

# Trinity Christian Academy

## Student Handbook



*Educating the mind, body and spirit!*

***Trinity Christian Academy***

*119 Myrtle Avenue*

*Hollister, MO 65672*

*Phone: (417)334-7084*

*Fax: (417)334-17*



## Trinity Christian Academy Handbook Table of Contents

OUR VISION and MISSION

ACCREDITATION AND AFFILIATIONS

STATEMENT OF FAITH

STATEMENT OF PHILOSOPHY OF EDUCATION

ADMISSIONS POLICY

ACADEMIC EXCELLENCE

PROGRESS REPORTS/REPORT CARDS

GRADING SCALE

TEXTBOOKS AND CURRICULUM

HOMEWORK HONOR ROLL

ACHIEVEMENT TESTING

TRANSFER STUDENTS 7 ATTENDANCE 7

ARRIVAL/DISMISSAL

LUNCH/CAFETERIA

CHARACTER DEVELOPMENT

DISCIPLINE

INDIVIDUAL CLASSROOM DISCIPLINE PLANS

DISCIPLINARY ISSUES/CONSEQUENCES

CELL PHONE POLICY

OSS RULES OF OPERATION

DRESS CODE 10 FACULTY 11

TEACHER TITLES 11 FINANCES AND PAYMENTS 11

LATE CHARGES 11 SENDING MONEY

HEALTH & WELLNESS

STUDENTS WITH ASTHMA MEDICATION IN SCHOOL 18

REPORTABLE DISEASES

INSURANCE and LIABILITY

LOST AND FOUND

USE OF SCHOOL OFFICE /PARENT/SCHOOL COMMUNICATIONS

OUTSIDE ACTIVITIES, MATERIAL AND GUESTS

WITHDRAWALS / NON-REENROLLMENT

NOTICE OF NON-DISCRIMINATION

## OUR VISION

To promote academic achievement while seeking truth through Christ, equipping students for today and eternity.

## WE ARE THE HOUSE OF TRINITY

T- Truth Seekers

C - Christ Centered

A - Academic Achievers

## OUR MISSION

Transforming generations through academic excellence while partnering with parents and the community to build a passion for building a servant's heart to benefit and glorify the kingdom of God.

## ACCREDITATION AND AFFILIATIONS

Trinity Christian Academy is dually accredited with **COGNIA**, the International Christian Accrediting Association (**ICAA**); TCA is also a member of the Association of Christian Schools International (**ACSI**).

## STATEMENT OF FAITH

God is triune (one God in three persons); namely, God the Father, God the Son, and God the Holy Spirit.

God is the Creator of heaven and earth. Man is the direct act of creation by God. Jesus Christ, God's incarnate, virgin-born Son, took on human flesh to shed His blood on Calvary's cross for the salvation of mankind from sin. He was buried and rose bodily on the third day. He ascended into heaven and will return one day to rapture all believers into heaven. The Holy Spirit indwells all believers and guides and instructs them through the Word of God. There is a literal heaven to gain and a literal hell to shun. Salvation is based on a personal recognition of sin and complete faith (reliance) upon the death, burial, and resurrection of Jesus Christ for the salvation of the soul.

## STATEMENT OF PHILOSOPHY OF EDUCATION-PART 1

The school's highest priority is spiritual training. After receiving Christ as a personal Savior, it is vital that a child be taught the Bible and the claims of Jesus Christ on the life of each individual. Conformity to Christ's image (Romans 8:29) is the ultimate goal of spiritual training. Proper Christian character begins with a proper relationship with God through Jesus Christ and a view of life based on the Word of God. Rigorous academics are stressed at every level. Not only are cognitive skills strengthened through standard and honors courses, but students are taught to think within the boundaries of the Bible. All truth is recognized as God's truth and is not in conflict with the Scriptures.

Proper social relations are Bible-based in a Christian school. What some would call "old-fashioned" decency and morality is what is believed to be the proper stance for the Christian. In a day when it is acceptable to "do as you please" the Christian school stresses self-control, respect for law and order, patriotism, and Bible morality. In order to provide a well-rounded education, art, music, and computer training are included in a wholesome Christian atmosphere.

## STATEMENT OF PHILOSOPHY OF EDUCATION-PART 2

**The Biblical Worldview is the Goal of Christian Education.** Education, as defined by the American scholar and Biblical thinker Noah Webster, "comprehends all that series of instruction and discipline which is intended to enlighten the understanding, correct the temper, form the manners and habits of youth, and fit them for usefulness in their future stations." Webster's definition is the predominant thought with the Christian education- a Biblical worldview. The Bible is the primary source of all learning, The Bible provides for us the principles of truth, the foundation of every subject in our life. Understanding the Bible and its principles are the

necessary tools to gain wisdom with understanding. (Rom. 12:2- "Do not conform to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is--his good, pleasing and perfect will." ... Then you will learn to know God's will for you, which is good and pleasing and perfect.") (Col. 1:28-29- "He is the one we proclaim, admonishing and teaching everyone with all wisdom, so that we may present everyone fully mature in Christ. To this end I strenuously contend with all the energy Christ so powerfully works in me.")

**Christian Character Development is Primary in the Education Process.** A Christian educator must master a correct attitude toward three important parts of the whole (their philosophy of Christian education). These are their attitude toward the Word of God, their attitude toward the purpose of possessing the right philosophy, and their attitude about essential areas of the process of education. The basis of the Christian faith is the Bible. The teacher within the Christian classroom must be a Christian and a follower of His Word. The Word of God must be an integral part of the teacher's life; in fact, it must be their life!

(Rom. 5:3-4- "Not only so, but we[a] also glory in our sufferings, because we know that suffering produces perseverance; perseverance, character; and character, hope.")

**Academic Excellence is an Expression of Worship to God.** First, the Word must be introduced. For the teacher's purpose, this means that he/she must introduce Jesus Christ for the purpose of bringing every student to the saving knowledge of Jesus Christ. Second, the Word must be understood. Since all truth is indeed God's truth, each subject can be used to discipline the student toward a relationship with Christ. Finally, the Word must be applied. The teacher and the school will know they are completing their mission by observing the school's graduates. Teachers will watch as the student daily applies the Word of God as it has been presented to them. The student is seen as an individual created in God's image, unique and possessing gifts and qualities that are set apart from all others. As the student's strengths and weaknesses are identified, the Christian school process will affirm the student's calling upon excellence in every area of their life.

**Christian Education Requires a Christian Philosophy, Curriculum , and Methodology.** Each subject that is studied has truths (philosophy), curriculum (content), and methodology (application). Philosophy will lend itself to the choice of curriculum, while the choice of curriculum will lend itself to the method of teaching the material. Philosophy will reveal the school's heart of who we are, what we believe, and why we believe it. Scripture will warn us to be wary of "vain philosophies" that are patterned after the world's desire rather than of Christ. A Christian philosophy is also termed a Biblical worldview. From the earliest years, parents and teachers will begin to train the philosophy of life that a child will take into adulthood. Many times our actions will create our philosophy of life than to talk about the Truth. Your actions speak louder than your words. Curriculum is a written communication to reflect our philosophy. The curriculum will need to be filled with Biblical truths. (Ps. 11:2- For look, the wicked bend their bows; they set their arrows against the strings to shoot from the shadow at the upright in the heart.") The curriculum should be lively and appropriate to the needs of the learner. The curriculum may need continued development based on research and reasoning of the teacher to master the subject matter with a Biblical worldview. The curriculum must be academically sound and based upon Truth. The sequence of the curriculum should be in a logical progression. The goal of every curriculum is to attain mastery of the subject within the context of Biblical Truths. The method of teaching will negate the effectiveness of the philosophy and curriculum if the humanistic worldview seeps within the classroom. The school will need to create a teacher-pupil relationship based on Christian love and with mutual respect. (I Tim. 1:5- "The goal of this command is love, which comes from a pure heart and a good conscience and a sincere faith.") The teacher will be seen as a "living" curriculum before their classroom. The teacher/school primary purpose is to bring the child to a personal knowledge/relationship with God. The teacher/school will desire to lead their students to saving faith as well as discipling the student to grow in their relationship with Jesus. Discipline and order will create an effective learning environment. Teachers must use a Biblical filter when other theories and methods are presented to the classroom. All truths are God's Truths. The value of each child's uniqueness and personality and the ability to present material for the student has the opportunity to grow to their full potential.

**Christian Education-Summary:** The pursuit of the correct education must rely on the eternal foundation of Jesus Christ, the living Word of God. (John 1:1- “In the beginning was the Word, and the Word was with God, and the Word was God.”) The Bible is the answer to the basic philosophical question, which many have tried to answer with a humanistic approach. A Christian educator must under their Biblical purpose and the process of Christian Education: The nature of the learner is that God declares each student to be fearfully and wonderfully created (Ps. 139:14- “I praise you because I am fearfully and wonderfully made; your works are wonderful, I know that full well.”) The teacher is a vital tool in the process of bringing the learner to a loving relationship with Jesus Christ! The teacher is a shepherd entrusted with the hearts and minds of God’s children and to lead them toward an independent relationship with Jesus Christ that will last a lifetime.

**Spiritual Objectives: (Romans 12:1-2; Ephesians 4:11-16)** Spiritually, in that the child is provided with instruction, opportunity, and modeling in:

- Loving God
- Loving his neighbor
- Developing a prayer life
- Rightly dividing the Word of God
- Reasoning from the principles of God’s Word
- Owning and able to articulate the Biblical worldview
- Embracing to share with others about God’s love
- Walking in purity of thought and action
- Desiring to be active in their church
- Desiring to be active in their community

**Academic Objectives:** Academically, in that the child is provided with instruction, opportunity, and modeling in:

- Be equipped with a well-rounded, liberal arts education
- Attain excellence in scholarship in the various subject areas
- Think critically, from cause to effect
- Study effectively
- Be ready for usefulness in their future station, whether a college or in a vocation
- Be able to communicate effectively
- Understand their subjects
- Exhibit technological skills

**Social Objectives:** Socially, in that the child is provided with instruction, opportunity, and modeling in:

- The Fruit of the Spirit
- Diplomacy in dealing with others
- Civility and good manners
- A giving heart
- Respectfulness, compassion, and helpfulness toward others
- Honoring their father and mother
- Honoring authority
- Patriotism
- Good citizenship

**Physical Objectives:** Physically, in that the child is provided with instruction, opportunity, and modeling in:

- Maintain a healthy body
- Treat their body as the temple of the Holy Spirit
- Be well groomed and modest in presentation
- Disciplined in healthy life-habits (sexual abstinence-showing purity)

In summary, Christian educators have the unique capacity to assist parents in their God-given mandate to “raise their children up in the nurture and admonition of the Lord” (Ephesians 6:4) This education takes place in the context of Biblical philosophy and a Christ-centered curriculum by loving Christian teachers who desire to minister to the whole child using Christ-honoring and effective methods.

## STATEMENT OF PHILOSOPHY OF EDUCATION-SUMMARY

- Parents are the primary influencers of a child, the school will partner with the parents to help nurture the child in the Biblical integration for their character development and academic success. (Prov, 22:6; Deut. 6:5-9; Matt. 19:13-15)
- Teachers will have a desire to keep their hearts and minds in the mindset of Christ. The curriculum will be Biblical-based and Christ-centered to give a reflection of Jesus in their teachings as well as their character. (I Tim. 4:10-11)
- Teachers will understand that their primary purpose in teaching at a Christian school is to lead children to Christ. The student will be able to recognize their new identity in Christ as well as embracing the talents/gifts that God has given them. (Matt. 5:15-16)
- TCA community will observe and learn about each student in developing their specific abilities so the child will understand their specific mission. (Song of Solomon 2:23)
- The student will understand the importance of building relationships and developing their character to love, trust, and show immediate obedience to Christ. (Rom. 8:28-29)
- The Bible becomes the lens in which students view what they are learning, The lens focuses their thinking on the ultimate Truth- a biblical vision for life in which the world is created and sustained by God. (Prov. 18:10, Gal. 3:24)
- When a student leaves Trinity Christian Academy, we want the students to look back with fond memories of the school as a beacon in their life. Christian education is not just about Christian way of understanding, it is also about a Christian way of living. Jesus said, “Follow me”, He was expecting a dedication of his followers. TCA’s desire is to create disciples of Jesus Christ. (John 14:23; Matt. 10:38; Gal. 5:22)
- Proper social relations are Bible-based. The school stresses self-control, respect for law and order, patriotism, and Bible morality. (Psalms 33:12)

## ADMISSIONS POLICY

Trinity Christian Academy is a dual accredited, Christian, curriculum. Due to the nature of the program at TCA, certain students (especially those with learning difficulties or who have trouble following directions) may have difficulty in meeting TCA's standards. Thus, enrollment follows the guidelines listed below while understanding that priority enrollment is accorded to the children that are current students in good standing.

1. After satisfying all requirements and meeting with the principal administrator for an interview, parents of prospective new students (K5-8) can obtain the necessary enrollment/admissions information from the administration office.
2. Students in the third through eighth grades must be formally interviewed by the administrator and principal. Students will be evaluated based on review of academic and behavioral records.
3. After successful completion of admission screening, the principal will give approval or denial for the enrollment process to continue.
4. Trinity Christian Academy requires that all parents read the student handbook. From the back of that handbook, the "CONDITIONS OF ENROLLMENT AND PLEDGE OF COOPERATION" is to be signed, dated, and turned in with the registration materials. No registration will be complete, nor a student accepted as enrolled, until this signed and dated document is on file in the administration office.



5. The completed enrollment forms must be returned to the administration office along with copies of your child's immunization records (including dates) and/or health records and birth certificate.
6. Acceptance letters or phone calls will notify parents of their student's acceptance. In some cases, parents will be asked to have a conference with the administrator. In these cases, acceptance will not be granted until the school, the student, and the family have met and agreed upon any and all conditions of enrollment which may be dictated by the results of the discipline records and interview.

**NOTE: All paperwork must be completed and all fees and first month's tuition must be paid before a student can begin attendance at Trinity Christian Academy!**

7. All new students must participate in the screening program as established by the Administration to determine their eligibility. If records are sent over from another accredited school or a public school, students will be enrolled based on the records. If a child has been home-schooled or is coming from another private school, he or she must be tested using a diagnostic placement test.

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

1. having been expelled from their previous school(s) or having withdrawn to avoid such action,

2. having received discipline involving aggressive behavior, drug-related offenses, weapons, violations, immorality, or significant absenteeism,
3. enrolling under false pretense,
4. providing false information,
5. withholding significant information,
6. having previously withdrawn from TCA without justifiable reasons

## ACADEMIC EXCELLENCE

Students are encouraged to aspire to excellence in their academic studies and to maximum use of the many resources available inside and outside of the classroom to enrich the learning experience. Trinity Christian Academy is a Christian institution, and we believe it is important to have a strong academic program that will allow our students to excel. Training in Christian character demands that a student does his/her best in every endeavor of study.

## PROGRESS REPORTS/REPORT CARDS

Academic growth is greatly facilitated when parents are kept aware of student progress. A progress report will be sent weekly via email. Report cards will be sent home with the student at the end of each nine-week grading period.

## GRADING SCALE

### GRADE RANGE GPA

**A** 95-100 4.0 , **A-** 90-94 3.7; **B+** 87-89 3.3 ,**B** 83-86 3.0, **B-** 80-82 2.7; **C+** 77-79 2.3, **C** 73-75 2.0, **C-** 70-72 1.7  
**D+** 67-69 1.3, **D** 63-66 1.0, **D-** 60-62 0.7, **F** 59 and below 0.0

## TEXTBOOKS AND CURRICULUM

Trinity Christian Academy primarily uses the ABEKA curriculum for grades K-3- 2nd grade. Grades 3-8 students use computer program Ignitia for all classes except math which will use ABEKA books. Students are taught Bible, basic phonics, reading, writing, math, social studies, english, science and computer skills. Curriculum elements include Biblical values, character development, Godly attitudes, and academic mastery.

All students must pay the technology and curriculum usage fees. This will cover all Trinity Christian Academy classroom technology, curriculum and books being used. Each student will be assigned a chrome book to be used for

classes each day during school hours. Students will return chromebooks to the teacher at the end of the school day.

## HOMEWORK

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

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

## HONOR ROLL

Honor roll is an achievable, but difficult, task. There are two parts - the all "A" and "A/B" honor roll. "A/B" honor roll means no grade lower than a "B" in any quarter.

## ACHIEVEMENT TESTING

Achievement Testing is given annually to all students (see note below regarding seniors). The office will establish registration procedures and testing dates. Scores and results will be sent to parents when they arrive from the scoring agencies. A copy will be filed with the student's cumulative folder.

## TRANSFER STUDENTS

Trinity Christian Academy's policy for transfer credits between schools is one of full faith and credit for all credits evaluated and assigned. All official records are exchanged between schools. Parents do not act as carriers to the accepting school. Please see the administration office for further details

## ATTENDANCE

School begins at 8:15 and ends at 3:30

Regular attendance is expected of all students at Trinity Christian Academy. The administration asks that parents assist us by having their children in school unless missing is an absolute necessity. **Excessive absences, early dismissals, and/or tardies may result in a student's dismissal from Trinity Christian Academy.** Students sent to the office will be officially signed out at the time he/she is removed from the classroom, not the time he/she departs the Academy.

Parents may request make-up work for students absent from school. Requests for make-up work should be made before 9:00 a.m., and in most cases the work will not be available until after lunch.

**Arrival Time - 8:16-10:00 marked tardy; 10:01-11:30 marked absent ½ day; 11:31-2:45 Absent entire day**

**Leaving School before 11:30 absent a full day; 11:30-1:00 absent ½ day; 2:45 early dismissal**

1. Three tardies = 1day of absence
2. A tardy/early dismissal will be waived only if a note from the doctor's office is presented to the office within two days of the office visit.
3. Two 1/2day absences will count as a full day absence.
4. **Students can be asked to withdraw or can be denied re-enrollment if they accumulate 30 tardies and/or early dismissals. They will be put on probation if they reach 15 tardies and/or early dismissals in one semester.**

A student absent for any reason must bring a written excuse from the parent or guardian upon return to school.

Any student who checks out for the day.

before 11:30 a.m. will be counted absent. This check out time is in place for full days as well as half days. The official start time is 8:15 a.m. Any student who is not in school by 11:30 a.m. will be counted absent. Twenty (20) absences in one year will result in failure. (10 per semester)

### ARRIVAL AND DISMISSAL

All students must be under designated supervision while they are on the school campus, regardless of the time of day or the age of the student.

Before school - All students should plan to arrive on campus **no earlier than 7:30 a.m.**

Drop off and pick up- There is a routine that must be followed to protect our children's safety. Upon arrival, students will come to the front entrance and parents must stay in the vehicle. Kindergarten-12th grades enter at the front door; Baby room and Pre-K will stop at the gated entrance and the teacher will pick up student(s).

### **LUNCH**

Students will bring their own lunch everyday. ONLY water is allowed in the classroom.

There will be a snack machine located in the lunchroom in case any student wants to purchase chips or candy.

### CHARACTER DEVELOPMENT

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

We expect students to integrate the following character traits into their lives: hard work, planning, enthusiasm, friendship, cooperation, loyalty, self-control, alertness, initiative, intentness, conditioning skills, team spirit, poise, confidence, competitive greatness, ambition, sincerity, adaptability, honesty, resourcefulness, reliability, fight, integrity, patience, faith and success.

### DISCIPLINE

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

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

Since good discipline sets the stage for proper learning to take place, it is essential that a class be under control. We ask students to practice the behavior that provides everyone the opportunity to learn. Students must display self-control, show respect to adult supervision, and complete assigned tasks on time and as directed. We want to maintain a school environment that is safe, friendly, and productive. If a teacher must be constantly correcting students, the obedient students are the ones who suffer since academic progress is impaired. There are a variety of methods available to the teacher and administration to improve student behavior. Remember, each situation is different and the consequences below are subject to change depending on the administration's decisions.

All students will be required to have a student assignment/planner book that the school provides. Students must be responsible to bring this book to school every day and to each class throughout the day since this includes their hall pass. They will be required to have their hall pass any time they are out of the classroom. Teachers will use this book to communicate with parents.

## DISCIPLINARY ISSUES/CONSEQUENCES

Trinity Christian Academy Student Behavior Management Plan builds on our school's Mission and Vision to enable our students to be the best they can be.

At our plan's core is an emphasis on promoting respect and building self-esteem. Consistency and collaboration among parents, students, and staff members form the foundation of our plan.

Trinity Christian Academy has all parents and students sign the Pledge of Cooperation contract, PIE Agreement, and The Acceptable Use policy contracts each year. These are the foundation of all we do. Please make sure to review these expectations each year. Each of these contracts itemize expectations for faculty, staff, parent, and student conduct.

Students Are Expected to:

- Study hard.
  - Respect others.
  - Make good choices.
  - Do quality work.
  - Be on time for school and be prepared for class.
  - Follow instructions.
  - Respect others' rights.
  - Be courteous to others.
  - Keep hands off others.
- The Following Things Are Not Allowed:
- Behavior that prevents the teacher from teaching and others from learning
  - Fighting, hurting, harassing, or teasing others
  - Disrespect of authority

### Individual Classroom Discipline Plans

Students will only be sent to the office after all of the teacher's policies/procedures have been implemented. This should be a rare occasion.

Beginning on the first day of school and continuing throughout the year, teachers:

Establish classroom rules and procedures, which set guidelines for how students manage themselves during the school day and in their classrooms. Establish reward and consequence systems for appropriate and inappropriate behavior as needed. Practice, review, and discuss classroom behavioral expectations and procedures.

Practice, review, and discuss: Line-up procedures, playground behavior, game rules, use of appropriate language, respect for peers and adults, respect for school property. Teach, supervise, and reinforce the schoolwide procedures.

When a student has disobeyed enough to be written up, the teacher's responsibilities will be as follows: 1. The teacher must do the write-up, **(Office needs to be informed)**

2. enter the write-up in RENWEB,

3. inform the parent/guardian (by email, phone call, or text)

The Missouri State Education Laws require that students be informed of the following:

Attendance - Students are required to attend school and to be on time every school day. Students may only be legally excused from attendance for the following reasons: • Illness • Quarantine • Medical dental or eye appointment • Death in the family • Required court attendance.

When a student is absent the parent/guardian should call the front office to inform T.C.A. All absent students are required to make up school work missed while absent. Students designated as "truant" will be referred to our Taney County Prosecutor.

### Behavior And Discipline Under the Missouri Law:

Students involved in any of the following will be suspended or expelled from school:

• Hurting, fighting with or threatening another person • Possession of a knife, firearm, explosive, or any other dangerous object • Possession of, or sale of, or being under the influence of drugs or alcohol (including any student who sells or furnishes any substance that is simulated to be a drug) • Committing robbery or extortion • Disruption of school activities and classes or failing to follow the reasonable school-related directions of any teacher, supervisor, administrator, or other school personnel • Vandalism, marking, or intentionally destroying property • Stealing • Using or possessing any tobacco product • Obscene acts, gestures, and habitual profanity or vulgarity • Possession of drug paraphernalia or offering to sell drug paraphernalia • Knowingly receiving stolen property of any kind • Sexually harassing other students (Sexual harassment is defined to mean unwelcome sexual advances, requests for sexual favors, and or verbal, visual, or physical conduct of a sexual nature) • Harassing other students.

### CELL PHONE POLICY

Students are not permitted to use cell phones or communication devices, including but not limited to smart watches, during school hours. After arriving on campus, students are required to turn in all cell phones and/or communication devices to their homeroom teacher. All devices will remain locked up until the end of the school day or a student officially signs out and leaves for the remainder of the day. The phone or device must be turned off at all times while in the school building. Although locked in storage, no phone or device should ring or alert during class. Students should at no time be involved in messaging during the course of the school day. This includes private messages between students via Chromebook. Students involved in texting at school face detention, suspension, and/or expulsion.

If a student violates the Cell Phone Use Policy:

First Offence: The teacher or school staff shall confiscate the cell phone or communication device and take it to the office. The student will be allowed to pick up his phone/device at the end of the school day.

Second Offence: The confiscated cell phone or communication device must be picked up in the school office by a parent or guardian, and an in school detention must be served.

ANY serious cell phone or communication device offence, including but not limited to, repeated violation of school day use, taking or sharing of inappropriate photos, video recordings, and/or cyberbullying, etc. may result in suspension or expulsion.

### OSS RULES OF OPERATION

1. Suspensions are a full day OUT OF SCHOOL OFF CAMPUS!. Suspensions are not scheduled or rescheduled for the convenience of the students, families, or the school and its programs. A parent will be notified by the Principal of the reason for the suspension. Students are NOT allowed to take current suspension day tests or quizzes.

2. Students involved with quarter, semester, or final exams will be permitted to take their exams. 3. Homework and projects assigned the previous day may be turned in for credit.

4. Students will receive zeros on all homework or class work missed while serving OSS. 5. Refusal to serve an assigned OSS is cause

for expulsion.

6. Time served in OSS is marked as an absence.

7. Other rules and guidelines may be added as deemed necessary by the Board and/or Administrator.

## DRESS CODE

Tops - Students may wear appropriate TCA shirts purchased from the office for normal school wear. These will be worn Monday -Wednesday. Chapel Day is on Thursday and will be dress-up day . Friday will be dress down day. No crop tops, shirts with inappropriate language , rips or holes above the knee may be worn on Fridays.

Bottoms - Jeans or any khaki style material (no tears above the knee) shorts 2 inches above the knee ,skirts (with leggings or tights underneath) Dress slacks or nice slacks worn on Chapel Day. NO JEANS on Chapel Day.

Shoes - Appropriate shoes must be worn at all times. The following are NOT permitted: shoes which damage the floors, bedroom shoes, flip flops or shoes with wheels

### (Hair Styles)

Hair is to be clean, neatly groomed, and out of the eyes for both boys and girls. Boys' hair length is also not to be "over the collar." Extreme or sensational hairstyles are not allowed. This includes designs cut into the hair. (Hats/Bandanas) Headwear is not appropriate during regular school hours.Hats may be worn on designated days or special events.

### (Jewelry/Cosmetics)

Jewelry and cosmetics are to be used in moderation. Piercings are acceptable on ears only. Elementary: Dime-size earrings or smaller are appropriate for the girls. Wallet chains or any other type of chain is inappropriate. Earrings are not allowed for boys.

## FACULTY

Teachers at Trinity Christian Academy have the proper spiritual as well as academic qualifications. The teachers are college graduates and are certified to teach.. Each teacher embraces a Christian philosophy of education. These teachers carry out, under the administration, the purpose of the institution in the classroom and on the campus.

## TEACHER TITLES

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

staff member by his first name or the first initial of his last name. It is expected that all faculty and staff of Trinity Christian Academy be treated with proper courtesy and respect.

## FINANCES AND PAYMENTS\_\_\_\_\_

Costs are as follows: registration and fees for **1 & 2** year old program; enrollment and curriculum fees= \$100 and \$550 monthly for tuition. registration and fees **Pre-K 3 & 4** =\$165 for registration/ curriculum fees and \$390 monthly for tuition; registration and curriculum fees **K-12**= \$425 and \$390 monthly tuition.

### LATE CHARGES

All payments for tuition are due on the first day of the month. **Accounts that become 30 days delinquent will result in withdrawal of the student.**

Check fees and other information:

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

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

### SENDING MONEY

Money should be sent to school in a sealed envelope with the following information on the outside of the envelope:

- Child's first and last name
- Amount and purpose of the money
- Teacher's name or grade

### HEALTH & WELLNESS

## Trinity Christian Academy COVID-19 Policies & Procedures

Your child's safety is our top priority. TCA assumes no legal responsibility and/or legal liability in regards to any student, parent, faculty and/or staff contact and/or become ill due to Coronavirus (COVID-19). TCA COVID-19 Back to School Plan 2020-2021

### Table of Contents:

- Level Indicator Definitions**
- Prevention Measures**
- General Health and Safety Practices**
- Response Measures**
- Other Response Measures/Procedural Considerations**

This plan will continue to evolve through the summer and possibly fall. This plan is utilizing recommendations from a variety of sources, including the CDC, Taney County Health Department, local government, state government, and federal guidelines have been looked at as well. Collaboration with area school districts has also taken place.



TCA Back to School Plan Priorities:

1. Health and wellness of our families, students, and employees
2. Focus on our mission: Academic Excellence, Biblical Truth, Christlike Character
3. Priority on offering both a face to face on-campus instruction and remote learning
4. Virtual learning preparation if necessary (for individual students or school-wide)

14

### **Level Indicator Definitions:**

**Level 1 Definition: (GREEN) Campus open with protocols in place to prevent the spread of coronavirus** - All classes offered online and seated.

Criteria: Decline of COVID-19 Positive Cases and/or No New Positive Cases for an extended period in Taney County.

**Level 2 Definition: (YELLOW) Campus open with higher protocols to prevent the spread of coronavirus.**

Criteria: Continued increase of COVID-19 Positive Cases and No New Positive Cases for a short period in Taney County

**Level 3 Definition: (ORANGE) Campus and school building(s) closed for a short period** We strive to maintain a healthy environment for students. If a child is ill, he should remain at home. A student must be fever free or twenty-four hours without medication before returning to school. A physician note may be required to return to class. The following are guidelines for re-entry to school for many common illnesses. Questions or pertinent information regarding a child's illness should be directed to the school office.**used & higher level of protocols in place for building(s) still open to help prevent the spread of coronavirus**

Criteria:

\*The school will consider phasing school closures based upon city, county, and state guidelines and consider the percentage of the site population testing positive for COVID-19 relative to the school building environment. For example, age-level, the make-up of building occupants, the likelihood of exposure to employees and students in the building.

\*If it is determined that a school should be closed, families will be informed of the timeframe that school will be closed and students will have access to AMI learning during that time. (1-5 days closure) \*Teachers will provide instruction from home or school.

**Level 4 Definition: (RED) Campus closed for an extended period of time with online learning in place**

The school will consider phasing school closures based upon city, county, and state guidelines and consider the percentage of the site population testing positive for COVID-19 relative to the school building environment. For example, age-level, the make-up of building occupants, the likelihood of exposure to employees and students in the building.

\*If it is determined that a school should be closed, families will be informed of the timeframe that school will be closed, and students will have access to online learning content during that time. (6+ days closure) \*Teachers will provide instruction from home.

### **Prevention Measures:**

- Education of families, students, and employees:
  - Hygiene best practices (handwashing, hand sanitizer, not touching face, coughing into the elbow, not sharing supplies, food or drink)
  - COVID symptom awareness
  - Appropriate physical/social distancing
  - Social/emotional awareness (self-care)

- Prevention protocols/procedures awareness
- Screening at home (parents, students, and employees)
  - Monitor for symptoms
    - Fever of 100.4 or greater
    - Cough
    - Shortness of breath or difficulty breathing
    - Fatigue/Muscle pain or body aches
    - Headache
    - Sore throat
    - New loss of taste or smell
    - Congestion or runny nose
    - Nausea/vomiting
    - Diarrhea
    - Other flu-like symptoms

**Level 1 Green****Definition: Campus open with protocols in place to prevent the spread of coronavirus**

Criteria:

Decline of COVID-19 Positive Cases and/or No New Positive Cases for an extended period of time in Taney County

<b>Protocol</b>	<b>Students will be in limited numbers in hallways</b>	<b>Students will be in limited numbers at recess</b>	<b>Students will be in homeroom classrooms for lunch</b>	<b>Limit exposure during extra activity - homeroom teachers will be taking care of P.E., Art, &amp; Music</b>	<b>We will adhere to Good Health Practices (ex. Frequent hand washing, etc.,)</b>	<b>Hand Sanitizing areas</b>	<b>cleaning/disinfecting throughout the day in common areas</b>	<b>Train ALL students and staff on Health and Safety Protocols (1 ½ hr training provided)</b>	<b>Take Temperature of ALL students/staff</b>
<b>TCA Students &amp; Staff</b>	Building set up in grade level areas, no grade level intermingling.	Grade Level recess times with disinfectant spray used after each use.	Students will eat in the homeroom and snack machine will be monitored for distancing while in line.	Homeroom teachers will be in charge of their own P.E., Art, and Music. Assemblies limited to individual classes.	Students will wash their hands every time they enter a new area.	Hand sanitizer is available at all times.	Increase scheduled cleaning of hallways, classrooms, and restrooms.	Video for teachers to play in their classrooms, or at a grade level gathering.	Daily temperature checks of all students and staff.

<b>Level 2 yellow</b> <b>Definition: Campus open with higher levels of protocols in place to prevent the spread of coronavirus</b>
<b>Criteria:</b> Continued increase of COVID-19 Positive Cases and/or No New Positive Cases for a short period of time in Taney County

<b>Protocol</b>	<b>Students will be in limited numbers in hallways</b>	<b>Students will be in limited numbers special times (recess)</b>	<b>Students will be in homeroom classrooms for lunch</b>	<b>Limit exposure during extra activity - homeroom teachers will be taking care of P.E., Art, &amp; Music</b>	<b>We will adhere to Good Health Practices</b>	<b>Hand Sanitizer - Stations and Uses</b>	<b>Extra cleaning /disinfecting throughout the day in common areas</b>	<b>Buses</b>	<b>Train ALL students and staff on Health and Safety Protocols</b>	<b>Take Temperatures of ALL students/staff</b>
-----------------	--	---	--	---	--	---	--	--------------	--	--

<b>TCA Students &amp; Staff</b>	Building set up in grade level areas, no grade level intermixing. Hallways become one-way traffic as much as possible to eliminate passing.	Individual class recess times with disinfectant spray used after each use.	Students will eat in the homeroom and snack machine will be monitored for distancing while in line.	Homeroom teachers will be in charge of their own P.E., Art, and Music. Assemblies and celebrations will be video feeds to individual classrooms	Students will wash hands every time they enter a new area.	Hand sanitizer is available at all times.	Increase scheduled cleaning of hallways, classrooms, and restrooms.	We will not be using our buses at this time.	Video for teachers to play in their classrooms, or at a grade level gathering.	Daily temperature checks of all students and staff.
---	---	--	---	---	--	---	---	--	--	---

### Level 3

**Definition: Campus and/or school building(s) closed for a short period of time with AMI learning plan being used & higher level of protocols in place for building(s) still open to help prevent the spread of coronavirus**

Criteria:

\*The

school will consider phasing school closures based upon city, county, and state guidelines and will consider the percentage of the site population testing positive for COVID-19 relative to the environment of the school building. For example, age-level, the make-up of building occupants, the likelihood of exposure to employees and students in the building.

\*If

it is determined that a school should be closed, families will be informed of the timeframe that school will be closed and students will have access to AMI learning during that time. 1-5 days closure

Protocol for building (s) still open for staff only	Students will be in limited numbers in hallways	Students will be in limited numbers special s/s pecial times (recess)	Students will be in limited numbers @ lunch	Limit exposure during extra activity/ athletic events	We will adhere to Good Health Practices	Hand Sanitizer - Stations and Uses	Extra cleaning/ disinfecting throughout the day in common areas	Buses (Mike will do this part)	Train ALL students and staff on Health and Safety Protocols	Take Temperatures of ALL students /staff
<b>TCA Student s &amp; Staff</b>	No Student s in Building - Staff in classrooms implementing AMI learning	No Student s in Building Staff in classrooms implementing AMI learning	No Student s in Building Staff in classrooms implementing AMI learning	No Student s in Building Staff in classrooms implementing AMI learning	No Student s in Building Staff in classrooms implementing AMI learning	No Student s in Building Staff in classrooms implementing AMI learning	No Student s in Building Staff in classrooms implementing AMI learning	No Student s in Building Staff in classrooms implementing AMI learning	No Student s in Building Staff in classrooms implementing AMI learning	Daily temperature checks of all staff.

**Level 4 red**

**Definition: Campus closed for an extended period of time with online learning in place**

Criteria:

\*The

school will consider phasing school closures based upon city, county, and state guidelines and will consider the percentage of site population testing positive for COVID-19 relative to the environment of the school building. For example, age-level, the make-up of building occupants, the likelihood of exposure to employees and students in the building.

\*If

it is determined that a school should be closed, families will be informed of the timeframe that school will be closed and students will have access to online learning content during that time. 6+ days closure

Protocol	Students will be in limited numbers in hallways	Students will be in limited numbers s/s special times (recess)	Students will be in limited numbers @ lunch	Limit exposure during extra activity /athletic events	We will adhere to Good Health Practices (ex. Frequent hand washing, etc., )	Hand Sanitizer - Stations and Uses	Extra cleaning /disinfecting throughout the day in common areas	Buses (Mike will do this part)	Train ALL students and staff on Health and Safety Protocols (1 ½ hr training provided for each principal)	Take Temperatures of ALL students /staff
<b>TCA Students &amp; Staff</b>	No Student s or Staff in Building	No Student s or Staff in Building	No							

## OTHER ILLNESSES

- Viral Sore Throats, Colds and students should not be tired or listless. **Severe coughs must be under control. Temperature must be normal for 24 hours without medication**
- Diarrhea, Vomiting: Children should be symptom free for at least 24 hours and able to keep food down. Temperature must be normal for 24 hours

without medication.

- Streptococcal Sore Throats/Scarlet Fever: Child must be on an antibiotic for at least 24 hours. Temperature must be normal for 24 hours without medication
- Infectious Rashes, Ringworm, Impetigo, and Scabies: Child must be under effective treatment (medication) for 24 hours. Exposed ringworms must be covered while at school.
- Conjunctivitis (Pink Eye): Child must be under prescription treatment for at least 24 hours. Eyes must not be draining.
- Chickenpox, Shingles: Notify the school office if you suspect your child has chickenpox or shingles. Child may return to school when every pustule is dry and scabbed over.
- Head Lice: We maintain a "nit free" policy. Re-entry to class must be approved by school personnel. Please notify the office if your child has head lice. When a report is received, all children in the classroom and/or grade level are checked.

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

## STUDENTS WITH ASTHMA

State Statutes mandate that a physician must authorize a student to carry and self-administer an asthma inhaler at school. There are specific forms available for the physician to complete. Forms must be maintained annually. Students who are authorized to carry an asthma inhaler must keep the inhaler in the pharmacy labeled container. Trinity Christian Academy reserves the right to rescind physician authorization if students fail to adhere to inhaler guidelines.

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

## MEDICATION IN SCHOOL

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

School stocked medication: The school office stocks Tylenol and Ibuprofen. These medications are available for students with minor pain who do not need to go home. The following guidelines are followed before administering medication.

1. A specific form is completed and signed by the parent annually authorizing administration. (This form includes a medical profile.)
2. The duration of the pain is greater than one hour.
3. The quality of pain requires medication.
4. The student has eaten a meal prior to taking the medication.



5. The student has not taken pain medication in the last four hours.
6. The administration is documented and a form is sent home alerting the parent.

**Medication brought from home:**

Students are not permitted to carry and/or self-administer any medication, prescription or over-the-counter. Medication must be turned in to the office upon arrival at school with a written parent authorization.

1. All over-the-counter medicine must be in its original labeled container; medication received in baggies will be disposed of.
2. All prescription medicine must be brought in the original pharmacy-labeled container. This pharmacy label represents physician authorization.
3. Medication must be on date.
4. Medication will be dispensed according to manufacturer or pharmacy labeling only. Any changes must be in writing from the physician.
5. Written requests must be on a school form or from the parent listing the medication name, the reason for the medication, the time and route to give the medication, and the last time the medication was given.
6. Students found carrying and/or self-administering medication at school will face disciplinary action.

**Homeopathic medication:**

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

**Emergency medications:**

Only students with life threatening conditions will be permitted to carry life-saving medications such as an "Epi-Pen." Information forms and a request from the physician must be on file and maintained annually.

The parent is responsible to notify the school clinic and staff regarding changes in health or medication throughout the school year.

**Reportable diseases:**

Trinity Christian Academy desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either by a susceptible host or infected person or animal to another person. A teacher or administration official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the school office. Any student or employee with a communicable disease for which immunization is required by law or is available shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with a communicable disease for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, TCA may require

an independent physician's examination of the student or employee to verify the diagnosis of communicable disease. Trinity Christian Academy reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable disease within the school. Necessary action may include withdrawal from the school.

## INSURANCE

Trinity Christian Academy does not provide accident insurance for students. Medical requirements for student injuries suffered at school will be the responsibility of the parent. We suggest that all students be covered under a family health insurance plan.

## LIABILITY

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

## LOST AND FOUND

The room to the left of the main entrance is the designated place for lost and found articles. Lost and found articles will be cleared each month. Clothing and personal items not claimed at that time will be disposed of. **MANY MORE ITEMS COULD BE RETURNED IF THEY WERE PROPERLY LABELED.**

## USE OF SCHOOL OFFICE

Everyone should check in with the office when entering the building after the tardy bell has rung. Neither parent nor visitors will be allowed in the building according to COVID protocol. In addition, any student leaving early must be signed out and picked up at the office. Safety precautions prevent us from sending students to other parts of the campus to meet their parents or ride without written permission.

Students are allowed to use the office phones. Please plan ahead so that the office can function with maximum efficiency.

## PARENT/SCHOOL COMMUNICATIONS

An important part of effective teaching is good parent/teacher communication. We welcome your involvement concerning your child's progress. Any time you desire a conference, simply leave word at the school office and you will be called to make arrangements. If immediate information must be given to the teacher, please go to the office or call and someone will convey the message. It is necessary for parents to make an appointment to meet with their

21

student's teacher. Often small matters may be taken care of by sending a note or an email to the teacher. RenWeb is our parent portal. You will receive weekly grades through our RenWeb portal and emails can be sent through RenWeb as well. All 3<sup>rd</sup> grade through 8th grade will carry a planner as well. This is a good communication tool as well.

## OUTSIDE ACTIVITIES, MATERIAL AND GUESTS

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

## WITHDRAWALS

Withdrawals from school must be initiated and processed through the individual school office. Withdrawal is not complete until the withdrawal form is turned in to the administration office. Withdrawal from Trinity Christian Academy may be denied re-enrollment

## NON-REENROLLMENT

A student may be denied enrollment based upon the parent/guardian's lack of cooperation or support. A student may also be denied re-enrollment for reasons including, but not limited to the following:

1. Parents will not cooperate with the administration of the school.
2. A student's conduct is detrimental to the well-being of the other students or teachers.
3. The student's behavior demands more time and attention than we feel is reasonable to expect from our school.
4. The student has previously withdrawn from TCA without justification

## NOTICE OF NON-DISCRIMINATION

Trinity Christian Academy admits students and staff of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students and staff at the academy. It also does not discriminate on the basis of admissions policies and educational policies.