



**Student Handbook
2023-2024**

2192 FM 79 Paris, Texas 75460

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.

ADMISSIONS POLICIES AND PROCEDURES

TCA is a full time accredited school for grades Kindergarten through Twelfth Grade. 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 Procedure

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. We schedule interviews and tours on Wednesday mornings so prospective families can join us during Chapel. Please call the office to arrange an appointment.

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.

Admission Transcript

A student will not be considered for admission until a certified transcript / grade record is received and reviewed by the admission committee. A student with a failing grade on their record will not be considered for admission. In addition, students who have less than an A/B average will be automatically referred to the admission committee for review.

Discipline and Attendance Review for Admission

Students with a record of discipline referrals or excessive absences will not be considered for admission. Students transferring from a home-school curriculum will be dismissed upon the third (3rd) discipline referral in any calendar year.

Placement Testing and Evaluation

Placement testing will be required for new students in grades 1-8. Such tests are given to determine the appropriate grade level of your child's Math and English skills in relation to our curriculum.

**Due to our rigorous curriculum and schedule, students who test below grade level are usually not candidates for admission.

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 20th of the month, the student may be suspended until tuition is paid in full, including penalties.

Academic Advising

All students entering high school must undergo academic advising with our school counselor for the purpose of establishing a diploma/graduation plan. In addition, 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 480.00. 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. ABeka usually provides for a 50.00 discount if paid before June 15th.

School Supplies

TCA will furnish a list of supplies required for 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 Federation (TCAF) for 2023-24. Students in grades 7-12 will have the opportunity to compete in athletic and academic contests under the rules and regulations of TCAF.

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, 1st, 3rd, 5th, and 7th grade students. They also require a spinal screening for all 6th and 9th 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 = $\frac{1}{2}$ 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.
- Credit for courses will only be considered from an accredited school or homeschool curriculum.

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>
9TH Grade	
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
Spanish 2	1.0
10th Grade	
Bible Doctrines	1.0
English II	1.0
World History	1.0
Biology	1.0
Algebra II	1.0
Fine Arts	1.0
Elective	1.0
11th Grade	
Managing Your Life Under God—1 st Semester	0.5
Jesus and His Followers—2 nd Semester	0.5
English III	1.0
U. S. History	1.0
Chemistry	1.0
Plane Geometry	1.0
Elective)	1.0
Elective	1.0
12th Grade	
Genesis; First Things—1 st Semester	0.5
Revelation; Church History & Things to Come – 2nd	0.5
English IV	1.0
American Government—1 st Semester	0.5
Economics—2 nd Semester	0.5
Physics	1.0
Advanced Mathematics (Pre-Calculus with Trigonometry and Analytical Geometry)	1.0
Elective	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 = 3 credits		

Total 24 plus 3 electives

High School Graduation Requirements-General Diploma

<u>Courses</u>	<u>Credits</u>	
9TH Grade		
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	1.0	
Spanish 2	1.0	
10th Grade		
Bible Doctrines	1.0	
English II	1.0	
World History	1.0	
Biology	1.0	
Algebra II or Consumer Math	1.0	
Fine Arts	1.0	
Elective	1.0	
11th Grade		
Managing Your Life Under God—1 st Semester	0.5	
Jesus and His Followers—2 nd Semester	0.5	
English III	1.0	
U. S. History	1.0	
Chemistry	1.0	
Plane Geometry	1.0	
Elective	1.0	
Elective	1.0	
12th Grade		
Genesis; First Things—1 st Semester	0.5	
Revelation; Church History & Things to Come – 2 nd	0.5	
English IV	1.0	
American Government—1 st Semester	0.5	
Economics—2 nd Semester	0.5	
Pre Cal. or Business Math	1.0	
Elective	1.0	
Required Credits	26.0	
Bible = 4 credits	English = 4 credits	Social Studies = 4 credits
Mathematics = 4 credits	Physical Education = 1 credit	Science = 3 credits
Spanish 2 = 1 credit		

Total 23 required credits PLUS three elective credits

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. Dual credit courses will carry additional weight.

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. Dual credit courses will carry additional weight.

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

Trinity Christian Academy follows attendance guidelines set forth by the Texas Education Agency. This states that in order to receive credit for a course, students must be in attendance at least 90% of the scheduled class days.

Students failing to meet this attendance requirement will receive a failing grade with no course credit. Deficient days and grades may be completed by satisfying the work requirements and attending credit recovery classes on Friday. Credit recovery on Friday's will require a fee of \$25.00 per hour to the attending teacher. When more than one student attends credit recovery the fee will be divided equally among the students.

Failure to successfully complete a course which reflects a failing grade or attendance deficiency 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 or placement committee 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

Every three incidents of tardiness will be counted as an absence. Parents will be contacted when a student has been tardy three times in any one grading period. The attendance review committee may excuse a tardy due to extenuating circumstances such as family emergencies.

If, as a result of tardiness a student's absence results in them falling below the 90% rule, the credit recovery policy may be enforced. The attendance committee will issue the final determination on credit recovery

Academic Performance Standards

Students must achieve a grade of 70 or above each year 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. The grade placement committee will issue the final determination on future registration once a failing grade has been recorded for the year. This decision will be based on the student's attitude, participation, effort and ability to make up the class.

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.

If a student fails a college dual credit course they will not be allowed to register for another dual credit course until the class has been made up with at least a 70.

Once the student successfully completes the course, the passing grade will replace the failing grade on the transcript and averaged into the student's final GPA. Students may attempt to absolve a failing grade in another academic setting, such as Paris Junior College, another school or online independent study through ABEKA. Once the student passes the course they must formally request transfer credit through the administrator's office in order to receive credit on their TCA transcript.

* Students must maintain an A-B average in all classes in order to qualify for dual credit enrollment.

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. 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 0-69 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.

Chapel / Bible Class Attendance

Chapel and Bible Class are considered a vital part of our curriculum. As such, grades and elective credit will be assigned to each student. In grades 7-12 students are assigned grades for course work in Bible studies. In addition, teachers will take roll each Wednesday at Chapel. Chapel services are offered at least nine (9) times per grading period. A test grade for Chapel will be issued each 9 weeks grading period. Students will receive eleven (11) points for each Chapel attended. This provides students an easy opportunity to boost their Bible Class average.

Semester Exam Exemptions

No exemptions will be granted for nine-week examinations. Students may receive an exemption from semester exams upon receipt of an exemption form signed by the student and the 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 provided the student has:

1. A minimum semester average of 90 with three (3) or fewer absences for the semester.
2. A minimum semester average of 80 with two (2) or fewer absences for the semester.
3. Student has not received any discipline referrals for the semester

***For the purpose of exemptions three (3) tardies will equal one absence**

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 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.

Part-Time Students and Auditing of Classes

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

TCA is a full-time accredited school and students are required to attend class daily to receive credit.

Co-Curricular Activities

Any officially recognized clubs or activities require the oversight of a sponsoring faculty member or approved volunteer who has successfully passed a background check and application.

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

TCA follows the no pass/no play guidelines set forth in TCAF policy. If a student is failing in one or more courses during any of the reporting periods, the established standard will be non-participation for three weeks. In compliance with existing TCAFAL 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. 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 Co-curricular Enrollment

Homeschool and Private School students may participate in TCAF sports, academic and fine arts competition per TCAF rules and guidelines. TCAF guidelines specify that only 30% of players may be eligible from outside organizations. This may require tryouts for any available team positions after currently enrolled students have been placed. If enough players are interested from enrolled students the team will be locked to outside players. Once accepted on the team, a participation fee of up to \$500 per school year will be assessed for each non-enrolled participant before they are allowed to play. Our student athletes are a direct reflection of Trinity Christian Academy. As such, all students must conform to the TCA dress code and school guidelines in order to participate.

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;
- The use of Quizlet or related apps to complete work unless approved by 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 documented learning disabilities and who struggle academically will receive modifications allowing them 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.

TCA does not have staff or resources to provide individual support or tutoring outside of the classroom. Students' who require these resources will be provided contact information for entities and/or professionals so parents may utilize them, at their expense, as needed.

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, vapes, non-prescriptive drugs, alcohol, or weapons are not allowed on campus or at a TCA-sponsored event. *Please refer to the updated random drug testing policy at the end of this document.*

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 and will result in suspension.

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 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. 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.

Cell Phones and/or Electronic Devices

Cell Phones and personal devices including, but not limited to, cameras, recorders, CD players, iPods, MP3 players, netbooks, laptop, notebook computers or iPads may only be used for educational purposes as designated by each classroom teacher.

They are not be used in the hallways, restrooms, cafeteria, gym, playground or transitions between classes. Phones may not be used during recess or lunch. Teachers may require phones to be placed in a central classroom location. Improper use or storage of phones and electronic devices will result in confiscation of the device. It will be retained by the teacher for the first offense. Subsequent offenses will result in confiscation to the office and may only be picked up by a parent after paying the fine.

1st- Offense – Confiscation for the class period and verbal warning

2nd-Offense – Confiscation/Removal to office \$5 fine with parent p/u

3rd Offense – Confiscation/ Removal to office \$10 fine with parent p/u

4th Offense – Confiscation / Removal to office \$15 fine with parent p/u

All subsequent offenses confiscation / removal to office \$20 fine

A parent / guardian must pick up phones following 1st verbal warning

This is not intended to discourage the use of these devices for instructional purposes, but to establish parameters and appropriate oversight for their use.

Cell Phones must be placed in a student's back pack upon arrival at school and should remain there until dismissal at the end of the day.

Individual classroom teachers may grant a student permission to use a PCD for educational purposes only as appropriate. Teacher lesson plans must reflect the use of electronic devices in order to be approved.

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.

Senior students will be allowed to designate and decorate one parking spot during the school year. All decorations must be pre-approved by the director. They will be granted on a first come basis.

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 medical appointments. 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) Tights, Spandex, Leggings can only be worn beneath jeans or a top sufficiently long enough to cover posterior.
- 3) Jeans must not be worn with holes that expose skin above the knee. Tights or leggings must be worn to cover exposed areas.
- 4) 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.
- 5) All clothes must be neat and clean at the beginning of the day.
- 6) Hair must be kept groomed and clean and may not include unusual coloring or styles.
- 7) 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.
- 8) Tattoos are not allowed; however, in the event a student has a pre-existing tattoo, it must be covered at all times.
- 9) No caps, hats or other head coverings, such as bandanas, may be worn in the building.
- 10) Images and language printed on any item of clothing should be appropriate considering our mission of Christian education.
- 11) 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 the Academy Director. The Board President 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.

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.

Parent/Guardian

Date

Student

Date

ADDENDUM

DRUG AND ALCOHOL POLICY

Objectives

1. Prevent injury, illness, and harm resulting from the use of illegal and performance-enhancing drugs or alcohol;
2. Help enforce educational environment;
3. Deter student use of illegal and performance-enhancing drugs or alcohol;
4. Give students a valid reason to resist peer pressure to use illegal drugs or alcohol; and
5. Educate students regarding the harm caused by the use of illegal and performance-enhancing drugs or alcohol.

Introduction

TCA is implementing a drug and alcohol policy because of our passion to help our students make good choices that are healthy and biblically based, and to ensure that we are above reproach in our interactions with our community. We are very blessed at TCA to have outstanding students and families that partner with us. Nevertheless, drugs and alcohol are a real temptation and we believe it is important for us to do all we can to ensure the safety and well-being of our students.

Prohibited Behavior

Illegal Drugs

The use, sale, or offer to sell, purchase, transfer, manufacture, or possession in any detectable manner of an illegal drug or alcohol or any synthetic or “look-alike” substance by any student is strictly prohibited.

Drug Paraphernalia

The sale, offer to sell, purchase, transfer, manufacture, or possession of drug paraphernalia by any student is strictly prohibited.

Use of Trained Dogs

The district has the authority to use specially trained non-aggressive dogs to sniff out and alert officials to the current presence of concealed prohibited items, illicit substances, and alcohol. The objective of this program is to maintain a safe school environment conducive to education and extra-curricular activities. Such visits to school shall be unannounced and will be carried out according to board policy under the guidance of Paris Police Department. If a drug dog visits the school they will be deployed to all campus areas.

Students are hereby notified that:

1. The areas around student lockers may be sniffed by trained dogs at any time.
2. Their persons while on school grounds or at a school-sponsored or school-related activity may be sniffed by trained dogs at any time.
3. The areas around vehicles parked on school property may be sniffed by trained dogs at any time.
4. Classrooms and other common areas may be sniffed by trained dogs at any time when students are not present.
5. If contraband of any kind is found, the student possessing the contraband or having control over the locker, automobile, or bag in which the contraband was found may be subject to appropriate disciplinary action in accordance with the student code of conduct and/or student handbook.

Random Drug Testing

Participants

As part of its commitment to a drug-free and alcohol-free educational environment, all Trinity Christian students in grades 9-12 will be part of the TCA drug testing program. Frequency, method of specimen collection, and timing of drug testing will be at the discretion of TCA administration.

Consent

In order to remain in good standing as a student at TCA, students will be required to sign a consent form agreeing to be part of the drug testing program for Trinity. The form will only have to be signed once and will be valid for the entire time the student is enrolled at Trinity Christian Academy in grades 9 through 12. Parents/guardians will also be required to sign the consent form authorizing TCA to obtain and test samples from their child(ren). Refusal to sign the consent form(s) will result in dismissal from TCA.

Confidentiality

All information relating to testing or the identification of persons as illegal drug or alcohol users shall be protected by TCA as a confidential student record, unless otherwise required by law or authorized in writing by the student or the student's parent/guardian. Information regarding the results of drug tests shall not be disclosed to criminal or juvenile authorities absent legal compulsion to do so by valid and binding subpoena or other legal process, which TCA shall not solicit. In the event of service of any

such subpoena or legal process, the student and the student's custodial parent or guardian shall be notified before TCA responds if permitted to do so by law. Results of tests shall only be reported to the student, parents/guardians of the student and to the administrator(s), coach(s), and/or sponsor(s) involved.

Should a student who was suspended from participation in extracurricular activities or received other consequences under Trinity Christian's drug testing policy transfer to another school and seek to participate in extracurricular activities there, the administration shall indicate on the required UIL/TAPPS Previous Athletic Participation Form, if one is required from TCA, that the student was suspended from extracurricular activities for violating a school policy. The parent or guardian may be required by the new school or the UIL/TAPPS District Executive Committee to elaborate on the reasons for the suspension in order to be in good standing to participate in extracurricular activities at that school.

Drug Testing Procedures

Licensed professionals will conduct testing, and lab work will be done at a certified lab. Students will be required to produce an industry accepted biological sample, which may include urine, hair, saliva or some other biological substance that may be reliably tested to determine illegal drug usage. If appropriate for the test, the sample will be divided into two separate specimens and sealed, in the event a confirmation test is needed. Students and/or parents/guardians will have the opportunity to provide information concerning prescription medication being taken by the student, which might lead to an erroneous positive result. Parents can also request to be in attendance during the collection of their student's samples for testing.

Appeal Process

Within 72 hours of being notified of a test result, parents/guardians of any student testing positive will have an opportunity to request a conference with the designated administrator, at which time the student or parents/guardians may offer an explanation of the positive result. Parents/guardians may provide any doctor's prescriptions of any drugs that the student was taking that might have affected the outcome of the test. Within the 72-hour time period, the parents/guardians of the student or the student him- or herself, if the student is 18 years old or older, may request a retest of the sample collected. Upon such a request, the urine sample shall be retested by the same lab and method as the previous test. If the retest is negative, the student will remain in good standing. If the retest is positive, the parents/guardians are responsible for the cost of the retest, and the student shall be subject to consequences under this policy.

If a parent fails to make a request for a retest within 72 hours of receiving notice of a positive test result, the appeals process will be waived and the second sample will not be tested. The student shall remain eligible to participate in extracurricular activities during the 72-hour appeal period.

Consequences

Consequences are cumulative through the high school years (grades 9 through 12). All students coming in new to TCA will begin with a clean record.

All students who have a positive random drug test must complete a TCA -approved substance abuse counseling course. In addition, the severity of further consequences for a positive random drug test will be determined based on a variety of factors including, but not limited to, the following:

1. The student's previous disciplinary history;
2. The student's previous drug test results;
3. The parents' and student's cooperation with TCA to develop a plan of action designed to ensure that the student adopts a personal lifestyle choice to refrain from any further use of alcohol or illegal drugs; and
4. The student's success or failure at following the plan of action developed by the student, his or her family, and TCA.

Depending on the factors set forth above, TCA may implement, at its sole discretion, disciplinary consequences for a positive test result ranging from in- or out-of-school suspension from school (including suspension from extracurricular activities) to dismissal of the student from TCA.

Required Submission to Further Testing Upon Testing Positive

Any student testing positive will be removed from the random testing pool and will be required to be tested at the time of each random testing for a minimum period of one calendar year from the date of the first offense.

Reasonable Suspicion Testing

Upon reasonable suspicion by a staff member that a student is under the influence of a drug or alcohol while at school or while at a school-sponsored or school-related activity, that student may be required by the school nurse or by the principal or designee to submit to a drug use or alcohol test at any time. A student found to have possessed, distributed, used, or been under the influence of an illegal drug or alcohol while on school grounds or while participating in or attending a Trinity activity on or off TCA property shall be punished as provided in the TCA Student Code of Conduct and/or Student Handbook.

Definitions

Definitions contained herein are provided only to assist in the interpretation of the drug and alcohol testing policy. In instances where these definitions conflict with definitions contained in the Student Code of Conduct or Student Handbook, the definitions contained in the Student Code of Conduct or Student Handbook shall prevail.

Activities--Interscholastic athletics, cheerleading, academic clubs, special interest clubs, musical performances, dramatic productions, student government, fine arts organizations, technology and agricultural organizations, and any other activity or group that participates in contests, competitions, demonstrations, or community service projects on behalf of or as a representative of the district.

Biological Testing--for this plan, the scientific analysis of an industry-accepted biological specimen for the purpose of detecting an illegal drug or alcohol.

Good Standing--Having met the requirements in order to be able to pursue all educational and extracurricular activities as are available, with no restrictions or consequences.

Illegal Drug--Any drug which is not legally obtainable; any drug which is legally obtainable, but has not been legally obtained; any prescribed drug not being used for the prescribed purpose; any over the counter drug being used at a dosage level different than recommended by the manufacturer, being used for a purpose not in accordance with bona fide medical therapy.

Possession--The presence of any detectable amount of an illegal substance, whether on the person, their personal or assigned property, or in the body system.

Random Drug Testing—A testing process in which selection for testing is made by a method employing objective, neutral criteria, which ensures that every person subject to testing has a substantially equal statistical chance of being selected. This method does not permit subjective factors to play a role in selection.

Reasonable Suspicion--Based on specific personal observation concerning the appearance, speech, or behavior of the student that indicates the effects of drug or alcohol use. Information provided by a reliable source, if based on personal knowledge, may also constitute reasonable suspicion.

Drug Testing Policy Student Acknowledgment Form

I have received and read a copy of the Trinity Christian Academy ("TCA ") Drug & Alcohol Deterrent Program. I understand that this program is part of the school district's rules, and that it applies to all TCA students, grades seven through twelve for the duration of their enrollment in such grades.

Print Name

Student Signature / Date

Parent/Guardian Signature / Date

PARENTAL CONSENT FOR DRUG TESTING PROGRAM

(For all students, grades 9-12)

I, _____, as a parent or guardian of _____, a student enrolled in Trinity Christian Academy ("TCA"), hereby agree to the following for the duration of his/her enrollment at TCA, grades 9 through 12.

I understand the school's policy regarding substance abuse and its commitment to a drug-free and alcohol-free educational environment. I agree with that commitment. I understand that it is the practice of TCA to conduct random and reasonable suspicion drug and alcohol tests during the school year. Because I agree with TCA's commitment to a drug-and alcohol-free school, I acknowledge that my child's enrollment at TCA is conditioned on my child's remaining drug- and alcohol-free.

I understand that my child will not be compelled to give a biological specimen, including a urine, breath, hair, or saliva sample (hereafter "sample"), however, I further understand that it is a condition of remaining in good standing as a student at TCA that my child produce a sample. I understand that it is a condition of remaining in good standing as a student at TCA that my child produce a sample. I understand that if he/she gives a sample, it will be tested for illegal drugs and/or alcohol. I understand that if my child does not give a sample, he/she will be dismissed from school as a consequence. Due to my unequivocal commitment to maintaining a drug-free and alcohol-free school, I hereby waive his/her rights to the extent needed for TCA to conduct drug testing on my child under its Drug Testing Program. I further hereby waive any privacy rights that I or my child may have under any state or federal law privacy laws relating to the disclosure of the results that I or my child may have under any state or federal or federal law privacy laws relating to the disclosure of the results of my child's drug testing to school officials, including but not limited to, the Health Insurance Portability and Accountability Act ("HIPPA").

Prescription drugs currently taken as prescribed.

Comments:

At this time, I hereby agree to my child giving a biological specimen, including urine, breath, hair, and/or saliva, or purposes of drug and alcohol testing.

Parent/Guardian Signature / Date

Student Signature

Printed Name