



**Student Handbook  
2021-2022**

**2192 FM 79 Paris, Texas 75460**

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## **CONCEPT**

### **Our Philosophy**

Trinity Christian Academy's (TCA's) educational philosophy is based on three principal components:

#### **A Biblical Foundation**

The Bible – the inspired Word of God – is the foundation and guide for all knowledge, and is the basis for all elements of education. Because God created, sustains, and will complete all things through His Son Jesus Christ, the universe and all life have the purpose of glorifying Him. This purpose is fundamental to every aspect of our goals and objectives, our teaching methods, our curriculum, and our operational policies.

All representatives of Trinity Christian Academy will strive to demonstrate and teach values, character, and Christ-likeness as well as academics.

#### **Rigorous Academic Instruction and Discipline**

We expect TCA students to be prepared to pursue any chosen profession through rigorous academic instruction and discipline. We will urge and encourage a commitment to lifetime learning and service to families, churches, and communities through an intimate relationship with Jesus Christ.

#### **The Role of Parents**

Parents are commanded to rear their children for God's glory by bringing them up in the training and discipline of the Lord (Deuteronomy 6; Ephesians 6:4). The role of the parents is to oversee the student's academic progress by being fully aware of assignments and academic achievement. Parents share joint responsibility with the school for properly placing students, for helping them build the character qualities and work ethic that lead to success, and for encouraging students to accept increasing responsibility for the consequences of their actions.

Parents are expected to be the single most important influence in the emotional, social, and spiritual development of the child. In cooperation with the parents, we seek to inform minds and change the lives of our students.

## **Mission Statement**

TCA is a private non-denominational Christian school. Our purpose is to provide students with a comprehensive, college preparatory education that prepares them for a successful Christian life. Trinity Christian Academy seeks to develop the whole child – academically, spiritually, emotionally, and physically – through an educational format using both trained classroom instruction and parental involvement.

## **Statement of Faith**

Simply stated, we believe in:

**One God in three persons** – God the Father, God the Son, and God the Holy Spirit;

**One way of salvation** – Jesus Christ, through His virgin birth, sinless life, atoning death, and victorious resurrection, made it possible for man to be saved by faith;

**One book** – divinely inspired and protected, the Bible is God’s written revelation to man; it is totally reliable and has no need of other documents to complete its message; and

**One body** – with many parts, the church.

These statements are based on fundamental Christian beliefs that we strongly support as the primary doctrine for teaching.

TCA does not promote or endorse any particular denomination. It is our desire to maintain this position for the purpose of unity and fairness to each student.

Other doctrinal issues upon which this ministry has no official stance will be considered secondary doctrine and will not be taught. In the event secondary doctrine is brought up, students will be referred back to the family and church for final authority.

We desire to remain united in the salvation and love of Christ, avoiding any dissention, which may be caused by denominational distinctions.

## **Non-Discrimination Policy**

TCA admits students of any gender, Christian denomination, race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded, or made available to its students and does not discriminate on these bases in the administration of its educational policies, admission policies, hiring policies, or athletic and other school-administered programs.

## **Use of the Tongue**

*“So also the tongue is a small part of the body, and yet it boasts of great things. Behold, how great a forest is set aflame by such a small fire!” James 3:5*

We realize the tongue is one of the most significant threats to God’s work at TCA. Therefore, we expect each other to use the tongue in a manner that praises God, encourages and heals, speaks the truth, is sensitive to all Christian faiths, and seeks to build and not destroy. When we fail, we will be eager to repent, forgive, or correct those offenses, as the Bible requires.

## **ADMISSIONS POLICIES AND PROCEDURES**

Admission to TCA is required in order to register for any of the courses offered. TCA will maintain a report card for all students K-12 and a transcript on file for all 9-12 students admitted to the school. Parents will be provided with a copy of a report card or transcript upon request. TCA will keep an academic transcript of the courses taken in high school and maintain records of previous courses taken at a public school or home school or other transfer credits.

## **Parent and Student Responsibilities**

Students are admitted to TCA through a formal admission process. Both parental involvement and student cooperation are essential for TCA to fulfill its mission. Therefore, as a condition of acceptance to this school, the parents and student applying for admission must fulfill the following requirements:

- Parents must provide TCA with a completed application form for each child applying for admissions, including all academic records, health/immunization forms, copies of birth certificate and social security card, and other information as requested.
- Parents and students must sign a form stating their acknowledgement of our Statement of Faith as an expression of who we are and what will be taught in the classroom AND expressing their own personal commitment to Jesus Christ.
- Parents and students must be willing to abide by the school’s rules and regulations as expressed in our handbook and/or as communicated by the administrator.
- Parents and students must be committed to the Christian environment of TCA. Each student must be willing to adhere to TCA’s “Student Code of Conduct”, “Dress Code Policy”, and all other policies regarding student behavior.

## **Admission**

### **Attend Information Meeting**

This is required so that parents fully understand the expectations of their involvement in the education of their child at TCA. Parental involvement is essential.

### **Review all TCA Material and Pray**

Please carefully go over each document presented at the information meeting or mailed to you. If you have any questions, please contact us. **PRAY ABOUT THIS IMPORTANT DECISION FOR YOUR FAMILY.**

### **Complete the Admission Forms**

Once you are convinced that this is where your family should be, complete the application (one per child), submit it with a \$50.00 application fee, and all required documents.

### **Family Interview**

Each family applying for admission will be interviewed in order to verify that TCA is the best educational option for your child. This meeting enables us to personally answer any questions about TCA. The administrator conducts this one-time interview. Someone will call to arrange the interview once your application has been processed.

### **Letter of Acceptance**

Once the interview has been completed, each family will receive communication informing them of the admission decision. Once accepted, the student may register for classes. You must pay your non-refundable book fees within ten days of acceptance. Books will not be ordered until book fees are paid.

### **Testing and Evaluation**

Placement testing may be required for new students. Such tests are given to determine the appropriate grade level of your child's Math and English skills in relation to our curriculum.

### **Tuition Deadlines**

Monthly tuition is due on the first of each month, August-May. Tuition is late after the tenth with a \$25 penalty. If not paid by the 20<sup>th</sup> of the month, the student may not continue to attend until tuition is paid in full including penalty for that month.

## **Academic Advising**

All students entering high school must undergo academic advising for the purpose of establishing a diploma plan. In addition to this, any requests for transfer credits must be assessed before new students are allowed to finalize registration.

## **Book Material and Fees**

Parents are required to pay a book/material fee of \$300. These fees are the same for each grade level and include the cost of the textbooks, the full cost of consumable workbooks, and other printed materials and resources utilized in the classroom.

## **School Supplies**

TCA will furnish a list of supplies required for full-time students. Teachers may periodically require additional supplies for special projects or assignments. Parents will be responsible for purchasing each student's supplies.

## **Athletics and Academic Co-Curriculum Fee**

Athletic and academic co-curricular fees may be assessed per sport or activity. These fees are to be paid prior to participation. No refunds, partial or otherwise, will be given to students temporarily barred from participation due to academic or disciplinary problems. TCA has aligned with the Texas Christian Athletic League (TCAL) for 2020-21. Students in grades 7-12 will have the opportunity to compete in athletic and academic contests under the rules and regulations of TCAL.

## **Vision, Hearing, or other Disability Screening**

Parents are responsible for any needed vision, hearing, or spinal screening. The Texas Department of Health requires a vision and hearing screening report from PK4, K5, 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, and 7<sup>th</sup> grade students. They also require a spinal screening for all 6<sup>th</sup> and 9<sup>th</sup> grade students. The family should submit a physician's report to the school as required for each of these.

## **Immunization Records**

Parents should provide immunization records consistent with the recommended immunization schedules for persons aged 0 to 18 as outlined by the Centers for Disease Control and Prevention of the U.S. Department of Health and Human Services.

## ACADEMIC POLICIES

### Credits (Grades 9-12 only)

#### **Definition of Credits**

In general, one (1) TCA credit is equivalent to a full year's instruction. Students will earn course credit on a semester-by-semester basis.

#### **Transfer of Credits**

Students may transfer high school credits from another public or private school by providing a complete transcript from the previously attended school. Home-school students may apply for credit by completing a form documenting their course work and by presenting report cards. Written examples of coursework or exams may also be required. The student will be given the following credit if the course(s) is deemed comparable to courses required for a TCA diploma. In order for credit to be transferred, classes must have been completed with at least a 70% grade.

- One complete semester course at a full-time school = ½ credit
- One complete yearly course at a full-time school = 1 credit
- Each complete semester course in a home-school or umbrella school program will be individually determined for transfer of credit.

For grades 9-12, credit granted for transfer courses or accepted course grades earned at any other institution, including home school, will be averaged into the student's GPA. Students must be enrolled the entire junior and senior year at TCA to be eligible for Valedictorian or Salutatorian.

## High School Graduation Requirements-College Prep/Honors Diploma

<u>Courses</u>	<u>Credits</u>
<b>9<sup>TH</sup> Grade</b>	
Bible—Kings of Israel	1.0
English I (All English courses include studies in grammar, composition, vocabulary, spelling, poetry, and literature)	1.0
World Geography	1.0
Physical Science	1.0
Algebra I	1.0
Physical Education/Athletics	1.0
Elective	1.0
<b>10<sup>th</sup> Grade</b>	
Bible Doctrines	1.0
English II	1.0
World History	1.0
Biology	1.0
Algebra II	1.0
Keyboarding/Doc. Proc.	1.0
Elective	1.0
<b>11<sup>th</sup> Grade</b>	
Managing Your Life Under God—1 <sup>st</sup> Semester	0.5
Jesus and His Followers—2 <sup>nd</sup> Semester	0.5
English III	1.0
U. S. History	1.0
Chemistry	1.0
Plane Geometry	1.0
Spanish I (or French I)	1.0
Elective	1.0
<b>12<sup>th</sup> Grade</b>	
Genesis; First Things—1 <sup>st</sup> Semester	0.5
Revelation; Church History & Things to Come – 2 <sup>nd</sup>	0.5
English IV	1.0
American Government—1 <sup>st</sup> Semester	0.5
Economics—2 <sup>nd</sup> Semester	0.5
Physics	1.0
Advanced Mathematics (Pre-Calculus with Trigonometry and Analytical Geometry)	1.0
Spanish II (or French II)	1.0

### Required Credits 27.0

Bible = 4 credits	English = 4 credits	Social Studies = 4 credits
Mathematics = 4 credits	Physical Education = 1 credit	Science = 4 credits
Electives = 1 credit		

**Total 24 plus 3 electives**



## **Requirements for Valedictorian and Salutatorian Honors**

Valedictory honors shall be afforded the student who attains the highest average grade within a graduating class for all subjects taken in grades 9-12 excluding Physical Education, Music, Vocational Agriculture, and Yearbook classes. This honor will be awarded to the student who meets the following criteria:

- Has been enrolled at Trinity Christian Academy full time for a minimum of the junior and senior years,
  - Has completed the course/credit requirements for a College Prep/Honors Diploma.
- Salutatory honors shall be afforded the student who attains the second highest average within a graduating class from all subjects taken in grades 9-12 excluding Physical Education, Music, Vocational Agriculture, and Yearbook classes. This honor will be awarded to the student who meets the following criteria:
- Has been enrolled at Trinity Christian Academy full time for a minimum of the junior and senior years.
  - Has completed the course/credit requirements for a College Prep/Honors Diploma.

If no student completed the College Prep/Honors Diploma program, the valedictorian will be the student with the highest average and the salutatorian will be the student with the second highest average in the graduating class from all subjects taken (except P.E.) for a General Diploma.

Valedictory and salutatory honors will be calculated at the end of the third quarter of the senior year. Class rank will be calculated at the end of the senior year. Students completing the College Prep/Honors Diploma will be ranked ahead of students completing the General Diploma.

## **Attendance Requirements**

In order to successfully complete a semester course of study, students must be in attendance at least 90% of the scheduled class days. Students failing to meet this attendance requirement will not be recognized as having completed the course (meaning they will be awarded a grade of *Incomplete*). An Incomplete Grade may be completed by satisfying the teacher's make-up work requirements. Failure to successfully complete a course which has a grade of *Incomplete* will prevent a student from being able to register for the following school year.

Exceptions: An exception to this requirement may be granted by the administrator if a student has been unable to meet the attendance requirements due to circumstances beyond the family's control (such as extended illness), and provided the student has, in the judgment of the TCA instructor overseeing his work, achieved minimum mastery of the course content.

## **Tardiness Policy**

The first time a student is tardy in a semester it will be noted as “excused” and will not count against the student’s attendance record. After that, every two incidents of tardiness will be counted as an absence. Parents will be contacted when a student has been tardy three times in any one semester. If, as a result of tardiness a student misses 50% of a given class, teachers may, at their discretion, refuse to allow the student to “make-up” work missed. Only when tardiness is due to circumstances beyond the control of the student or parent will it not be counted against the student. Such circumstances may require written verification from the parent.

## **Academic Performance Standards**

Students must achieve a grade of 70 or above each semester in all classes while in attendance at TCA to remain in good academic standing. A student whose grade falls below 70 may be blocked from future registration at TCA. At the discretion of the administrator, a student may be given the opportunity to regain good academic standing by being placed on scholastic probation for the following semester. This decision will be based on the student’s attitude, participation, and effort. A student placed on scholastic probation must earn a grade of at least 70 in all classes to return to good academic standing.

If a high school student fails the fall semester of a course, he or she may continue in the spring semester half of the course. The grade in the spring semester half must average with the fall semester half to equal or exceed 70.

Once the student successfully completes the course, the passing grade earned will replace the failing grade. When a failing grade has been absolved in this manner, both attempts at taking the course will be noted on the transcript, but only the passing grade will be averaged in the GPA. On the transcript, the failing grade of an absolved failed course will be replaced with NG (no grade). Students may attempt to absolve a failing grade in another academic setting, such as another school or online independent studies through ABEKA. In this case, students must in writing request transfer credit through the administrator’s office following the successful completion of the course, should they desire to have the course credit recognized by TCA.

## **Grading, Evaluation, and Feedback**

### **Philosophy**

We at TCA view and present grades, not as a commentary on the relative worth and value of the individual, but rather as an accurate reflection of the quality of his or her work in a given subject at a given time. At TCA, grades serve four basic purposes:

1. To help us teach, correct, and train;
2. To help us in the on-going placement of students at a level and in subjects responsive to their needs, backgrounds, and abilities;
3. To provide us with a just and legitimate means of holding students accountable for the quality of their work; and
4. To provide us with an ongoing and widely understood means of communicating a student's progress and achievement to parents and other parties, such as college entrance boards or other schools to which the student may transfer.

We will establish just and objective standards based on legitimate expectations. This means that students will be graded by comparing their level of accomplishment against reasonable expectations of what they should be able to accomplish. It also means that we will make every reasonable effort to place students properly, basing placement upon their background and abilities rather than any social criteria (such as age). Finally, it means that students will receive (or not receive) credit based upon what they have (or have not) done relative to a common standard. The grading standards themselves will be oriented toward the work of the student. They will be objective and evenly applied within a given class. They will also allow for individual differences by defining minimum passing standards in terms that allow for a range of acceptable achievement. The ultimate purpose of these standards will be to provide valid and meaningful feedback, to encourage disciplined academic study, and to encourage student progress in both learning and achievement.

### **Grading Standards**

The letter grade equivalents of our grading system are as follows:

- A grade of 90-100 is equal to an A
- A grade of 80-89 is equal to a B
- A grade of 70-79 is equal to a C
- A grade of 60-69 is equal to an F
- No course grades in excess of 100 are awarded
- No credit is awarded for a failed course

- Incomplete (I) - A student will receive an “I” if unable to complete the course requirements due to circumstances beyond the control of the student, and special permission is granted by the teacher and administrator to complete the requirements as noted above.
- Credits approved for transfer to TCA will be applied to the student’s diploma requirements and are included on the transcript.

### **Examination Waivers**

No waivers will be granted from the taking of nine-week examinations. Semester exams will be waived, upon receipt of a written request, signed by the student and his/her Parent/Guardian. The request must be submitted to the teacher at least one week prior to the posted examination day.

The teacher will approve the request if the student has at least a 90% average in the course, has not been absent for more than two days in any nine week period, has not been tardy from class, has turned in all assignments on a timely basis and has not been given detention by the teacher.

### **Reporting of Grades**

Each semester is divided into two nine-week grading periods. Parent/Teacher conferences will be scheduled during the first and third nine-week periods. Report Cards will be given to or mailed to parents at the end of each nine weeks. Teachers will contact parents at mid-quarter if students are in danger of failing (any grade below 70 at mid-quarter should be reported to parents as a red flag that failure could occur if grades do not improve).

### **Study Hall**

Study hall area will be offered for students remaining on campus but not enrolled in another class. Registration in a study hall is required for any student expecting to be on campus but not in class during school hours.

### **Early Dismissal**

Any requests for consideration of early dismissal during the regular school day (Monday-Thursday 8:00 – 4:00 p.m.) will be based on the following:

- Each student must put his/her request in writing, outlining why the request should be considered.
- The student’s parent/guardian must sign the request.

The teacher must certify the following:

- The student’s grade in all classes at the time of the request must be at least 80%.

- The student has not been absent for more than two days in any nine-week period.
- The student has not been tardy for class more than once in any nine-week period.
- The student has not been given detention by the teacher.
- Sign and submit the form to the Administrator for final approval.

The Administrator will notify the student of his/her decision, which will be final. The Administrator reserves the right to deny the request even if parents and the teacher support the request.

The Administrator may revoke the privilege if any of the above conditions are not met. Generally one-week notice of revocation will be given.

### **Auditing of Classes**

TCA does not allow the auditing of classes. Any student enrolled in any class at TCA will receive a grade reflecting his or her level of achievement in the class.

### **Co-Curricular Activities**

Students may participate in a maximum of three student clubs or organizations (in addition to athletics) during any given semester. Furthermore, a student may hold officer positions in no more than two clubs at any one time, and may serve as the president or vice-president (or equivalent) of only one of the two. Any officially recognized clubs or activities require the oversight of a sponsoring faculty member.

Secondary students must meet academic achievement standards to participate in school-sponsored co-curricular activities, including athletics. Any student who fails to do so may be temporarily barred from participation in such activities in accordance with the guidelines given below. No refunds, partial or otherwise, may be given to students temporarily barred from participation in athletic or other co-curricular activities due to academic or disciplinary problems.

### **Athletics**

If a student is failing in one or more course during any of the reporting periods, the established TCAL standard (non-participation for two weeks) will be applied, in compliance with existing TCAL policy. Any student with a grade in the core academic classes below 70 may have other appropriate limitations to participation applied until the student's grades improve.

## **Clubs or Organizations**

In order to participate in a non-athletic co-curricular club or organization, students must maintain a course grade of 70 or higher in all courses taken at TCA. Students who earn a grade below a 70 for any nine-week or semester grading period will not be allowed to participate in club activities during the subsequent period. Club officers must maintain a course grade of 80 or above to retain their office. Officers, who earn grades of less than 80 in the same course for two nine-week grading periods or a semester grade of less than 70, shall be removed from their office for the rest of that academic year.

## **Homeschool Student Enrollment**

Homeschool and Private School students may participate in TCAL sports, academic and fine arts competition per TCAL rules and guidelines. A participation fee of \$250 per school year will be assessed for each participant.

## **Late Work Policy**

The curriculum adopted by TCA is designed to be a rigorous college preparatory program that is fast paced and requires students to stay on task and be responsible for turning in work on the assigned due date. The qualities of self-discipline, diligence, and self-control are encouraged in each class. Failure to turn in work due to mismanagement of time, forgetfulness or lack of materials as needed to complete the assignment, or other excuses relating to academic irresponsibility will NOT be tolerated in any class, and the student will receive a "0" for the assignment. Late work will be accepted in the following cases:

### **Absence Due to Illness**

The student will have two consecutive class days to turn in work missed while absent without incurring a penalty. This is in addition to the "new" work being assigned. Work that was due on the day of the absence (the student knew about it prior to the absence) should be turned in the first class day the student returns to school. If this is not possible because of the nature of the illness, the parent should notify the teacher to obtain permission to turn in the assignment at a later date.

### **Multiple OR Consecutive Absence Due to a Prolonged Illness**

The parent should make special arrangements with the individual teacher to obtain assignment sheets and lesson plans and work out a schedule for turning in missed work. Failure to make special arrangements with the individual teacher could result in the student failing the course.

## **Absence Due to Co-Curricular Activities**

When students expect to miss a class due to participation in co-curricular activities, previously assigned work should be turned in early. If prior written permission to turn work in other than on the due date is not obtained, the assignment may be accepted as “late work” by the teacher, graded and the grade reduced by ten points. Assignments should be picked up from the teacher before the missed class. Work assigned on the day of the absence should be completed by the next class period.

## **Failure to Turn in Work Due to Special Circumstances**

If a student is unable to turn in an assignment by the requested due date for sufficient reasons (events or conditions outside the immediate control of either the student or his family), the parent should notify the teacher prior to class if possible or by the end of the class day the assignment is due. The parent should explain the special circumstances and obtain permission from the teacher to turn the assignment in at a later date; otherwise the work will not be accepted.

## **Inability to Complete Assignments**

The parent and/or student should make every effort to contact the teacher if an assignment is not clear, if the student has difficulty with the concepts, or if the student cannot finish the assignment in a “reasonable” time. If the work cannot be completed, the student may, at the discretion of the teacher, be allowed to turn the work in at a later time without penalty.

No late work will be accepted any time after the end of the semester in which it is due unless the student receives an “Incomplete” in the course.

## **Academic Dishonesty**

TCA will not tolerate academic dishonesty (i.e. cheating). Academic dishonesty is both a serious breach of personal integrity and a serious hindrance to real student learning. We challenge our students and their parents to adhere to high standards of personal integrity. We want to encourage and equip our students to become Disciples of Christ committed to serving and pleasing God in all he or she may do.

Academic dishonesty is broadly defined as any attempt on the part of a student or parent, whether realized or not, to falsely represent the student’s level of achievement or mastery in a given course. This includes, but is not limited to:

- Lying or giving false information about completed assignments;
- Copying the work of others at any time without direct authorization from the instructor;

- Using any resources, such as, solution manuals and teacher edition textbooks, to complete assignments without the direct authorization from the teacher
- Obtaining any quizzes, tests, or academic materials, created by or belonging to the school, without direct authorization from the teacher;
- Engaging in plagiarism – to plagiarize is “to take ideas or writings from another and offer them as one’s own”;
- Altering a graded paper or project for the purpose of disputing the accuracy of the grade; and
- Talking with another student during any quiz, test, or academic assignment without direct authorization from the teacher (i.e. giving or receiving information during an examination or on assignments will not be permitted).

### **Enforcement**

The teacher will follow these steps if he/she believes academic dishonesty has taken place:

- 1) **First offense**
  - Written warning and a grade zero (0) for the affected assignment
  - Copy sent to the parents, the administrator, and the student’s file
- 2) **Second Offense**
  - Same as above plus the teacher will conference with the student and parents
- 3) **Third Offense**
  - Student will receive a grade of (0) for the affected assignment
  - The administrator will take disciplinary action appropriate for a serious offense and such action may include suspension or expulsion

### **Modification to Standard Instructional/Evaluation Practices**

TCA and its teachers will hold students to the highest instructional standards and practices; however, students who have learning disabilities and students who struggle academically will receive modifications allowing these students the opportunity to experience success in the classroom. Students will receive (or not receive) credit based on what they have or (or have not) done relative to a common standard in addition to individualized standards developed in response to special needs.

## **Difficult or Controversial Issues and Topics**

TCA will follow these guidelines concerning the relationship between sound education, that is both Biblical and college-preparatory, and the treatment of difficult or controversial issues.

- *Because one of God's purposes in the training of disciples is to equip them to reach others with the gospel of Jesus Christ and then teach them to obey all He has taught us, we will not encourage our students to retreat from contact with a sinful world, but rather train them to effectively reach out to unbelievers.*
- *Because we must learn to build personal and cultural bridges for the sake of reaching others with the gospel, we will engage in the study of other cultures and thought forms, including godless ones, so that our students will have a better understanding and ability to communicate with all people.*
- *Because God expects His children to be ready to make a defense, acting as salt and light to a world that is often foolish in its understanding and in its principles, we will teach our students to evaluate and respond to difficult or controversial realities in light of God's Word so that they may be able to confront the world without becoming stained by it.*
- *Because dealing effectively with difficult or controversial topics generally requires the use of higher order thinking skills, we will support our teachers' use of opportunities presented through the treatment of difficult or controversial topics to challenge their students to develop the skills of analysis, evaluation, synthesis, and proper applications and to apply these skills to godly purposes.*

At TCA we do not intend to shield our students from all of the sin and wrong thinking inherent in a fallen world. Rather we will teach them to confront those realities openly and honestly, from a God-centered perspective, so that they might be prepared to live in the world – and have an impact on the world – without becoming part of the world.

# STUDENT CONDUCT

## Code of Conduct

The purpose of TCA's Code of Conduct is to promote a Christ-like attitude in its learning environment and to encourage the development of positive Christian relationships among its students. We want to ensure a safe, orderly environment that supports learning, achievement, and appropriate, enjoyable social interaction among students and staff. **We fully expect the students at TCA to follow these guidelines on and off campus, striving to represent a positive image at school, at home, at church, and in the community.** Therefore, we have set the following guidelines regarding student behavior that should help to build the character qualities and work ethic of every student. The student should use every opportunity at TCA to develop and strengthen these qualities. Violations of any of the tenets of the rules of conduct are grounds for suspension or dismissal.

### **Classroom**

The TCA classroom will be a place of learning where the teacher is able to teach and the student is able to learn. Conduct that disrupts teaching or learning will NOT be tolerated. Students should ALWAYS:

- Come to class on time and be prepared with all required materials;
- Conduct themselves in an orderly, respectful manner;
- Make an effort to learn by participating in class activities and following teacher instructions;
- Strive to stay on task the entire class period and not engage in activities such as social conversations, grooming, sleeping, or personal note-writing;
- Obey all school rules and regulations (i.e. late work policy, academic dishonesty, dress code, etc); and
- Comply with the requests of teachers regarding classroom control and discipline.

Teachers will strive for consistency when dealing with classroom discipline.

### **Courtesy**

Students have the responsibility to respect the rights and property of fellow students, teachers, administrators, and visitors. At all times, adults should be addressed with a title (Mr., Mrs., Coach, etc). Students should treat each other with respect, kindness, and compassion. Harassment or rude behavior by a student will not be tolerated. TCA encourages students to learn to be supportive of one another.

## **Fighting**

Students are not allowed to fight physically or verbally. There should be no horseplay, running, or rough play before, during, between, or after classes.

## **Immoral or Illegal Behavior**

Students should refrain from any possession, distribution, or display of materials which are obscene, libelous, or which advocate the commission of unlawful actions. Students should not be involved in or create an impression of involvement in immoral activities. Tobacco products, non-prescriptive drugs, alcohol, or weapons are not allowed on campus or at a TCA-sponsored event.

## **Language**

Improper or disrespectful speech (i.e. profanity, lying, back-talking, etc) in the presence of classmates or staff will not be tolerated on campus or while involved in a sport or other school-related activity. As TCA representatives, students shall strive to speak in a godly manner on and off campus.

## **Public Affection**

Students are expected to exercise good judgment when interacting with one another. Public display of affection (i.e. hand holding, kissing, etc) will not be permitted on campus or at any school-related activity.

## **Stealing**

Stealing from another student, staff, or the school will not be tolerated. Committing or attempting to commit a theft is considered a serious offense.

## **Use of Property and Buildings**

Students have the responsibility to be good stewards of the physical resources God provides for our use. Students should actively protect and take care of the school's property and assist the school staff in operating a school that is safe for everyone. Students should demonstrate consideration of others and school property by keeping the facility and grounds clean at all times and by refraining from any action that may cause property damage (i.e. throwing trash on the grounds, leaving trash in the classrooms or lunch area, writing on tables, walls or other property, sitting or standing on tables or chairs, leaving personal property in the hallways, etc).

## **Gymnasium, Pool, Court, or Playing Field**

Students will follow the Code of Conduct when participating in a sport, both on and off the TCA campus. TCA and its students will comply with all guidelines and policies of the gymnasium, pool, court, or playing field when using a facility located off-campus.

## **School Bus and Van**

All vehicles used for co-curricular events or field trips should be scheduled by the school and driven by a licensed, safe, and responsible individual authorized by TCA administration. All students are required to return to school in their assigned vehicle, unless the student's parents have made prior arrangements with the teacher. Students must remain seated and should not change seats once the vehicle is in motion. Student conduct on a bus, van, or other vehicle should be in keeping with the Code of Conduct guidelines defined previously. Parents driving on school sponsored events will be required to provide the administrator a copy of their current driver's license, proof of insurance on their vehicle, license plate number of their vehicle and cell phone number.

## **Personal Communication Devices and/or Electronic Devices**

Personal Communication Devices (PCD) and personal devices including, but not limited to, cell phones, cameras, recorders, CD players, iPods, MP3 players, netbooks, laptop or notebook computers or iPads may be stored in backpacks, purses, or personal carryalls but must be in off mode. However, the use of these of these devices is prohibited upon arrival to Trinity Christian Academy and for the remainder of the school day unless approved for an academic activity by the principal or the principal's designee. Improper use or storage of PCDs and electronic devices may result in confiscation of the device until it can be released directly to a student's parents and/or guardians. A student in violation of this policy is subject to related disciplinary action. This is not intended to discourage the use of these devices for instructional purposes, but to establish parameters and appropriate oversight for their use. The principal or the principal's designee may grant a student permission to use a PCD for purposes the principal deems as appropriate.

## **Automobile and Parking Lot**

Students who drive a vehicle to school must park in the designated parking area. Student drivers should be very cautious when driving on the school grounds. Speed must be kept at a minimum. The school assumes no responsibility for vehicles parked in the school parking lots. Cars must be parked in an orderly manner and should remain locked. Violation of safe motor vehicle rules may result in the loss of privilege of bringing a vehicle to school, or the vehicle may be towed. Students must not loiter in the parking lot.

## **Closed Campus with Exceptions**

For the safety of the students, TCA has a closed campus policy. Once the student arrives on campus, he or she may not leave until regular dismissal time unless parental permission has been given for students' with a driver's license to leave campus for lunch. If there is a need for an exception, a written note from the parent is necessary, and the school may call the parent for verification.

It is considered a discourtesy to the teacher and a disruptive influence to the learning environment for a student to leave a class in session before the class has been dismissed. Therefore, unless prior arrangements have been made or the teacher grants special permission, leaving a class early will be considered a breach of good conduct and treated as a discipline issue. Please keep this in mind when scheduling doctor and other appointments during the regular school day. We do not have classes on Friday afternoon and every attempt should be made to schedule appointments on that day.

## **DRESS CODE**

Neither the staff nor students are required to wear uniforms. However, it is expected that both students and staff will demonstrate the scriptural principle of modesty by appearing and dressing in a manner that enhances our Christian testimony, and will avoid elaborateness or sensuality.

Our apparel and mode of dress reflect our life, character, and self-image. Questions about dress or appearance will be decided at the discretion of the administrator.

### **Specific Regulations**

- 1) For grades 7 through 12, shorts, skirts, and dresses must be of a modest length. A general rule is length should be no shorter than 3 inches above the knee.
- 2) Clothing should not be excessively tight or form fitting or excessively loose or immodest. For grades 7 through 12 tank tops are not allowed. Apparel that exposes bare midriffs, cleavage, or backs is unacceptable. Bra straps should not be visible.
- 3) All clothes must be neat and clean at the beginning of the day.
- 4) Hair must be kept groomed and clean and may not include unusual coloring or styles.
- 5) Boys may not wear earrings or other pierced jewelry. Girls may have pierced ears but no other pierced jewelry is allowed. Any item of jewelry deemed to be unusually distracting, due to color, pattern, or size, etc. is unacceptable for school wear.
- 6) Tattoos are not allowed; however, in the event a student has a pre-existing tattoo, it must be covered at all times.
- 7) No caps, hats or other head coverings, such as bandanas, may be worn in the building.
- 8) Images and language printed on any item of clothing should be appropriate considering our mission of Christian education.
- 9) Any dress that is deemed inappropriate is left to the discretion of the principal or his designee.

## **DISCIPLINE PROCEDURES**

In order to promote good discipline, TCA will strive to enable students to feel loved and accepted, to know and accept the boundaries for behavior, and to understand how to avoid repeating wrong decisions or actions. The key to TCA's discipline will be to give students support and directions, while working in harmony with the home. TCA staff will practice "preventive" discipline through the use of positive teaching techniques. If the need arises, the school may employ mild forms of correction. TCA will not use corporal punishment. The school will control the impact of serious discipline problems by limiting or withdrawing the participation privileges of consistently uncooperative students. TCA believes that the school staff is primarily responsible to utilize mild forms of discipline for the purpose of sound classroom management, and the parents are primarily responsible for dealing with the discipline problems of an ongoing or more serious nature.

### **Enforcement**

Each teacher has the responsibility to enforce classroom and school rules. The administrator will be available to assist as needed. Students will be treated fairly and equitably. Disciplinary procedures will always take into account the student's age, attitude, and the seriousness of the offense. These are the disciplinary steps:

#### **Verbal reprimand**

- Mild offenses only
- Documented in teacher's disciplinary log
- Teacher's discretion whether to contact parents
- Teacher and student resolve

#### **Official write-up**

- Documented in teacher's disciplinary log
- Repeated mild or moderate forms of discipline
- Teacher fills out a disciplinary form (copy to Administrator for student file)
- Teacher contacts parents or send a copy of the disciplinary form home with the student
- Teacher, parent and student resolve

#### **Official write-up and Student Sent to Office**

- Documented in teacher's disciplinary log
- Teacher sends student to administrator's office with discipline form
- Administrator contacts parents and may require them to come in for a conference (administrator and student resolve, teacher and parents if necessary)
- Multiple mild, repeated moderate or severe offense

Any discipline matter deemed to be of an urgent or potentially dangerous nature will be brought immediately to the attention of the administrator, and parents will be notified. Repeated offenses or any serious offense may, at the discretion of the administrator result in suspension or expulsion.

## **ADDITIONAL INFORMATION**

### **School and Home Communication**

Communication is vital in education. TCA administration and teachers will communicate with parents by telephone, e-mail, postcard, letter, and meetings. We encourage parents and students to contact teachers to clarify assignments or expectations. Parents and students should attend all school meetings. If there are questions or problems within a particular class, the parent or student should first talk with the teacher. If the issue cannot be resolved satisfactorily, the parent or student should talk with the administrator. It is our desire to cultivate a positive and effective relationship with the parents to ensure the student's success. Any questions about events, school policies or guidelines, or other information should be directed to the school office.

### **Parent/Guardian Grievance Policy**

The Board of Directors of Trinity Christian Academy has enacted the following Grievance Policy as a guide for parents and guardians to solve possible grievance issues in the most effective manner. This policy applies to grievances in the Preschool as well as the K-12 Academy. This policy serves as a guideline, but the TCA Board of Directors has the final decision in all matters that take place under the direction of Trinity Christian Academy and Preschool.

The following procedure will be followed whenever a parent/guardian has a particular grievance:

STEP 1: The parent/guardian\* is to set an appointment to meet with the teacher or staff member involved in the grievance. The teacher and/or the parent/guardian may request that the principal/witness or his/her designee be present.

STEP 2: If the issue is not resolved, the parent/guardian may ask for a meeting with the principal.

STEP 3: If the issue remains unresolved, the parent/guardian is requested to write a letter of grievance addressed to Jeff Nutt, Chairman of the Board, Trinity Christian Academy, 2190 FM 79, Paris, TX 75460. The Board Chair will decide whether to bring the grievance to the full board for discussion.

If the grievance is presented to the Board, the parent/guardian will be asked to speak with the Board at which a quorum is present. The decision of the Board is final. The parent/guardian will receive a letter with the Board's final decision.

The Trinity Christian Academy Board of Directors believes that all decisions are made with the best interest of the child in mind. We as adults have the right to disagree, but the children are why we are here.

\*A parent/guardian is defined as anyone who has educational decision making powers for the student as defined by State Law.

## **Visitor Policy**

To enhance both student safety and operational efficiency, TCA will enforce the following guidelines governing the presence of visitors on campus during regular school hours, except for parents who are dropping off or picking up students. Students and parents should make potential visitors aware of this policy;

- All visitors must check in with the office upon arriving on campus to obtain permission from the office to remain on campus.
- All visitors must be willing to comply with the rules and regulations governing student and staff conduct, including appropriate dress regulations.
- Students or friends not attending TCA who drive on campus for the purpose of giving a ride to a TCA student may not loiter in the parking lot or enter the buildings, unless they obtain permission from the office.

## **OTHER PARENTAL RESPONSIBILITIES**

### **Parental Role**

The parents' role is to oversee their child's education and academic progress.

#### **Full-Time Students**

Parents of a TCA student are responsible for ensuring that the student:

- Completes homework assignments given by the classroom teacher;
- Performs follow-up study over material covered in class; and
- Properly prepares for the next class session (including preparation for quizzes, tests, and exams).

My child/children and I, parent/and or guardian, have read the Trinity Christian Handbook and agree to abide by the rules and policies stated in the handbook.

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Parent/Guardian

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Date

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Student

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Date