:**

All textbooks, including workbooks, are owned by the school and distributed to the students. The school reserves the right to retain all books and parts of books when a student withdraws.

The school reserves the right to require additional fees on a single-book basis if book is disfigured beyond normal use. The school requires book covers on all hardback books and some paperback books.

**INSURANCE:**

Trinity Christian Academy does not provide student accident insurance for students. Medical requirements for student injuries suffered at school will be the responsibility of the parent. We suggest that all students be covered under a family health insurance plan. Voluntary student accident insurance coverage will be made available during the first week of school each year for parents who would desire supplemental accident insurance. Trinity Christian Academy does not necessarily endorse this insurance company or its representative but simply makes the program available as a service to parents.

Students participating in any of the sports programs (intramural or interscholastic) must show proof of medical insurance and sign a waiver of responsibility of the school before that student may participate.

Foreign national students must purchase a required insurance plan which covers medical and reparation expense.

The school carries a catastrophic accident insurance policy for student athletes.

This is a requirement of the Florida High School Athletic Association.

## **HEALTH AND MEDICATION PROCEDURES**

### **School Clinic:**

The school clinic is staffed by trained medical personnel to address situations that occur at school, not at home. We cannot operate as a health clinic. Diagnosis cannot take place within the school clinic. The clinic is for first aid, required medication distribution, and communication between the school and parent when a child becomes injured or ill at school.

### **Illness Policy:**

**Fever:** A student who has a fever 100.0 or greater must stay at home until the fever has broken. Before returning to school, he/she should have a normal temperature for at least 24 hours without taking fever reducing medicine such as Tylenol, or Ibuprofen (aka Motrin, Advil).

We strive to maintain a healthy environment. If your child is ill, he/she should remain at home. A physician note may be required to return to class. The following are guidelines for re-entry to school for many common illnesses. Questions or pertinent information regarding a child's illness should be directed to the school clinic.

**Viral Sore Throats, Colds:** Child must be able to participate in all school activities and should not be tired or listless. Severe coughs must be under control. Temperature must be normal for 24 hours.

**Diarrhea, Vomiting:** Child should be symptom free for at least 12 hours and able to keep food down. Temperature must be normal for 24 hours.

**Streptococcal Sore Throats/Scarlet Fever:** Child must be on an antibiotic for at least 24 hours. Temperature must be normal for 24 hours.

**Infectious Rashes, Ringworm, Impetigo, and Scabies:** Child must be under effective treatment (medication) for 24 hours. Exposed ringworm must be covered while at school.

**Conjunctivitis (Pink Eye):** Child must be under prescription treatment for at least 24 hours. Eyes must not be draining.

**Chickenpox, Shingles:** Notify the school clinic if you suspect your child has chickenpox or shingles. Child may return to school when every pustule is dry and scabbed over.

**Head Lice:** We maintain a "nit free" policy. Re-entry to class must be approved by school personnel. Please notify the clinic if your child has head lice.

### **Illness at School:**

A student will be sent home if he/she has any of the above, untreated symptoms and/or at the discretion school personnel. Pick up should be within one hour of notification.

### **Injury at School:**

Students who are injured at school will be assessed and appropriate care given. Injuries more significant than a minor abrasion will result in parent contact. This contact may include but is not limited to: written contact and/or verbal contact by phone.

If an injury is deemed severe or possibly life threatening Emergency Medical Services (911) will be notified. For more specific guidelines on injury treatment, parents should contact the school clinic or a building principal.

**Students with Asthma:**

Florida State Statute (FS1006.062) mandates that a physician must authorize a student to carry and self-administer an asthma inhaler at school. There are specific forms available for the physician to complete. Forms must be maintained annually. Students who are authorized to carry an asthma inhaler must keep the inhaler in the pharmacy labeled container. Trinity Christian Academy reserves the right to rescind physician authorization if inhaler guidelines are not adhered to.

Inhalers kept in the clinic do not require physician authorization, but must be in pharmacy labeled container and the parent must complete information and authorization forms.

**Medication in school:**

Written authorization is required for ALL medication. Verbal permission is not recognized. Only in person or faxed requests will be accepted.

**School stocked medication:** The school clinic stocks acetaminophen (Tylenol), ibuprofen (Motrin/Advil), and cough/throat drops. These medications are available for students with minor pain who do not need to go home.

Students who are going home ill will be given school stocked medication only upon parent request.

The following guidelines are followed before administering medication.

A designated form is completed and signed by the parent during registration which authorizes medication administration. (This form includes a medical profile.)

The duration of the pain is greater than one hour.

The quality of pain requires medication.

The student has eaten a meal prior to taking the medication.

The student has not taken pain medication in the last four hours.

The administration is documented and a form is sent home alerting the parent.

Doses are based on weight and manufacturer recommendations. Any deviation to the prescribed amount must be in writing from a physician.

Clinic and/or administrative staff reserve the right to refuse to dispense school stocked medication at any time. A parent will be contacted to address the specific need of the situation.

The clinic maintains communication with the parent for recurring or regular clinic visits.

Regular use of an over the counter medication, or any change in level of dosing of medication requires written consent from the student's physician.

**Medication brought from home:** Students are not permitted to carry and/or self-administer any medication, prescription or over the counter.

The only exception to this applies to students who require life-sustaining medication such as an emergency asthma inhaler, an Epi-pen, or diabetic medication. A physician note must be on file annually.

Medication must be turned in to the clinic upon arrival at school with a written parent authorization. See the following:

All OTC medicine must be in its original labeled container - medication received in baggies will not be dispensed and will be disposed of.

All prescription medicine must be brought in the original pharmacy labeled container. This pharmacy label represents physician authorization.

Medication must be in date. Expired medications will not be administered.

Medication will be dispensed according to manufacturers or pharmacy labeling only. Any changes must be in writing from the physician.

Written request must be on a school form, or from the parent listing the medication name, the reason for the medication, the time and route to give the medication, and the last time the medication was given.

Students found carrying and/or self-administering medication at school will receive disciplinary action.

Long-term use - more than three days of continuous use, or regular use - of an over the counter medication requires written physician request.

Clinic and/or administrative staff reserve the right to refuse to dispense medication brought from home at any time. A parent will be contacted to address the specific need of the situation.

Homeopathic medication: It is the policy of Trinity Christian Academy that all homeopathic and/or herbal remedies will not be recognized as treatment for illness. Additionally, no homeopathic or herbal medication will be administered at school or by school personnel. A physician prescribed antibiotic is required for the treatment of bacterial infections which may include but are not limited to: conjunctivitis (pink eye), streptococcal, staphylococcal, and pneumococcal infections.

Chronic Conditions:

Students who are classified as having a chronic condition such as, but not limited to: life-threatening allergies to foods or insects, students with asthma, diabetic students, students with seizure disorders, and students with cardiac illness, must have annual documentation on file within the school clinic. It is the parent's responsibility to notify the school clinic of chronic conditions, and/or any change to a student's health or medication.

### **Communicable Disease Descriptions and Procedures**

Adapted from Duval County Public School nursing guidelines

It is recommended that the procedures as outlined below be followed when a communicable disease is suspected or reported.

When the signs and symptoms of a communicable disease are observed, as outlined in the Communicable/Non-Communicable Disease Chart prepared in conjunction with the Duval County Health Department.

NO Exclusion from School (see chart)

If the symptoms indicate a communicable disease which does not require exclusion the school

Exclusion from School (see chart)

If it appears that the student may have a communicable disease which requires exclusion, the school will contact the parent or guardian and take the following action:

Segregate the student from other students until such time as the parent or guardian can pick up the student.

Inform the parent of the child's symptoms.

Inform the parent that the student may not return to the classroom until symptoms are

relieved and with physician authorization.

When one of the communicable diseases listed below is reported to the school:

Notify the Supervisor of School Health Services at 388-7173. The supervisor of School Health Services will notify the County Health Department. (However, principals and school health officials should feel free to communicate directly with the County Health Department at 630-3240 if additional information is needed.)

Diphtheria  
Giardiasis  
Hepatitis (All Types)  
Measles-Rubeolo (Regular)  
Measles-Rubella (German Measles)  
Meningitis  
Meningococcal Disease  
Mumps  
Polio  
Salmonellosis  
Shigellosis  
Whooping Cough (Pertussis)

### **SCHOOL CLOSINGS**

Trinity Christian Academy follows the lead of the Duval County school system in weather-related school closings, and will be closed when county public schools are closed. However, Trinity Christian Academy may reopen prior to Duval County's reopening if our campus is, upon evaluation, deemed safe and operational. Trinity Christian Academy may, on occasion, have an unscheduled closing due to providential or safety-related issues. The administration will attempt to inform patrons, in advance when possible, or via local radio when advance notice is not possible.

The following radio stations will be asked to broadcast school closing information:

- a. AM 550, WAY Radio
- b. \*AM 1460, WZNZ News ESPN
- c. \*FM 97.9, WSTF Kiss FM
- d. FM 96.1, WEJZ, Lite
- e. \*FM 107.3, WROO, Country
- f. \*FM 99.1, WQIK, Country
- g. FM 88.1, WCRJ - The Promise

The following television stations will be asked to broadcast this information:

- a. WTLV, channel 12
- b. WJXT, channel 4
- c. WAWS, Fox 30
- d. WTEV, channel 47

### **FUND RAISING**

Students may participate, on an elective basis, in the occasional fund raising activities of the school. Fund raising serves individual organizations within the school and occasionally will serve a divisional or school-wide project.

All fund raising must be approved and scheduled through a division principal and the administrator's office. The school and its various programs will not arrange for door-to-door sales and students and parents are strongly discouraged from conducting door-to-door sales.

Fundraising is an important element of the school development program and such efforts will be coordinated for effectiveness.

### **DAILY SCHEDULE**

No student may be on campus before 7:30 a.m. or after 3:10 p.m. without supervision. Before and after school supervised child care, referred to as study hall and extended education, are provided for students who must be on campus outside the regular time schedule. Unsupervised children will be directed to the study hall or extended education programs (depending upon student's age).

School hours are:

Morning extended education/study hall	6:30 a.m.	-	7:30 a.m.
Afternoon extended education/study hall	3:10 p.m.	-	6:00 p.m.
Afternoon study hall (7th–12th)	3:10 p.m.	-	6:00 p.m.
Kindergarten (Half Day) K-3, K4, K5	8:05 a.m.	-	12:15 p.m.
Kindergarten (Full Day) K3, K4, K5	8:05 a.m.	-	2:30 p.m.
Voluntary Pre-Kindergarten (AM)	8:05 a.m.	-	11:00 a.m.
Voluntary Pre-Kindergarten (PM)	11:15 a.m.	-	2:30 p.m.
Elementary (1st-3rd)	8:05 a.m.	-	2:40 p.m.
Elementary (4th-6th)	8:05 a.m.	-	2:50 p.m.
Upper Division	7:55 a.m.	-	3:00 p.m.
Administration Office	8:00 a.m.	-	5:00 p.m.

### **NURSERY PROGRAM**

The Trinity Ministries nursery program (infants – 2 years) is available specifically for employees. The only exceptions will be if a space is not used by an employee and the non-ministry family is able to follow the rules and procedures provided to them. (i.e. open to them only on school days etc.)

### **KINDERGARTEN PROGRAM**

Our kindergarten program provides a strong foundation for a successful school career. We offer a kindergarten-three, kindergarten-four and a kindergarten-five program. Each programs is available as half day or full day program at the parent's discretion. In kindergarten, children are taught Bible lessons, phonics, reading, writing, numbers, physical education, music, art, and other activities on their level.

### **ELEMENTARY PROGRAM**

The elementary program consists of grades one through six. Spiritual teachers, equipped with sound pedagogy, make the elementary school a haven for learning. Bible is emphasized, as well as the basics of English, reading, math, science, and social studies. Our program is enhanced by weekly chapels as well as special opportunities in music, physical education, computer science, and the school library.

Chorus or band may begin in the fifth, or sixth grade, and private instruction in piano is also available. A Resource Center is available to help a limited number of students who have been diagnosed with learning disabilities and are unable to succeed in the traditional classroom.

### **JUNIOR HIGH SCHOOL PROGRAM**

The junior high program serves students in grades seven through nine. All academic classes are listed in the upper division portion of this handbook and a wide range of school sports is offered. Private and class instrumental and vocal music lessons are also offered. Each student has seven classes each day and must learn to accept responsibility for both school materials and school schedules. The junior high faculty values the opportunity to minister to each student and reinforce Biblical values.

### **SENIOR HIGH SCHOOL PROGRAM**

The senior high school program encompasses grades ten through twelve. The primary academic purpose of the senior high school is to prepare students for college. The honors college preparatory program is designed with scholarships in mind. Most of the students are on a college preparatory track. These students receive a core curriculum that most colleges require for admission. Please see the upper division portion of this handbook.

Extra-curricular activities in sports and music (vocal and instrumental) are available in order for a student to have a well-rounded program.

Graduates of Trinity Christian Academy have distinguished themselves in almost every profession. We are proud of our graduates and will continue to provide opportunities for academic growth.

### **RESOURCE PROGRAM**

The academy resource program works with children who are not able to benefit from regular classroom instruction. These children are demonstrably average to bright and face specific learning barriers commonly referred to as "disabilities." The resource classes in first through sixth grade classrooms are substantially self-contained and maintain a student/teacher ratio of approximately eight to one. The ultimate goal of the upper division resource program is to mainstream students with accommodations based on documented needs. Students are accepted in the learning and resource center on the basis of student-parent interview, diagnostic testing, and teacher recommendation.

### **EXTENDED EDUCATION / STUDY HALL PROGRAM**

This program is offered for the convenience of working parents who wish to have their children arrive at school before 7:30 a.m. or remain after school after 3:10 p.m.

This supervised program of extended education and study hall is offered for an additional fee to the parents. During the summer the extended education program is also available for students currently enrolled in Trinity Christian Academy.

### **HELP CLASS**

The division principals schedule a help class opportunity through the classroom teacher at various grade levels, as appropriate. This is normally set for one time per week before or after school in the classroom.

## **REPORT CARDS AND ACADEMIC NOTICES**

### **LOWER DIVISION:**

Report cards will be sent home with the student at the end of each nine-week period. During the school year, the report cards are to be returned to the school with the parent's signature.

Lost or duplicate cards require a \$5.00 replacement fee.

Information is sent home periodically to help parents keep abreast of their student's progress in school. The kindergarten (K3, K4 & K5) sends papers home daily. The elementary (1-6) sends papers home weekly. The elementary, junior high, and senior high schools issue three-week progress notices to aid parents in tracking their student's grades between the nine-week report card periods.

Parents are certainly welcome at TCA to review their student's grade with the teacher and, if necessary, with the principal. Please see the division portion of this handbook for the related grading scale.

### **UPPER DIVISION:**

Report cards are posted on a nine-week basis. Report cards will contain an academic grade, demerit report, and days absent. Report cards will be posted to Edline. The final, end of the year report card is also mailed home. The upper division posts weekly progress notices to Edline to aid parents in tracking their student's grades between the nine-week report card periods. Parents are certainly welcome to review their student's grade with the teacher, and, if necessary, with the principal. Please see the division portion of this handbook for the related grading scale.

### **ACHIEVEMENT TESTING**

All students participate in annual national standardized achievement testing. Trinity Christian Academy currently uses the Stanford 10 Achievement Test for all grade levels; the Otis-Lennon 8 School Ability Test is also administered as a companion test to students at all levels. Parents are provided with copies of the testing results.

Seniors who have qualified at any grade level for a Bright Future Scholarship (970 SAT or 20 ACT) may be exempt from achievement testing during their senior year. Seniors falling below this standard will be required to take an SAT, an ACT, or the Stanford Achievement Test in the spring with the rest of the student body during their senior year.

The scores from an SAT or ACT taken during the senior year have to be in hand to exempt the spring Stanford Achievement Testing.

### **VISITING CLASSROOMS AND CONFERENCES**

Parents visiting classrooms must arrange this visit ahead of time. Conferences may be arranged with your child's teacher through the office of the building where he attends classes. Please do not go directly to your child's classroom during the school day. All contacts must be arranged through the office. Please remember that we ask parents and guests to observe modest dress code when coming on campus.

### **EXTRA-CURRICULAR ACTIVITIES**

#### **SPORTS PROGRAM:**

Our boys' interscholastic sports program includes football, basketball, baseball, track, cross-country, tennis, golf and soccer. Our girls may compete in softball, basketball, track, cross-country, tennis, volleyball, soccer and cheerleading.

NOTE: Students participating in the sports programs are required to have a physical examination, parent consent form, and proof of health insurance prior to the beginning of practice.

### **MUSICAL OPPORTUNITIES:**

Class music is taught in kindergarten through sixth grade. Students in grades seven through twelve may select band or chorus as an elective course. Private lessons are offered in piano, voice, guitar, and selected band instruments. These lessons may be scheduled before, during, or after school hours, schedules permitting. Ask for enrollment forms in the school office.

Daily beginner, intermediate, concert, and symphonic band classes are available to students in the fifth grade and above. The Marching Band performs in local parades, at varsity football games, and at various competitions.

Elementary (5-6), junior high (7-9), and senior high (10-12) chorus is offered to those who qualify.

### **ELIGIBILITY FOR CLUBS:**

Various clubs and organizations exist at Trinity Christian Academy. Acceptable grades and proper conduct are requirements for participation in clubs. Students whose grades show consistent failure or their behavior deteriorates, may be asked to drop activities which the school feels may be contributing to poor achievement.

### **ELIGIBILITY FOR ATHLETIC PARTICIPATION:**

As a member of the Florida High School Athletic Association (FHSAA), Trinity Christian Academy is in complete compliance with the FHSAA bylaws as they pertain to student athletic eligibility:

A student must have a cumulative high school grade point average of 2.0 or above on a 4.0 unweighted scale or its equivalent in all courses taken that are required by s. 1003.43(1), Florida Statutes at the conclusion of each semester to be eligible during the following semester. A student whose cumulative high school grade point average is below a 2.0 on a 4.0 unweighted scale, or its equivalent in all courses taken that are required by s. 1003.43(1), Florida Statutes at the conclusion of a semester shall not be eligible during the following semester. (FHSAA Handbook, 2009-2010).

FHSAA Athletic GPA eligibility is checked twice each year, once at the start of the first semester and once at the start of the second semester. Trinity uses the ranking GPA for eligibility calculations.

The grade point average for the first semester eligibility must be met prior to the start of the first semester. If a student is declared academically ineligible, he is ineligible for the entire semester (18 weeks).

An athlete's eligibility may be revoked due to inappropriate conduct, excessive absences from school or an individual class, or an inappropriate attitude.

The principal reserves the right to revoke a student's eligibility if excessive failing grades in the current school year endangers that student's chances of being promoted.

All eligibility rules apply for both athletes and cheerleaders. In all cases, the principal is responsible for athletic eligibility matters.

Participation in extra curricular activities at Trinity is a privilege not a right.

Therefore, eligibility standards are higher than required by the FHSAA. In addition, if a student receives two failing grades on a nine-week report card, the student's eligibility will be suspended for the next grading period starting with the Edline posting date of the report card and concluding with the Edline posting date of the next report card. Two "D's" are equal to one "F".

Therefore, a student will be ineligible with the following grades:

- 2 "F's" or
- 1 "F" and 2 "D's" or
- 4 "D's"

Students will become ineligible to receive awards and recognition on the following basis: academic ineligibility as noted above, receiving three in-school suspensions, or withdrawal from school.

### **PARENT OPPORTUNITIES**

Parents are invited to participate as actively as they choose in school events. However, they may be subject to Florida Department of Law Enforcement background screening and fingerprinting. Any parent volunteer may be denied the opportunity to participate based on community behaviors, lifestyle choices or legal prohibitions. Field trips need chaperones, classrooms need room mothers, booster clubs welcome volunteers, and the PAL (parent-assisted learning) program needs the talents of school patrons regardless of a child's grade level.

### **DISCIPLINE**

Proper discipline sets the stage for proper learning. At Trinity Christian Academy, we believe in preventative as well as corrective discipline. This would include positive incentives as well as punitive correction measures. Children need boundaries and consistent leadership to achieve their highest potentials. Although some methods of discipline would, of necessity, vary according to a student's age and maturity level, our goal would be to provide outward controls until self-control could be taught and then become an integral part of a child's character. Good discipline is ordained of God. "Train up a child in the way he should go: and when he is old, he will not depart from it." (Proverbs 22:6)

Trinity Christian Academy does not use corporal punishment as a discipline strategy.

### **PROBATIONARY STATEMENT**

ALL STUDENTS ARE ACCEPTED ON A PROBATIONARY BASIS. THE SCHOOL RESERVES THE RIGHT TO DISMISS ANY STUDENT WHO DOES NOT COOPERATE WITH THE EDUCATIONAL PROCESS OR WHOSE ATTITUDES AND ACTIONS ARE NOT IN HARMONY WITH THE SPIRITUAL ATMOSPHERE NURTURED HERE.

### **ZERO DRUG AND WEAPONS TOLERANCE**

Trinity Christian Academy has a "Zero Drug and Zero Weapons Tolerance" program in place for the protection of our students and preservation of school atmosphere. Please see your building principal to review this program.

**HOMEWORK**

Believing that homework is an integral part of the school program and has a powerful effect on learning, each teacher is at liberty to give homework each day with the exceptions of Wednesdays and during Trinity Baptist Church's annual conferences. Each student is expected to complete all assigned work and the teacher is under no obligation to take late work or permit makeup assignments except in the case of an excused absence.

**GENERAL CHILD PROTECTION POLICY AND PROCEDURE**

Every employee, worker and/or volunteer who has regular interaction with minors must abide by the policies set forth in our Employee Handbook, which is available for review upon request. Any worker who is unwilling to submit to our strict Level II background screening process will not be allowed to work with minors.

**TRINITY CHRISTIAN ACADEMY**

**800 HAMMOND BOULEVARD**

**JACKSONVILLE, FLORIDA 32221**

**596-2400**

**ELEMENTARY SCHOOL**

**596-2469**

**DR. MICHAEL N. BELK**

**LOWER DIVISION PRINCIPAL**

**MR. ROBERT FUTRELL**

**LOWER DIVISION ASSISTANT PRINCIPAL**

**MISS PAULINE R. ANDERSON**

**LOWER DIVISION SUPERVISOR**

## INTRODUCTION

The Elementary School, grades 1-6, exists only as an integral part of the total ministry of Trinity Baptist Church. Our primary objective, therefore, is to reach each student spiritually. This is accomplished in the following ways: building a school atmosphere conducive to uplifting Christ, enlisting a faculty and staff who love the Lord, designing a curricular philosophy drawn from the Word of God, organizing weekly chapel services, teaching Bible, praying for God's blessing in every subject, and witnessing to each student as we seek to win them to Christ in the spirit of II Corinthians 5:17.

The Elementary School provides a nurturing atmosphere, with a spiritual emphasis, where students are encouraged to discover and develop their God-given gifts and talents to the fullest.

Trinity Christian Academy aims to challenge student development in three major areas:

### CHARACTER DEVELOPMENT

Standards of behavior and conduct are based on Biblical truths, which promote obedience to God, respect for authority, love and respect for one's self, and one's fellow man.

### ACADEMIC EXCELLENCE

Students are encouraged to aspire to excellence in their academic studies and to maximum use of the many resources available inside and outside of the classroom to enrich the learning experience.

### CURRICULUM

Trinity Christian Academy uses proven Christian curriculum. Students are taught Bible, basic phonics, reading, writing, math, social studies, English, and science. Music, computer skills, library and physical education are also incorporated into the regular school day. Curriculum elements include Biblical values, character development, Godly attitudes, and academic mastery.

### ACADEMICS

Trinity Christian Academy is a Christian institution and we believe it is important to have a strong academic program that will allow our students to excel. Training in Christian character demands that a student do his best in every endeavor of study.

Academic growth is greatly facilitated when parents are kept aware of student progress. It is for this reason that papers are kept by the teachers in a folder and sent home once a week with the student. Papers that earned a D or an F must be signed by the parent and returned to the teacher the following day.

A progress report will be sent home at the end of three and six weeks. These must be signed by the parent and returned to the teacher the following day. Report cards will be sent home with the student at the end of each nine-week grading period. A parent's signature is required on the report card.      Grading Scale

A:	90 – 100
B:	80 – 89
C:	70 – 79
D:	60 – 69
F:	59 and below

Two F's, one F and two D's, or four D's in major subjects will require repeating the grade. These subjects include Bible, Math, Science, Social Studies, English, and Reading. **Failure in Math, English, or Reading will result in required summer tutoring.**

### ARRIVAL AND DISMISSAL

**Before school** - Children should plan to arrive on campus no earlier than 7:30 a.m. (See "Extended Day in the general section for those who must arrive earlier.) Teachers are on duty at 7:40 to supervise children until they are taken into their classrooms. School begins promptly at 8:05 a.m.

**Please do not take your child to his classroom. It is best to say goodbye at the outside doors. If you need to speak to your child's teacher you must first check in at the Elementary Office.**

**After school** - If you pick up your child after school, please meet him at the outside doors. If your child is to be picked up during the school day, he must be checked out through the elementary office.

Elementary children who are not picked up by 3:10 p.m. will have to go to the extended education program until their parents arrive. First through sixth graders must be picked up in their designated places. If you do not want to make two or three different pick-up stops, send your older children to stand with your younger Elementary child.

### ATHLETICS

Any 6<sup>th</sup> grader, participating in any Junior High Athletics (sports or cheerleading), who receives 3 referrals, no matter the reason, will be removed from their current team and will not be allowed to try out or participate with any other team during that school year.

### ATTENDANCE AND TARDINESS

Regular attendance is expected of all students at Trinity Christian Academy. The administration asks that parents assist us by having their children in school unless missing is an absolute necessity.

Excessive absences, early dismissals, and/or tardies may result in a student's dismissal from Trinity Christian Academy. Twenty tardies, early dismissals, or absences per semester are considered excessive. Continued abuse of these policies will result in disciplinary action. Students sent to the clinic will be officially signed out at the time he/she is removed from the classroom; not the time he/she departs the Academy.

Parents may request make-up work for students absent from school. **Requests for make-up work should be made by 9:00 a.m. and in most cases the work will not be available until after 1:00 p.m.** Students arriving before 10:00 a.m. should go directly to their classroom.

A student checked out of school for an appointment during the school day will be excused if they return within 2 ½ hours. If they are gone 2 ½ to 4 hours they will be counted ½ day absent. If they are out more than 4 hours they will be counted absent for the entire day.

<u>Arrival time</u>	<u>Student will be marked</u>
8:05 - 10:00	tardy
10:01 - 11:30	absent ½ day
11:31 - 2:55	absent entire day

<u>Leaving school</u>	<u>Student will be marked</u>
Before 11:30	absent for a full day
11:31 - 1:00	absent ½ day
1:01 - 2:55	early dismissal

1. Five total tardies and/or early dismissals will equal one-day absence and will cost a student their perfect attendance award at the end of the year.
2. A tardy/early dismissal will be waived only if a note from the Doctor's office is presented to the office within two days of the office visit.
3. Two ½ day absences will count as a full day absence and will cost a student their perfect attendance award at the end of the year.

### **Elementary Tardy and Early Dismissal Policy (T/Ed)**

5 T/Ed	Your child's teacher will call and remind you of the policy
10 T/Ed	Letter warning of probation + warning of 1-day suspension
20 T/Ed	1-day suspension and probation for the following semester
25 T/Ed	2-day suspension and conference
30 T/Ed	2-day suspension
35 T/Ed	The student will be asked to withdraw

#### **Students on Probation**

5 T/Ed	Reminder letter
10 T/Ed	Suspension – conference
15 T/Ed	Warning Letter + 2-day suspension
20 T/Ed	Expulsion

A student absent for any reason must bring a written excuse from the parent or guardian upon return to school. Any student who checks out, for the day, before 11:30 a.m. will be counted absent.

The official start time for the elementary is 8:05 a.m. Tardies, except for a doctor, dentist or orthodontist appointment, are not waived. (See #2 above.) A child is tardy if not in the classroom by 8:05 a.m. Any student who is not in school by 11:30 a.m. will be counted absent. Twenty-four (24) absences in one year may result in failure, dismissal, and/or non-reenrollment.

### **CHAPEL AND SPECIAL CONFERENCES**

Chapel is a vital part of any Christian school. Elementary chapel normally meets every Tuesday at 9:30 a.m. in the auditorium. Special conferences are recognized as an important part of the spiritual training offered our children. Parents attending the conferences or chapel, who want their children to sit with them, must come by the elementary office before the service and sign out the child and then sign the child back in after the service. Doctors' appointments should be avoided during chapel and special conferences. **Anyone who wishes may listen to Chapel via the Internet by going to the school web site at [www.tcajax.org](http://www.tcajax.org) and clicking on the Resource tab and then select live audio.**

## DISCIPLINE

Children need boundaries and consistent leadership to achieve their highest potentials. God's Word gives a number of references pertaining to discipline. (Proverbs 22:6, Deuteronomy 6:7, Romans 8:29).

Since good discipline sets the stage for proper learning to take place, it is essential that a class be under control. We ask students to practice the behavior that provides everyone the opportunity to learn.

Students must display self-control, show respect to adult supervision and complete assigned tasks on time and as directed. We want to maintain a school environment that is safe, friendly and productive.

If a teacher must be constantly correcting students, the obedient students are the one to suffer since academic progress is impaired. There are a variety of methods available to the teacher and administration to improve student behavior.

Examples of corrective classroom measures:

- |                       |   |
|-----------------------|---|
| 1. Writing sentences. | 3. Standing on the sidewalk                           |
| 2. Loss of playtime.  | 4. Walk along the playground fence instead of playing |

The items listed below are a sampling of areas recognized as possible elementary office offenses:

- |   |   |
|---|---|
| 1. Horse play, pushing or annoying others | 10. Lying   |
| 2. Running in the building                | 11. Profanity(written/spoken)                     |
| 3. Throwing objects                       | 12. Cheating, altering grades, forging signatures |
| 4. Arguing, rudeness or disrespect        | 13. Bringing inappropriate material to school     |
| 5. Gossiping or passing notes             | 14. Not following patrols direction               |
| 7. Disobedience                           | 15. Lack of self control                          |
| 8. Playing with irrelevant objects        | 16. Avoiding morning or afternoon Extended Ed     |
| 9. Instigating or sowing discord          |   |

A sample of offenses where suspension(s) can be implemented are:

- |   |  |
|---|--|
| 1. Stealing   | 7. Continually lying to administration                       |
| 2. Leaving class or school without permission                   | 8. Any act of disrespect for our Biblical values and beliefs |
| 3. Possession of pornography, explicit or provocative materials | 9. Insolence   |
| 4. Vandalism  | 10. Inappropriate internet postings                          |
| 5. Fighting and /or bullying                                    |  |
| 6. Behavior that disrupts the learning environment              |  |

The following behaviors are viewed as serious misbehavior and will impact the student's continued enrollment.

1. Knowledge of, bringing or threatening to bring weapons of any type to school.
2. Acts of immorality on or off campus.
3. Possessions or use of drugs on or off campus
4. Students who are arrested or referred to the juvenile justice system.

It is necessary, therefore, to have the following discipline policy in effect:

1. All office referrals must be signed by the parents and returned to the school.

2. At a maximum of 6 trips to the office, the teacher will set up a conference with the child's parent(s) and the principal and/or assistant principal.
3. At 8 trips to the office, the record will be reviewed by the teacher and principal and/or assistant principal.  
If the offenses merit it, a warning letter of suspension will be issued and student placed on probation
4. At 10 trips to the office, a one-day suspension will be given and student's enrollment for next year will be in jeopardy.
5. At 12 trips to the office, a two-day suspension will be given.
6. At 14 trips to the office, the student is eligible for expulsion. At this point, the records and recommendations will be referred to the administrator for final approval and recommendations.
7. **Any single serious offense (determined by the administration) could immediately categorize the student for any of the above steps.**
8. Refusal to serve an assigned suspension is cause for expulsion.  
As the TCA student represents the school at all times, both on and off campus, it should be understood that conduct which brings discredit to the student, his family, the reputation and stature of the school and its community, and the Lord Jesus Christ may result in disciplinary action by the school.

### **ELEMENTARY SUSPENSION PROGRAM**

When a student is suspended they will be allowed to make up any tests or quizzes missed. The grade placed in the grade book will be 50% of whatever grade they make on the test or quiz. All homework assignments will be received for full credit. Membership in the Beta Club, Patrol and any student leadership positions will be revoked.

### **NOTICE REGARDING INCIDENTS OF THREATENING STUDENT BEHAVIOR**

It is the mission of Trinity Christian Academy to provide a safe school environment. Therefore, any student attitude, action, or activity, (verbal or written) which evidences a threat or interest in harming another student, or adult either on or off campus will be viewed as a potentially serious behavior problem. Such behavior and/or attitude is unacceptable and will be addressed through established school discipline and guidelines, which include but are not limited to suspensions or expulsion.

### **DISMISSALS**

Parents may be asked to withdraw their child(ren) for reasons including, but not limited to the following:

1. Parents will not cooperate with the administration of the school.
2. A child's conduct is detrimental to the well being of the other students or teachers.
3. The child's behavior and/or academic needs demands more time and attention than we feel is reasonable to expect from our school.

### **DRESS STANDARDS**

A safe and disciplined learning environment is essential to a good school. Uniform dress standards are one positive and creative way to reduce discipline problems and increase school safety. The positive benefits of uniform dress standards include:

- increasing security by making it obvious who is not supposed to be on campus
- helping parents by reducing the cost of being fashionable
- helping students resist peer pressure
- instilling students with discipline
- encouraging modesty and a neat appearance
- facilitating school pride and improving the school climate

- setting the tone of the classroom as a serious place for learning

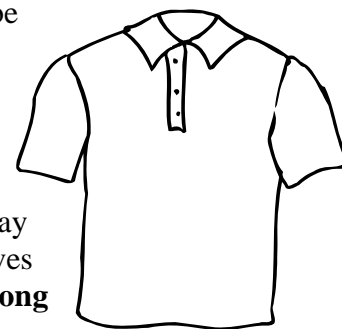
Students in grades 1 – 6 may purchase uniforms (with the exception of girl's pants) from retail stores. **Girl's pants must be purchased from the approved vendor.**

When a student is out of dress code we will try to resolve the situation, but if it is not possible, we may have to call the parent to bring a change of clothes before the student returns to class.

### Girls

**Skirts / Jumpers / Pants:** All girls are to wear skirts, jumpers or pants. Skirts and jumpers must come at least to the bottom of the knee. Slits are to be avoided, and any slits, which extend above the knee, must be sewn. Skirts and jumpers are to be solid navy or solid khaki only. Pants must also be solid navy or solid khaki, the appropriate size, loose fitting and modest in appearance. Denim skirts or pants are not allowed.

**Shirts:** All girls are to wear polo shirts with two to four buttons and fold-down collars. Long-sleeved polo shirts or turtleneck shirts of knit material may be worn in cooler weather. Cap sleeves,  $\frac{3}{4}$  sleeves or other non-standard sleeves are not permissible. **All shirts, including visible tee-shirts, both short and long sleeve, must be one solid color - white, navy, red, or hunter green.** No writing, trims, stripes, or other embellishments are permitted. The TC logo (from the school supplier) while not required is the only acceptable logo. Shirts must be tucked in at all times.



Blouses or any shirts with zippers and/or ties can not be worn. Polo shirts with standard-length short sleeves are suitable year-round.

**Outerwear:** While no distracting, offensive or “busy” writings or pictures are permitted on clothing, most athletic teams or college names and logos are permissible for outerwear. Any oversized outerwear that hangs excessively below the waist or off the shoulders and / or presents a sloppy appearance can be deemed unacceptable school attire.

Articles of clothing worn as outerwear must be true outerwear and must not be worn in an attempt to change the appearance of the uniform. Long-sleeved sweaters, sweatshirts, jackets and coats may have logos and hoods and be any color or multicolored. Vests and short-sleeved sweaters are not permitted.

**Shoes/socks:** Shoes must be suitable for daily recess and weekly P.E. class, therefore, sneakers or shoes with skid-resistant soles are preferred. Safety and prevention of injury should be the primary concerns when choosing shoes. Girls' sandals must have a back strap and all other shoes must have a full back. Shoes with heels higher than two inches are not allowed. Girls may wear tights or leggings under their skirts or jumpers in cold weather. Girls who are wearing leggings must wear long enough socks to cover the bottom edge of the leggings. Girls may not wear pants in place of leggings or tights. Pantyhose are not permitted.

**Jewelry:** Only ear piercing is allowed, with no more than two earrings in each earlobe. Earrings must be small studs or posts that do not extend beyond the earlobe. No hoops or dangling earrings are allowed.

**Book Bags / Lunch Boxes:** No distracting, offensive or “busy” writings or pictures are permitted on book bags or lunch boxes.

These include but are not limited to gang, demonic or graphic emblems.

**Hair:** Girls are not allowed to wear obvious hair coloring.

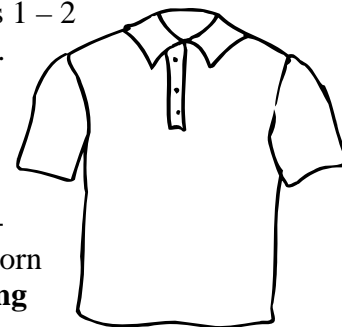
**Tattoos:** Tattoos of any type are not allowed.

**Make-up:** No make-up (such as lip gloss, blush, powder, or glitter) is allowed. Nails, artificial or real, may not be longer than ¼” beyond the tip of the finger. Girls may wear clear or light color nail polish.

### Boys

**Pants:** Boys in all grades are to wear navy or khaki casual dress slacks. (No jeans or corduroy.) Knee-length navy or khaki shorts are acceptable for boys in grades 1 – 2 only. Pants can not be tattered, torn, worn baggy, or gathered in at the ankles. Cargo or drawstring pants are not acceptable. Boys must wear a belt. Logos should be avoided on skirts and pants.

**Shirts:** All boys are to wear polo shirts with two to four buttons and fold-down collars. Polo shirts with standard-length short sleeves are suitable year-round. Long-sleeved polo shirts or turtleneck shirts of knit material may be worn in cooler weather. **All shirts, including visible tee-shirts, both short and long sleeve, must be one solid color - white, navy, red, or hunter green.** No writing, trims, stripes, or other embellishments are permitted. The TC logo (from the school supplier) while not required is the only acceptable logo. Shirts must be tucked in at all times.



**Outerwear:** While no distracting, offensive or “busy” writings or pictures are permitted on clothing, most athletic teams or college names and logos are permissible for outerwear. Any oversized outerwear that hangs excessively below the waist or off the shoulders and / or presents a sloppy appearance can be deemed unacceptable school attire. Articles of clothing worn as outerwear must be true outerwear and must not be worn in an attempt to change the appearance of the uniform. Sweaters, sweatshirts, jackets and coats may have logos and hoods and be any color or multicolored.

**Shoes/Socks:** Shoes for boys must be suitable for daily recess and weekly P.E. class, therefore, sneakers or shoes with skid-resistant soles are preferred. Safety and prevention of injury should be the primary concerns when choosing shoes. Sandals are not permitted. Socks are to be worn at all times.

**Jewelry:** Jewelry should be chosen with safety and a neat school appearance in mind. Body piercing, under any circumstance, is not permitted for boys. A necklace may be worn by a boy only if it is inside the shirt and not clearly visible. Chokers are not acceptable for boys.

**Book Bags / Lunch Boxes:** No distracting, offensive or “busy” writings or pictures are permitted on book bags or lunch boxes. These include but are not limited to gang, demonic or graphic emblems.

**Hair:** Boys must have a neat haircut at all times. (Hair must be off the collar, off the ears, and above the eyebrows.) Boys “slicking” or tucking long hair will be required to get a tapered cut. Although hair length may fall within the rules of Trinity Christian Academy, extreme or faddish haircuts, within these guidelines, will not be permitted.

No corn rows (scalp braids) or Mohawks are permitted. No hair coloring of any type is allowed for boys. No designs are to be cut into the hair.

**Tattoos:** Tattoos of any type are not allowed.

**Note: In all areas of dress and grooming, certain fads and styles may be deemed unacceptable by the administration at any time.**

## **ELECTRONICS – PROCEDURES FOR USE BY STUDENTS**

### **Internal -**

- Electronic games, CD players, iPods or any device that plays music, or can take a photo or video are banned.
- Cell phone usage is restricted to before or after school only. At all other times cell phones are to be powered off and in the student's book bag.
- As with any other personal effects brought on campus by a student, the academy reserves the right to have the contents of any personal electronic devices examined, including, but not limited to any electronic information stored or recorded on that device.
- Violation will result in confiscation of the equipment until the parent picks it up.
- Trinity Christian Academy is not responsible for lost or stolen items.

### **External –**

- External internet postings to places such as, but not limited to, MySpace and YouTube will be governed by handbook statements.
- Any non-handbook specified issues are governed by the handbook statement: "AS THE TCA STUDENT REPRESENTS THE SCHOOL, AT ALL TIMES, BOTH ON AND OFF CAMPUS, IT SHOULD BE UNDERSTOOD THAT CONDUCT WHICH BRINGS DISCREDIT TO THE STUDENT, HIS/HER FAMILY, THE REPUTATION AND STATURE OF THE SCHOOL AND ITS COMMUNITY, OR THE LORD JESUS CHRIST MAY RESULT IN DISCIPLINARY ACTION AND EXPULSION BY THE SCHOOL."

## **ENRICHMENT OPPORTUNITIES**

The elementary offers, along with regular classroom instruction, P.E., music, computer, and library. Other opportunities include:

Beginning band (5<sup>th</sup> and 6<sup>th</sup> grades)

Elementary chorus (selected 5<sup>th</sup> and 6<sup>th</sup> graders)

Private piano (3<sup>rd</sup> – 6<sup>th</sup> grade, usually available during the school day)

## **ENROLLMENT**

All new students must participate in the screening program as established by the principal or assistant principal to determine their eligibility. They are given the Otis-Lennon Mental Ability test. This test helps to determine if a child is likely to experience success in the grade for which he applied. Math and reading diagnostic tests are also used for prospective sixth graders.

Students can be denied enrollment based upon any one of several factors. These include but are not limited to:

1. Having been suspended or expelled from their previous school(s) or having withdrawn to avoid such action.
2. Discipline involving aggressive behavior, drug-related offenses, weapons violations, immorality or significant absenteeism.
3. Enrolling under false pretense.
4. Providing false information.
5. Withholding significant information.
6. Failing to meet academic standards.

The goal of the Elementary School is to prepare students to move into the college preparatory environment of our Secondary School.

Therefore, a student may be denied enrollment or asked to withdraw if a student's needs exceed the minimal accommodations offered in the classroom.

### Age Criteria for Admissions in 1<sup>st</sup> – 6<sup>th</sup> Grades

**Minimum Age Limit** – the age at which a student is considered too young to enroll in a certain grade.

**Maximum Age Limit** – the age at which a student is considered too old to enroll in a certain grade (if the student has reached that age before the first day of school).

Grade Level	Minimum Level	Maximum Age
1 <sup>st</sup>	6 on or before Sept. 1	8
2 <sup>nd</sup>	7 on or before Sept. 1	9
3 <sup>rd</sup>	8 on or before Sept. 1	10
4 <sup>th</sup>	9 on or before Sept. 1	11
5 <sup>th</sup>	10 on or before Sept. 1	12
6 <sup>th</sup>	11 on or before Sept. 1	13

Enrollment at TCA and its continuation is a privilege not a right. A student may be denied enrollment based upon parent/guardian's lack of cooperation or support.

### FIELD TRIPS

Parents will be notified in advance of field trips. Written permission from parent or guardian will be required. **Remember that all school dress codes will be in effect for students.** In most situations, a limited number of parents are allowed to go on field trips. **Children of other ages or grades are not allowed to attend.** Any TCA student taken out of classes to attend a sibling's field trip or other activity will be marked absent. Because field trips are an extension of classroom learning, attendance is required. If you choose not to send your child on a field trip you must make off campus arrangements for them.

As with any school activity, Trinity Christian Academy seeks to maintain the highest Christian testimony. Any person not conducting themselves in an appropriate manner will be asked to disassociate from the group.

### HELP CLASSES

Teachers in the elementary will offer after-school help at least one day each week. These help classes may be initiated by the teacher or the parent. Often by taking advantage of this kind of help a student can avoid failure.

### **HOMEWORK**

Believing that homework is an integral part of the school program, a teacher is at liberty to give homework. **THEREFORE, EACH STUDENT IS EXPECTED TO SUCCESSFULLY COMPLETE HIS HOMEWORK ASSIGNMENT EACH DAY.**

Homework is given for several purposes: for drill, for practice, for creative activity, for remedial purposes, and for individual projects relating to school studies. Students who do not complete their homework can be penalized through grade reduction and/or an office referral.

### **HONOR ROLL**

Honor roll is an achievable but difficult task. There are two parts - the all "A" and the "A/B" honor roll. "A/B" honor roll means no grade lower than a "B" in any quarter. In figuring the honor roll, P.E., Music, Band, Handwriting, Art and Computer are not included.

### **LIABILITY**

The school assumes no liability or responsibility for the safekeeping of equipment, books, collections or money collected from students. Also, the school assumes no liability or responsibility for any items that are lost or stolen from classrooms, hallways, storage areas, outside areas, other places on campus, at athletic practices and games, or at any other school activity.

*Any exception for one in any policy is not meant as an exception for anyone else.*

### **LIBRARY**

TCA students are required to check out one book per week. Third through sixth grade may check out two books. Students are encouraged to select a chapter type book that will enhance their reading skills. Students are not required to take their Library book home. They may leave the book in their desk to read as time permits.

Forgotten books- Students who forget their books will not be allowed to check out another book. Students with forgotten books will sit at a designated table with a written assignment.

Discipline regarding forgotten books will be handled in the following manner-

- One week late-Verbal warning
- Two weeks late-Note from Librarian
- Three weeks late-Contact by teacher (note, phone call, or personal contact)
- Four weeks late-Contact by office to pay for book (replacement cost)
- Five weeks or more-Hold report card until money is collected

### **LOST AND FOUND**

The elementary building has a designated place for lost and found articles. Lost and found articles will be cleared as often as necessary. Clothing and personal items not claimed at that time will be disposed of. Please remind your upper elementary child (grades 4 - 6) to check Lost and Found for misplaced articles. Parents of lower elementary students (grades 1 - 3) may be shown Lost and Found after checking in at the office. **MANY MORE ITEMS COULD BE RETURNED IF THEY WERE PROPERLY LABELED.**

### **LUNCH PROGRAM**

The Elementary School offers several options for lunch during the school day. They include:

- The yearly meal plan. Paid with the tuition payment there is generally a savings if a student purchases lunch an average of 12 times per month.

- The meal deal or hot plate which can still be purchased daily.
- The purchase of separate individual items such as sandwiches, chips, pizza, drinks etc.

If a child does not have a lunch they must notify their teacher. The lunchroom personnel will be able to supply a lunch charge on an emergency basis.

### **NON-REENROLLMENT**

A student may be denied re-enrollment for reasons including, but not limited to the following:

1. A parent's lack of cooperation or support of programs, policy or personnel.
2. A child's conduct is detrimental to the well being of the other students or teachers.
3. The child's behavior demands more time and attention than we feel is reasonable to expect from our school.

### **OUTSIDE ACTIVITIES, MATERIAL AND GUESTS**

No lecturers, visitors, posters, literature, sale items, tapes or videos are allowed in a classroom without permission from the administration.

Parents may visit their child's classrooms by permission only and for a limited time. Those wishing to do so should notify the child's teacher and arrange the visit through the elementary office. Because of limited lunchroom time and facilities, parents should not plan to come and eat lunch with their children.

### **PARTIES**

A Thanksgiving party, a Christmas party, a spring party, and an end of the year party are the only regular parties in the school year. A child's birthday may be celebrated providing it is kept simple. (Example: cupcakes or cookies and drinks). This will be worked into the day's activities at the teacher's discretion. Please notify the teacher in advance.

Please do not send flowers, balloon bouquets, etc., to your child in school. They will not be delivered to his or her classroom. Do not send invitations to be hand-delivered at school.

### **PARENT-SCHOOL COMMUNICATION**

#### **CLASSROOM**

An important part of effective teaching is good parent/teacher communication. We welcome your involvement concerning your child's progress. Any time you desire a conference, you can e-mail the teacher or leave word at the elementary office and your child's teacher should call you within 24 hours and make arrangements.

Please do not interrupt school activity by going to the classroom to talk to the teacher. If immediate information must be given to the teacher, please go to the office and someone will convey the message or escort you personally if the situation dictates. Because of staff prayer meeting every morning, it is not usually possible to see the teacher before school. After school, teachers are often involved with help class, teacher's meeting, conferences, etc. so it is usually best to make an appointment. Often small matters can be handled by sending a note or e-mail to the teacher. Please do not call the teacher at home unless he/she has requested that you do so. If a matter cannot be resolved with the teachers, the principals are available for further consideration of the issue.

#### **OFFICE**

Everyone should check in with the elementary office upon entering the building. **Neither parent nor visitors should go directly to a child's classroom.** In addition, any student leaving early must be signed out and picked up at the office.

Safety precautions prevent us from sending students to other parts of the campus to meet their parents or ride without written permission.

Students are not allowed to use the office phones except in case of an emergency. Emergencies would not include calling parents to have them bring homework, lunches, projects or a change of clothes for sports activities. Please plan ahead so that the elementary office can function with maximum efficiency.

### **RESOURCE PROGRAM**

The Elementary Resource program works with children who do not as capably benefit from regular classroom instruction. These children are demonstrably average to bright and face specific learning barriers commonly referred to as “disabilities.” Classrooms are substantially self-contained and maintain a student/teacher ratio of approximately eight to one. Students must have Psycho-education testing updated every three years by a licensed professional and meet the criteria for entry and continued enrollment in the Resource program.

### **SENDING MONEY TO SCHOOL**

Money should be sent to school in a sealed envelope with the following information on the outside of the envelope: 1. Child’s first and last name, 2. Amount and purpose of the money, and 3. Teachers name or grade and section.

### **SPORTS EQUIPMENT**

Football, basketballs and soccer balls may be brought from home providing they are played with only during free play or upon teacher request. Labels including name, grade and section must be on them with a ballpoint pen. The balls must be kept in a book bag or other type bag before and after school. No baseballs, softballs, or bats can be brought to school, except by special permission from school personnel.

### **STANDARDIZED TESTING**

The Otis-Lennon 8 and the Stanford Achievement Test 10 are given annually. A computer printout will be sent to the parent with the year-end report card to assist parents in understanding the test. Other specialized testing may be requested as deemed necessary by the administration.

### **SUPERVISION**

All elementary children must be under designated supervision while they are on the school campus. Before 7:30 a.m. or after 3:10 p.m. any Elementary student who is without adult supervision will be taken to the Extended Day Program. Students who habitually avoid going into the Extended Education program will be subject to disciplinary procedures.

### **TEACHER TITLES**

Because teachers at Trinity Christian Academy are professionals, the correct way to address them on campus is by their last name preceded by Mr., Mrs., or Miss even if they are a personal friend. It is never correct to address a staff member by his first name or the first initial of his last name.

It is expected that all faculty and staff of Trinity Christian Academy be treated with proper courtesy and respect.

### **TEXTBOOKS AND SUPPLIES**

All textbooks, workbooks and supplies that are provided by the school are owned by the school. Therefore these items will remain at the school if a student withdraws prior to year end. A grade-level list of other supplies will be provided.

**TRANSFER CRITERIA**

If a parent requests a transfer of his student to another class, it is referred to the principal for consideration. Only after "all other means" of resolving problems have been exhausted, will consideration of class change be given. If at all possible the student must learn to adjust for a harmonious relationship. Transfers are not dealt with in a casual manner.

**TUTORING**

In the event of a more pressing academic need than can be met through help class, tutoring may be an option for parents to consider. This service is available through the teaching staff, or the school may be able to recommend other qualified persons. A charge is assessed by the tutor for these services. A list of tutors is available upon request from your child's teacher.

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Dear Academy Patrons,

As an essential part of the enrollment process, the pledge written below must be completed. It serves as a protective legal hedge for the benefit of our families and the school. In the interest of being good stewards, we must make every attempt to insulate our school against costly lawsuits and/or other forms of avoidable disruption.

Please understand that we dearly value your patronage and ask that you realize our mission and purpose has not changed even though the climate around us has required that we be "wise as serpents" yet "harmless as doves."

#### CONDITIONS OF ENROLLMENT AND PLEDGE OF COOPERATION

1. I understand that it is a privilege, and not a right, for my child to attend Trinity Christian Academy ("TCA"). I further understand that all students are accepted on a probationary status. I further understand that the school reserves the right to dismiss any student who does not cooperate with any phase of the educational program and process, be it curricular or extra curricular, or whose attitudes and actions are not in harmony with the aims and ideals of TCA. I give TCA's administration full discretion in the discipline of my child, including the issuing of demerits, referrals, detention, suspension (in-school or out), and expulsion from the school for conduct deemed by TCA to be improper, regardless of where the incident(s) giving rise to such discipline occurs.
2. In order to preserve the spiritual atmosphere nurtured at TCA, I understand that discipline will be more swiftly and rigorously enforced than in a public school environment or in some other private schools. I further understand there may be times where I disagree with the discipline imposed upon my child. I further understand that in the event of such disagreement, I am to request a conference with the principal and /or his or her designee(s) of the educational unit involved.
3. I understand that TCA, in the interest of nurturing its school atmosphere and spiritual goals, has a "Zero Tolerance" policy regarding possession and/or use of drugs **on or off campus**. If in the judgment of TCA's administration, it is determined my child(ren) should be drug tested, I agree to have my child(ren) tested, at my own expense, by an appropriate medical provider approved by TCA to conduct such drug test. If I am unwilling to permit such a drug test, or to release the results of such test to TCA, I shall withdraw my child(ren) from TCA and thereby waive all rights to any recourse.
4. I understand and agree to the need for, not random, but reasonably determined investigations of student activities which may involve and include searching my child's or children's belongings (i.e., book or carrying bag, lunch box, purse, gym bag, etc.) and locker. In the case of secondary students, I also give permission for any motor vehicle in my student's possession to be searched for stolen or other improper items. I ask that TCA's administration make a reasonable attempt to contact me prior to such a search in order to allow me to be present. If I am not available by telephone after reasonable efforts to contact me have been made by TCA, I permit TCA's administration to search the vehicle.
5. I agree to fully cooperate with TCA's administration regarding all actions requested of me pertaining to my child's or children's enrollment at the school and in the enforcement of its rules and policies. I agree to uphold the aims and ideals of the school and to encourage my child(ren) to likewise abide by the aims and ideals of the school.
6. I understand that my child's or children's continued enrollment at TCA is conditioned upon my prompt and timely payment of all tuition and fees (including late fees). I further understand that in the event of withdrawal or expulsion of my child(ren) from TCA for any reason, I waive all rights to a refund of tuition and fees previously remitted and further understand that I shall remain obligated for any tuition and fees not yet having been paid.
7. I acknowledge receiving and reading a copy of TCA's current handbook before execution of this application. I agree that my child's or children's enrollment at TCA is subject to all terms and conditions of the handbook which are fully incorporated herein by reference.

**PLEASE SIGN AND RETURN THIS PAGE. REGISTRATION CANNOT BE COMPLETED WITHOUT THIS FORM.**

**STUDENT NAME** \_\_\_\_\_ **GRADE** \_\_\_\_\_

Student Signature (grades 4 - 12) \_\_\_\_\_ Date \_\_\_\_\_

I have read, or reviewed with my parents, and understand and agree to abide by the provisions of the school handbook for my grade level.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Number 7 above notes that I have read the student handbook and agree to the provisions governing my child(ren) included therein