

Trinity Christian Academy: Student Handbook

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****Please note: This handbook is subject to change. Any updates or revisions will be communicated to parents/guardians in a timely manner.***

OUR VISION

VISION STATEMENT

To promote academic excellence while seeking truth through Christ, equipping students to thrive in both today's world and for eternity.

WE ARE THE HOUSE OF TRINITY:

T - Truth Seekers

C - Christ-Centered

A - Academic Achievers

We strive to instill values such as integrity, patriotism, and biblical morality. To provide a well-rounded education, we incorporate subjects such as art, music, and computer literacy in an uplifting and Christ-centered environment.

OUR MISSION

MISSION STATEMENT

Transforming generations through academic excellence, while partnering with parents and the community to cultivate servant-hearted leaders who glorify and advance the Kingdom of God.

ACCREDITATION AND AFFILIATIONS

Trinity Christian Academy is dually accredited through the International Christian Accrediting Association (ICAA) in partnership with Oral Roberts University. Trinity Christian Academy is accredited the COGNIA.

STATEMENT OF FAITH

- We believe in one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit.
- We believe God is the Creator of heaven and earth, and that man is a direct creation of God, made in His image.
- We believe in the deity of Jesus Christ, His virgin birth, His sinless life, His miracles, His atoning death on the cross, His bodily resurrection, His ascension to the right hand of the Father, and His future return in power and glory.

- We believe the Holy Spirit indwells believers, guiding and empowering them to live in accordance with the Word of God.
- We believe the Bible is the inspired, infallible, and authoritative Word of God.
- We believe in the literal existence of heaven and hell.
- We believe salvation is a gift from God, received through personal repentance and faith in Jesus Christ alone.

This Statement of Faith will need to be signed by the parents and by the enrolled students.

Statement of Philosophy of Education – Summary

- **Parents are the primary influencers of a child.** Trinity Christian Academy partners with parents to nurture each child's spiritual growth, character development, and academic success through biblical integration.
(Proverbs 22:6; Deuteronomy 6:5–9; Matthew 19:13–15)
- **Teachers will pursue the mind of Christ.** Our faculty models Christlike character and integrates a Christ-centered, biblically-based curriculum that reflects Jesus in both content and conduct.
(1 Timothy 4:10–11)
- **The primary mission of our educators is spiritual.** Every teacher understands that their ultimate calling is to lead students to salvation in Christ. Students are encouraged to embrace their God-given identity and discover their unique gifts and calling.
(Matthew 5:15–16)
- **Our TCA community is attentive to each student's growth.** Faculty and staff intentionally observe and support each child's developing abilities, helping them understand their purpose in God's plan.
(Song of Solomon 2:23)
- **Students learn to build relationships rooted in Christ.** Character development includes trust, obedience, and love, ultimately leading to a Christ-centered life.
(Romans 8:28–29)
- **The Bible is the lens for all learning.** Students are trained to view the world through Scripture, focusing their thoughts and understanding on God's ultimate truth.
(Proverbs 18:10; Galatians 3:24)
- **TCA aims to leave a legacy of discipleship.** We want our graduates to look back on their time at TCA with gratitude, remembering it as a beacon of light. Christian education is not just about thinking like Christ—it is about living like Christ.

(John 14:23; Matthew 10:38; Galatians 5:22)

- **Our social standards are Bible-based.** TCA emphasizes self-control, respect for authority, morality, and patriotism as essential values for Christian citizens.
(Psalm 33:12)
-

STATEMENT OF PHILOSOPHY OF EDUCATION

STATEMENT OF EDUCATIONAL PHILOSOPHY (PART 1)

At Trinity Christian Academy, spiritual development is our highest priority. Once a student has received Jesus Christ as personal Savior, it is essential to teach them the Bible and the transformative claims of Christ in their lives. Our ultimate goal is for every student to be conformed to the image of Christ (Romans 8:29).

Christian character development begins with a right relationship with God through Jesus Christ and a worldview rooted in Scripture. We emphasize academic excellence at all levels through rigorous standard and honors coursework. Students are taught not only to acquire knowledge but to think critically and biblically, understanding that all truth is God's truth and is never in conflict with His Word.

Our standards for social conduct are grounded in biblical values. We encourage what the world may call "old-fashioned" decency and morality, including self-discipline, respect for authority, patriotism, and biblical morality. To provide a well-rounded education, we incorporate subjects such as art, music, and computer literacy in an uplifting and Christ-centered environment.

STATEMENT OF PHILOSOPHY OF EDUCATION – PART 2

A Biblical Worldview Is the Goal of Christian Education

Education, as defined by 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." This aligns fully with the goals of Christian education—a Biblical worldview. At Trinity Christian Academy, the Bible is the primary source of all learning. It provides the foundation of truth for every subject, shaping our understanding and guiding our pursuit of wisdom.

"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." – Romans 12:2

"He is the one we proclaim, admonishing and teaching everyone with all wisdom, so that we may present everyone fully mature in Christ." – Colossians 1:28

Christian Character Development Is Primary in the Educational Process

A Christian educator must develop a faithful attitude toward the Word of God, understand the purpose of a Biblical philosophy, and apply that philosophy consistently in every area of education. A Christian teacher must be a follower of Christ and live out the Word of God personally and professionally. The Word must not only be taught—it must be lived.

“We also glory in our sufferings, because we know that suffering produces perseverance; perseverance, character; and character, hope.” – Romans 5:3–4

Academic Excellence Is an Expression of Worship to God

Education at Trinity Christian Academy follows a three-part model: the Word must be introduced (evangelism), understood (discipleship), and applied (spiritual maturity). Teachers guide students toward a saving knowledge of Jesus Christ and toward applying Biblical truth in all academic disciplines. Each student is a unique creation, and we seek to develop their God-given gifts for His glory.

Christian Education Requires a Biblical Philosophy, Curriculum, and Methodology

Every subject has a philosophical foundation, a curriculum rooted in truth, and a method of delivery. The school’s philosophy reflects its heart—what we believe and why. Scripture warns against “vain philosophies” that follow worldly values rather than Christ (Colossians 2:8). Our curriculum is designed to reflect our Christian worldview and provide academically sound content infused with Biblical principles.

“The goal of this command is love, which comes from a pure heart and a good conscience and a sincere faith.” – 1 Timothy 1:5

Teachers are viewed as “living curriculum,” modeling Christian character and leading students toward a relationship with Christ. Discipline, love, order, and mutual respect define the learning environment. The method of instruction must support our Biblical goals and be intentional in affirming each child’s potential in Christ.

Christian Education: Summary

True education is founded upon the eternal truth of Jesus Christ, the Living Word.

“In the beginning was the Word, and the Word was with God, and the Word was God.” – John 1:1

A Biblical worldview addresses life’s essential questions through God’s Word, not human reasoning. Every student is “fearfully and wonderfully made” (Psalm 139:14), and every teacher is a shepherd, guiding young hearts toward an enduring relationship with Christ.

Spiritual Objectives

(Romans 12:1–2; Ephesians 4:11–16)

Students will receive instruction, opportunity, and modeling in:

- Loving God
- Loving their neighbor
- Developing a personal prayer life
- Rightly dividing the Word of God
- Reasoning from Biblical principles
- Embracing and articulating a Biblical worldview
- Sharing God's love with others
- Walking in purity of thought and action
- Active church involvement
- Community engagement

Academic Objectives

Students will be provided instruction and modeling to:

- Receive a well-rounded liberal arts education
- Excel academically in all subject areas
- Think critically and analyze causes and effects
- Study effectively
- Prepare for higher education or vocational service
- Communicate with clarity and confidence
- Understand and retain knowledge
- Demonstrate technological proficiency

Social Objectives

Students will receive instruction and guidance in:

- Demonstrating the Fruit of the Spirit
- Practicing diplomacy and empathy
- Exercising civility and good manners
- Showing compassion and generosity
- Honoring parents and respecting authority
- Demonstrating patriotism and responsible citizenship

Physical Objectives

Students will be encouraged to:

- Maintain a healthy body
- View their body as the temple of the Holy Spirit
- Practice good hygiene and modesty
- Adopt healthy life habits and personal discipline

In Summary

Christian educators are uniquely called to partner with parents in raising children “in the nurture and admonition of the Lord” (Ephesians 6:4). At Trinity Christian Academy, this mission is carried out through a Biblical philosophy, Christ-centered curriculum, and dedicated Christian

teachers committed to ministering to the whole child—spiritually, academically, socially, and physically.

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.

FACULTY

Trinity Christian Academy employs faculty members who are **spiritually grounded**, **professionally qualified**, and **academically certified**. All teachers:

- Hold **college degrees** and applicable certifications.
 - Embrace a **Christian philosophy of education**.
 - Represent the **mission and values** of TCA in both the classroom and school community.
-

TEACHER TITLES

Addressing Teachers and Coaches

Teachers are to be addressed formally with Mr., Mrs., or Miss followed by their last name—never by first names or initials, regardless of personal relationships. Students may address athletic coaches as “Coach” followed by their last name (e.g., “Coach Smith”). Respect and professionalism are expected at all times.

Students should never request a teacher’s personal phone number, as maintaining professional boundaries is essential for the safety and integrity of both students and staff.

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 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 3rd grade through 12th grade will carry a planner as well. This is a good communication tool as well. be sent through RenWeb as well. All 3rd grade through 12th 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.

ADMISSIONS POLICY

Trinity Christian Academy is a dually accredited Christian school, committed to offering a biblically integrated, academically rigorous education. Due to the nature of our program, some students—particularly those with significant learning or behavioral difficulties—may not be best served by our academic environment. Enrollment is therefore determined by the following guidelines, with priority given to current students in good standing.

Enrollment Procedures

1. **Initial Inquiry & Interview:** Parents/guardians must meet with the administrator for an admissions interview and obtain the necessary enrollment materials.
2. **Review of Student Records:** The student and family will be interviewed by the principal and/or administrator. Academic and behavioral records will be reviewed.
3. **Screening & Approval:** Following review, administration will provide an admissions decision. Students who previously unenrolled must receive board approval before reapplying.
4. **Handbook Agreement:** All parents/guardians are required to read the Student Handbook. The signed and dated “Conditions of Enrollment and Pledge of Cooperation” form (found at the back of the handbook) must be submitted with the registration materials. Enrollment is not considered complete without this form on file.
5. **Required Documentation:** Submit the following with completed enrollment forms:

- Copy of the student's birth certificate
 - Immunization and/or health records
6. **Acceptance Notification:** Parents will be notified by letter or phone call regarding the student's acceptance. In some cases, a follow-up conference may be required before final approval is granted.
7. **Payment & Attendance:** All paperwork must be completed and the first month's tuition and fees must be paid before the student may begin classes.
8. **Placement Testing:**
- Students from public or accredited private schools will be placed according to submitted records.
 - Homeschooled students or students from unaccredited schools may be required to take a diagnostic placement test.

Admission May Be Denied for the Following Reasons:

- Expulsion from a previous school or voluntary withdrawal to avoid disciplinary action.
 - Disciplinary history involving aggression, drugs, weapons, immorality, or chronic absenteeism.
 - Enrollment under false pretenses.
 - Providing false or incomplete information during the application process.
 - Previous withdrawal from TCA under unresolved circumstances.
-

TRANSFER STUDENTS

Trinity Christian Academy accepts transfer credits from other schools based on a policy of full faith and credit. All official records must be exchanged directly between schools—parents may not hand-deliver records to the accepting school. For more information or specific inquiries regarding transfer credits, please contact the administration office.

ATTENDANCE

School Hours: 8:00 a.m. – 3:25 p.m.

Arrival Supervision Begins: 7:30 a.m.

Regular attendance is essential to academic and spiritual growth. Parents are expected to ensure their children are present unless absence is absolutely necessary.

Absence and Tardy Policy:

<u>Arrival time</u>	<u>Student will be marked</u>
8:00 - 10:00	tardy
8:00 - 11:30	absent ½ day
8:00 - 2:45	absent entire day
<u>Leaving school</u>	<u>Student will be marked</u>
Before 11:30	absent for a full day
11:31 - 1:00	absent ½ day
1:01 - 2:45	early dismissal

4 tardies = 1 day In-School Suspension (ISS). Students will serve the day in the office.

- **Tardies or early dismissals are excused only** with a doctor's note submitted within two days.
- **Two half-day absences = 1 full-day absence.**
- Students reaching **15 tardies or early dismissals** in one semester will be placed on probation.
- Students accumulating **30 tardies or early dismissals** may be asked to withdraw or denied re-enrollment.
- A **written excuse** from a parent or guardian is required for every absence.
- **Doctor's note** is required for absences lasting more than 3 days.
- Any student not present by 11:30 a.m. or checking out before 11:30 a.m. will be marked absent for the day.
- **More than 10 absences per semester (20 per year)** may result in course failure or dismissal.

ARRIVAL/DISMISSAL

- School doors open for students at 7:30 a.m.
- All students must be under supervision while on campus.
- Students in Pre-K through 12th grade enter through the front entrance.
- Pre-K parents must park and walk their child to the classroom.
- Grades K5–12 may go directly to their classrooms.
- At dismissal, students will be called and picked up at the front entrance via car line.

ACADEMIC EXCELLENCE

At Trinity Christian Academy, students are encouraged to pursue excellence in their academic studies and to make full use of the resources available both in and out of the classroom. As a Christ-centered institution, we believe that academic strength and spiritual formation go hand in hand. Training in Christian character includes a commitment to doing one's best in all areas of study. Our goal is to provide a strong academic foundation rooted in biblical truth, preparing students to succeed in life and to honor God through their work.

PROGRESS REPORTS/REPORT CARDS

Ongoing communication between school and home is essential for student success. Academic progress is communicated as follows:

- **Progress Reports:** Emailed weekly to parents/guardians.
 - **Report Cards:** Sent home with students at the end of each nine-week grading period.
-

GRADING SCALE

Trinity Christian Academy utilizes the following grading scale to assess and communicate student academic performance in a consistent and objective manner across all subjects.

Please refer to the grading chart to better understand how percentages align with letter grades and overall performance.

Grading Scale Chart

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	73-76	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

HOMework

Homework is an integral part of the academic program and supports student learning in the following ways:

- **Reinforcement** through practice and review
- **Preparation** for upcoming lessons
- **Creativity** through projects and extension activities
- **Remediation** for skill-building
- **Individual research or enrichment**

Students are expected to complete all assigned homework daily. Failure to do so may result in a grade reduction and/or an office referral.

Late Work Policy

- All student assignments must be completed. **Incomplete work is not an option.**
- If a student fails to turn in an assignment on time, the following **deduction schedule** applies:
 - **20 points will be deducted per school day** if the assignment is late.
 - Even if the final score becomes **0**, the student is still **required to complete the assignment.**
- This policy is designed to foster responsibility and accountability while ensuring that learning is not bypassed.
- The phrase “**just give me a zero**” is not acceptable and will not be honored.

Make-Up Work & Academic Support

Students who have missing or incomplete work due to extended absence or ongoing academic neglect are expected to take initiative in completing their assignments in a timely manner. Elementary and Upper School teachers are available to provide academic support during designated times. An appointment with the teacher is required to ensure proper planning and support.

- Elementary Support Hours: Monday–Thursday, 3:30–4:00 p.m.
- Upper School Support Hours:
 - Monday/Wednesday – 3:30–4:00 p.m.
 - Tuesday/Thursday – 7:30–8:00 a.m.

Students and parents are encouraged to communicate directly with teachers to schedule a support session. Regular attendance, personal responsibility, and timely communication are key in resolving incomplete or missing assignments.

Sports Eligibility Policy

If a student's progress report shows a grade of **D or F** in any subject, they will be **ineligible to participate in scheduled games for that week**. Grades will be reviewed weekly. If the student raises all grades above a D, they will be **reinstated and eligible** to play the following week.

This policy is in place to promote academic responsibility and balance between athletic and academic commitments.

TEXTBOOKS AND CURRICULUM

Trinity Christian Academy primarily uses the **ABeka** curriculum for grades K3 through 12. Our comprehensive course offerings include:

- Bible
- Phonics and Reading
- Writing and Language
- Mathematics
- Social Studies
- Science
- Computer Skills

Each subject is taught from a biblical worldview and emphasizes character development, godly attitudes, and academic mastery.

All students are responsible for a **technology and curriculum usage fee**, which covers classroom technology, textbooks, and digital learning resources. Students in grades 3–12 will have access to a **Chromebook** through a check-out system supervised by their homeroom teacher.

HONOR ROLL

TCA recognizes academic excellence through quarterly honor rolls:

- **All A Honor Roll:** All grades must be an A (90 or above).
- **A/B Honor Roll:** No grade lower than a B (80 or above) in any subject.

Earning honor roll status reflects diligence, self-discipline, and academic excellence in keeping with Christian character.

ACHIEVEMENT TESTING

All students participate in annual standardized testing to assess academic progress and performance. Results are:

- Sent home to parents
- Filed in the student's cumulative record

These assessments help inform instructional strategies and ensure students are meeting appropriate academic benchmarks.

CHARACTER DEVELOPMENT

Trinity Christian Academy fosters biblical character development that promotes:

- **Obedience to God**
- **Respect for authority**
- **Love for self and others**

Students are expected to demonstrate the following traits in their daily conduct:

Hard work, planning, enthusiasm, friendship, cooperation, loyalty, self-control, alertness, initiative, intentness, physical and spiritual conditioning, team spirit, poise, confidence, ambition, sincerity, adaptability, honesty, resourcefulness, reliability, integrity, patience, faith, and success.

6 PILLARS OF CHARACTER EDUCATION

Trinity Christian Academy reinforces its commitment to Christian education and national accreditation standards by integrating the Six Pillars of Character—Trustworthiness (Proverbs 12:22), Respect (1 Peter 2:17), Responsibility (Galatians 6:5), Fairness (Proverbs 21:15), Caring (Ephesians 4:32), and Citizenship (Romans 13:1)—with a biblical worldview that shapes not only academic instruction but also the spiritual and moral development of each student.

DISCIPLINE

We believe **discipline is foundational** for effective learning and spiritual growth. Discipline at Trinity Christian Academy includes both **preventative guidance** and **corrective measures**.

- Children thrive with **clear expectations, consistent leadership, and loving boundaries**.
- Our goal is to provide **external controls** until **self-control** becomes part of each student's character.
- Good discipline is God-ordained: "Train up a child in the way he should go..." (Proverbs 22:6)

Disciplinary Standards Include:

- Respect for authority
- Obedient behavior
- Classroom cooperation
- Completion of assignments
- Safety and kindness in all interactions

All students are enrolled on a **probationary basis**. The school reserves the right to **dismiss students** whose actions, attitudes, or academic behaviors do not align with Trinity's mission.

INDIVIDUAL CLASSROOM DISCIPLINE PLANS

Each teacher implements their own classroom management plan designed to set clear expectations and provide structure through both **positive incentives** and **consequences**.

Teachers will:

- Establish and clearly communicate rules, routines, and expectations from the first day of school
- Practice and review classroom procedures regularly
- Teach respectful behavior in specific contexts, such as lining up, playground games, and handling school property
- Reinforce school-wide procedures through daily guidance and modeling

Office referrals occur **only after** the teacher has implemented appropriate classroom-level strategies. Sending a student to the office is a **serious matter** and typically reserved for repeated or significant disruptions.

DISCIPLINARY ISSUES/CONSEQUENCES

Trinity Christian Academy's Student Behavior Management Plan is based on a simple principle:
Any behavior that prevents learning or disrupts teaching violates Trinity's standards.

The goal of discipline is to promote **self-esteem, respect, and responsibility**. Effective discipline relies on **consistency, collaboration with parents**, and a focus on the heart—not just the behavior.

Consequences vary by situation and may include (but are not limited to):

- Verbal warnings or conferences
- Written assignments or apologies
- Loss of privileges
- Office referrals
- In-School Suspension (ISS)
- Parent conferences
- Probation or dismissal

Each case is prayerfully and individually handled by the teacher and administration.

At Trinity Christian Academy, the foundation of student discipline and behavior is supported by the **Pledge of Cooperation**, the **PIE Agreement**, and the **Acceptable Use Policy**—contracts signed annually by all parents and students. These agreements outline the expected conduct of faculty, staff, parents, and students and are essential to fostering a Christ-centered academic environment. We strongly encourage all families to review these expectations each school year.

Student Expectations

All Trinity students are expected to:

- Study hard
- Respect others
- Make good choices
- Do quality work
- Arrive on time and be prepared for class
- Follow directions
- Respect the rights of others
- Be courteous
- Keep hands to themselves

Prohibited Behaviors

The following actions are not allowed:

- Behavior that disrupts learning or teaching

- Fighting, physical aggression, harassment, or teasing
 - Cheating
 - Disrespect toward teachers, staff, or any authority
-

Office Referral Process

When a student is referred to the office:

- **Documentation:** The teacher records the behavior and interventions attempted. If the behavior violates TCA's Code of Ethics, the student may be referred to the office for further disciplinary action.
 - **Administrative Action:** Depending on the severity, consequences may include in-school detention or being sent home for repeated, uncorrected behavior.
 - **Parent Communication:** The teacher will inform the parent or guardian via email, phone, or text. **Office referrals will be communicated no later than the end of the day.**
 - **Academic Impact:** Students receiving multiple-day suspensions may receive zeros on missed work and will not earn full credit.
-

Legal Compliance: Attendance and Discipline under Missouri Law

Trinity Christian Academy adheres to **Missouri State Education Laws** regarding attendance and discipline. Students are legally required to attend school on time each day unless excused for the following reasons:

- Personal illness
- Quarantine
- Medical, dental, or vision appointments
- Death in the immediate family
- Required court appearance

Parents must call the school office to report absences. Missed work must be completed upon the student's return. **Unexcused absences (truancy)** will be reported to the **Taney County Prosecutor**.

Disciplinary Violations Subject to Suspension or Expulsion

Students may face **immediate suspension or expulsion** for involvement in any of the following serious infractions:

- **Physical violence or threats** toward others
 - **Possession of weapons or dangerous objects**, including knives, firearms, or explosives
 - **Possession, use, or sale of drugs or alcohol**, or any simulated substances
 - **Robbery or extortion**
 - **Persistent disruption** of class or refusal to comply with staff directions
 - **Vandalism or destruction** of school property
 - **Stealing** or knowingly possessing stolen property
 - Use or possession of **tobacco or vaping products**
 - **Obscene acts, gestures, habitual profanity or vulgarity**
 - Possession or sale of **drug paraphernalia**
 - **Sexual harassment**, including verbal, physical, or visual conduct
 - **Bullying or harassment** of any kind
-

BULLYING

Bullying is defined as any repeated, unwanted, aggressive behavior that involves a real or perceived power imbalance. This behavior may be verbal, physical, or relational and can occur in person or through digital/social media communication.

The following is in place at Trinity Christian Academy. We believe that by working together, we can create a safe and nurturing environment for all our students. Your cooperation and support are invaluable in maintaining a positive school community.

- Students are encouraged to report any incidents of bullying to a teacher or staff member. Parents can also report concerns to the school administration.
- All reported incidents will be thoroughly investigated by designated staff members. Interviews with the involved parties and any witnesses will be conducted to gather relevant information.
- Consequences will be relevant with appropriate disciplinary actions (see below). Additionally, educational interventions may be implemented to promote understanding and prevent future incidents.
- Supportive measures for students who experience bullying will be with teachers and administration. If needed, students and their parents will be referred to local support agencies.
- We encourage parental communication to support the students. Parents will be informed about resolution, reported incidents while respecting privacy of all parties involved.
- Ongoing educational programs will be implemented to foster a culture of respect and empathy.
- Regular reviews of our policies and procedures will take place to ensure their effectiveness.

Consequences:

- **Verbal Warning:** A verbal warning may be given for a first-time or less severe offense. This serves as an initial indication that behavior is unacceptable.
- **Written Warning or Documentation:** A written warning may be issued, and the incident will be documented. This will help track patterns of behavior for future reference.
- **Parental Involvement:** Parents will be contacted about the behavior incident. A meeting may be scheduled to discuss the situation, share information, and seek their cooperation in addressing and preventing further incidents.
- **Counseling or Mediation:** In some cases, counseling or mediation sessions may be arranged to address the underlying issues contributing to the behavior and promote understanding between all parties involved.
- **Behavior Contract:** A behavioral contract may be implemented, outlining specific expectations and consequences if the bullying/behavior continues.
- **Loss of Privileges:** Depending on the severity of the situation, students may temporarily lose certain privileges, such as participation in extracurricular activities or participation in certain school activities.
- **In-School Suspension:** For more serious or repeated offenses, in-school suspension may be implemented. This separation from the regular classroom environment aims to emphasize the gravity of the behavior.
- **Out-of-School Suspension:** In severe cases, out-of-school suspensions may be warranted. This consequence serves as a more significant deterrent and emphasizes the school's commitment to maintaining a safe environment.
- **Legal Consequences:** In extreme cases where the bullying behavior involves criminal activities, legal authorities may be contacted, and appropriate legal actions may be taken.

It is important to note that consequences are determined based on a thorough investigation of each incident, taking into account the circumstances and the individuals involved. Our primary goal is to create a safe environment that promotes academic achievement. Your cooperation in this process is essential to achieving this goal.

Trinity Christian Academy is committed to providing a **safe, respectful, and Christ-centered** learning environment for all students. We partner with parents to help students grow in godly character and personal responsibility. Each discipline decision is prayerfully and individually considered with a focus on both **correction and restoration**.

DRESS CODE

Trinity Christian Academy's dress code reflects our values of modesty, respect, and focus. Students are expected to arrive at school appropriately dressed for learning.

Tops (Monday–Thursday)

- **Uniform shirts** will be worn every day.
- **Shirts** must be tucked in at all times to maintain a neat and uniform appearance.
- **Uniform tops** are to be worn in a manner that ensures a proper fit. They must not be excessively tight, loose, or revealing in any way, in order to uphold standards of modesty.

Bottoms

- **Uniform shorts** must meet the uniform standards.
- **Uniform shorts** or **uniform pants** must be worn with a belt.
- **No leggings, tights, or sweatpants** allowed.
- **Dresses above the knee** must be worn with **spandex shorts or leggings** underneath.

Friday Dress-Down Day

- Students may wear **appropriate tops of their choice** (no crop tops or offensive graphics/language).
- **Sweatpants and leggings remain not permitted.**

Additional Guidelines

- **No off-the-shoulder or low-cut tops.**
- **Non-TCA sweatshirts** must be **solid color**, have **no graphics**, and be **properly fitted** (no oversized clothing).
- Students participating in **after-school activities** are expected to wear modest and appropriate clothing.

Uniform purchases: Information on separate document.

Footwear

- Students must wear **appropriate, supportive shoes**. Shoes must have back straps, however, no crocs.
- The following footwear is **not allowed**:
 - House shoes/bedroom slippers
 - Athletic slides

- Shoes with wheels
 - Shoes that damage flooring
 - Shoes lacking proper support
-

HairStyles and Headwear

- Hair must be **clean, neat, and out of the eyes**.
 - Boys' hair must be **above the collar** and **not cover the eyes**.
 - Constantly brushing hair out of the face indicates that it's too long.
 - **Extreme hairstyles** (including unnatural colors) and **shaved designs or insignias** are not allowed.
 - **Hats and bandanas** may only be worn on **designated days or special events**.
-

Jewelry and Cosmetics

- Cosmetics should be worn in **moderation**.
 - **Makeup** should be age-appropriate, **modest**, and appropriate for the elementary school setting. If makeup becomes **excessive, distracting, or visibly smudged** during the school day, a teacher may remind the student **to correct or remove it**. This is considered a **personal appearance matter** rather than a **disciplinary offense**. **Repeated or unresolved concerns** may be referred to the administration for follow-up with the parent or guardian.
 - **Boys will not wear make-up or fingernail polish.**
 - **Earrings:**
 - Girls may wear **dime-size or smaller**.
 - **No earrings for boys.**
 - **No wallet chains or other chains** permitted.
-

Fingernails and Nail Care

Students are expected to maintain clean, neat, and well-groomed fingernails as part of our school's standards for personal appearance, modesty, hygiene, and safety.

For elementary students:

- Fingernails should be kept **clean and neatly trimmed** and should not extend excessively beyond the fingertip.
- **Artificial nails, acrylic nails, gel extensions, press-on nails, and other nail extensions are not permitted.**
- Nail polish, when permitted, should be **neat, age-appropriate, and non-distracting.**
- Nails should not be excessively long, pointed, or decorated in a manner that could create a safety concern or distraction.
- Fingernails must not interfere with **writing, classroom activities, recess, physical education, or the safe interaction of students with one another.**

CELL PHONE POLICY

To maintain a focused and respectful learning environment, **Trinity Christian Academy prohibits the use of cell phones and communication devices**, including **smart watches**, during school hours.

Policy Guidelines

- Upon arrival, students must **turn in all phones and devices** to the front office.
- Devices will be stored **securely** and returned **at the end of the day**, or upon official student sign-out.
- **Devices must be turned off** before entering the school building.
- **No alerts, notifications, or sounds** should be emitted while the device is stored.
- **Messaging of any kind** during the school day is strictly prohibited—including messaging via Chromebooks or other school-issued technology.

Violations and Consequences

Offense	Consequence
First Offense	Device confiscated and brought to the office. Student serves 1 day In School Suspension (ISS) . Device returned at the end of the day.
Second Offense	Device(s)must be picked up by a parent or guardian. Student receives 1 day Out of School Suspension (OSS) . The device must remain off campus for the remainder of the school year .

Third Offense Device(s)must be picked up by a parent or guardian. Student receives **3 days Out of School Suspension (OSS)**. The device must remain **off campus for the remainder of the school year**.

Serious violations, such as repeated misuse, **taking or sharing inappropriate images, video recording, cyberbullying**, or other misuse, may result in **immediate suspension or expulsion**.

OSS RULES OF OPERATION

Out of School Suspension (OSS) Rules of Operation

Suspensions are considered **serious consequences** and are not adjusted for convenience. When assigned an OSS, the following procedures apply:

- **Suspension is served off campus** for the **entire school day**. Students are not allowed on school property during this time.
 - A parent or guardian will be notified directly by the **Principal or Administrator** regarding the reason for the suspension.
 - **Quizzes and tests scheduled for the suspension day may not be made up.**
 - Exception: **Quarter, semester, and final exams** may still be taken.
 - **Homework and projects** that were assigned **before** the suspension may be turned in for credit.
 - **All classwork and homework missed** during the suspension will receive **zeros**.
 - **Refusal to serve** an assigned OSS may result in **expulsion**.
 - Time served in OSS **counts as an absence**.
 - The **Board and/or Administrator** may adjust or add rules and guidelines as necessary.
-

USE OF SCHOOL OFFICE

Everyone should check in with the office when entering the building after the tardy bell has rung. 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.

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 week. Clothing and personal items not claimed at that time will be disposed of. Please label items with your child's name.

LUNCH & FOOD GUIDANCES

- Students must bring lunch from home **daily**.
- **Microwave usage** is for reheating food, not preparing a meal.
- Remember to pack any necessary utensils (forks and spoons).
- Friday is designated as **Pizza Order Day**.
- Students eat in the cafeteria on a scheduled rotation.
- A snack machine is available in the lunchroom for purchasing chips and candy.
- **Only clear water bottles with water** are allowed in the classroom.

If a lunch is forgotten, the teacher will contact the parent directly. While we will do our best to assist in emergencies, the school office has very limited resources and cannot routinely provide meals. We want to ensure no student goes hungry-thank you for helping us stay prepared!

Due to the unpredictability of third-party food delivery services such as DoorDash or UberEats, we strongly discourage their uses for student lunches. However, we understand that unique situations may arise. Please contact the school office in advance if a special arrangement needs to be made.

Students are not allowed to eat in the classroom unless otherwise directed for a special occasion or medical need. Please ensure your child has everything they need for lunch before arriving at school.

- Chewing gum is not permitted on school grounds or during school activities.
-

HEALTH & WELLNESS

To maintain a healthy school environment, TCA follows the guidelines below for student illness:

Common Symptoms Requiring Absence

- Fatigue, muscle aches
- Headache, sore throat
- Runny nose or congestion
- Nausea, vomiting, diarrhea

- Flu-like symptoms

Return-to-School Criteria

- **Fever-free for 24 hours** (without medication)
- **No vomiting/diarrhea** for 24 hours and able to eat normally
- **Severe coughs** must be under control

Specific Illnesses

- **Strep throat/scarlet fever:** Return after **24 hours on antibiotics** and fever-free
- **Infectious skin conditions:** Return after **24 hours of treatment; ringworm must be covered**
- **Conjunctivitis (pink eye):** Return after **24 hours of treatment and no drainage**
- **Chickenpox/shingles:** Return when **all lesions are dry and scabbed**
- **Head lice:** TCA enforces a **“nit-free” policy**; re-entry requires approval from school staff

Notification and Pick-Up

If symptoms arise during the school day:

- The **school office will contact parents.**
- Students must be **picked up within one hour** of notification.

ASTHMA INHALER POLICY

In accordance with state law, a physician must provide written authorization for a student to carry and self-administer an asthma inhaler while at school. Trinity Christian Academy provides the required forms, which must be completed by the physician and renewed annually.

Students approved to carry an inhaler must keep it in its original pharmacy-labeled container at all times. Failure to follow these guidelines may result in the school revoking the authorization.

If an inhaler is to be stored in the school office rather than carried by the student, physician authorization is not required. However, the inhaler must still be in a pharmacy-labeled container, and parents must complete the appropriate authorization and information forms.

MEDICATION IN SCHOOL

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

School stocked medication:

The school 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:

- A **specific form** is completed and signed by the parent annually authorizing administration. (This form includes a medical profile.)
- The duration of the pain is greater than **one hour**.
- The quality of pain requires **medication**.
- The student has **eaten** a meal **prior** to taking the **medication**.
- The student has **not taken** pain medication in the last **four hours**.
- The administration is **documented** and a **form is sent home** alerting the parent.

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.

- **All over-the-counter medicine** must be in its **original labeled container**; medication received in baggies will be disposed of.
- All prescription medicine must be brought in the **original pharmacy-labeled container**. This pharmacy label represents physician authorization.
- **Medication must be on date**. (not expired)
- Medication will be **dispensed according to manufacturer or pharmacy** labeling only. Any changes must be in writing from the physician.
- **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.
- **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 will need explanation** and directions for dispensing to a student. 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 office** 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" means 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.

FINANCES AND PAYMENTS

Finances and Payment Policies

Fees

- **Registration & Curriculum Fees** (Due at enrollment):
 - 1 & 2 year olds: **\$100**
 - K3 & K4: **\$200**
 - Kindergarten – 12th Grade: **\$450**

Monthly Tuition

- 1 & 2 year olds: **\$800**
- PreK 3 & 4: **\$550**
- K–12th grade: **\$500**

Payment Guidelines

- **Payments** are due on the **1st of each month** or **date designated** on the **financial contract**.
- **Delinquent Accounts:** Students may be **withdrawn** if an account becomes **30 days past due**.

Scholarships and Discounts

- Trinity Christian Academy is pleased to offer scholarships and discounts **as funds are available**. If you are interested in applying for a scholarship or discount, please **visit the school office to complete the appropriate form**. All requests will be reviewed and considered based on available funding and eligibility criteria.

Returned Checks

- A **\$25 returned check fee** applies.
- After **two returned checks**, only **cash, money orders, or cashier's checks** will be accepted.

End-of-Year Policy

- For a student's **report card or records to be released**, **personal checks must be submitted 10 days before the last day of school**.

- Outstanding balances will result in **withheld records**.

Credit Card Payments

- Subject to a **processing fee**. Please contact the office for the current rate.

SENDING MONEY

Sending Money to School

Money sent to school must be in a **sealed envelope** labeled with:

- Student's full name
 - Amount and purpose
 - Teacher's name or grade
-

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:

- Parents will not cooperate with the administration of the school.
 - A student's conduct or behavior is detrimental to the well-being of the other students or teachers.
 - The student's behavior demands more time and attention than we feel is reasonable to expect from our school.
 - The student has previously withdrawn from TCA
-

NOTE TO PARENTS:

We are honored that you've entrusted your child to Trinity Christian Academy. This Parent Syllabus has been designed to offer support, guidance, and encouragement to help you navigate school life from 9 months to 12th grade. We believe that home and school are a team—and when we work together, students flourish in academics, faith, and character.

COMMUNICATING WITH TEACHERS

Healthy communication between home and school is vital. We encourage parents to:

- Reach out via email during school hours (8:00 a.m. – 4:00 p.m.)
- Schedule conferences for longer conversations
- Speak respectfully and assume good intentions
- Follow the Matthew 18 principle: go directly to the source of concern first

We believe that conflict should be handled in a manner that honors Christ and promotes unity among staff. Following the biblical model found in **Matthew 18:15–17**, the following steps are expected when resolving conflicts between faculty, staff, or administration:

1. Go Privately

If a teacher has a concern or offense involving another individual, they should first go directly and privately to that person to share the concern in a spirit of humility and grace.

“If your brother or sister sins, go and point out their fault, just between the two of you.” – Matthew 18:15a

2. Seek Reconciliation

Approach the conversation with the goal of understanding, forgiveness, and restoration. Avoid gossip or involving others prematurely.

“If they listen to you, you have won them over.” – Matthew 18:15b

3. Bring a Witness

If the issue is not resolved privately, the teacher should then bring one or two impartial witnesses (such as a lead teacher or another trusted staff member) to help mediate and encourage resolution.

“But if they will not listen, take one or two others along...” – Matthew 18:16

4. Involve Leadership

If resolution is still not reached, the matter should be respectfully brought to the school principal or appropriate administrator for guidance and final resolution.

“...tell it to the church...” – Matthew 18:17

All discussions and steps should be handled with discretion, kindness, and a genuine desire to preserve the unity of the body of Christ.

STAGES OF DEVELOPMENT AND PARENTING INSIGHTS

Age Group	Developmental Notes
9 mos – 2 yrs	Developing trust, language beginnings, emotional bonding
3 – 4 yrs	Imaginative play, rule learning, basic empathy, following routines
Kindergarten	Stronger independence, peer interest, moral development
Grades 1–3	Learning responsibility, emotional ups/downs, need for structure
Grades 4–6	Increased peer influence, questioning authority, deeper thinking
Grades 7–8	Identity formation, social pressures, abstract thought development
Grades 9–12	Independence, future goals, moral ownership, spiritual responsibility

TALKING ABOUT SCHOOL TOPICS

Whether it's academics, athletics, friendships, or relationships, you are your child's most important guide. Here are tips by category:

ACADEMICS:

- Praise effort over outcome
- Create a homework-friendly space
- Communicate calmly when struggles arise

ATHLETICS:

- Emphasize teamwork and attitude over wins
- Encourage rest, nutrition, and balance
- Talk about honoring Christ on and off the field

FRIENDSHIPS & RELATIONSHIPS:

- Roleplay hard conversations
 - Monitor social media and digital platforms
 - Keep an open-door communication policy
-

RECOMMENDED BOOKS FOR PARENTS (BY AGE GROUP)

Infants – Age 2:

- *The Whole-Brain Child* by Daniel J. Siegel & Tina Payne Bryson
- *Parenting by the Book* by John Rosemond

Preschool (3–4):

- *Grace-Based Parenting* by Tim Kimmel
- *Shepherding a Child's Heart* by Tedd Tripp

Early Elementary (K–3):

- *Raising Grateful Kids in an Entitled World* by Kristen Welch
- *Making Children Mind Without Losing Yours* by Kevin Leman

Upper Elementary (4–6):

- *Don't Make Me Count to Three!* by Ginger Hubbard
- *Growing Up God's Way for Boys/Girls* by Dr. Chris Richards & Liz Jones

Middle School (7–8):

- *Age of Opportunity* by Paul David Tripp
- *Every Young Man's Battle / Every Young Woman's Battle* by Stephen Arterburn

High School (9–12):

- *Preparing Your Teen for College* by Alex Chediak
 - *Do Hard Things* by Alex and Brett Harris
 - *Boundaries with Teens* by Dr. John Townsend
-

Let us walk alongside you as we raise a generation that honors Christ, leads with compassion, and learns with excellence. "Train up a child in the way he should go..."

Trinity Christian Academy - Statement of Faith

As members of the Trinity Christian Academy community, we affirm and uphold the following foundational beliefs:

1. **We believe** in one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit.
2. **We believe** God is the Creator of heaven and earth, and that man is a direct creation of God, made in His image.
3. **We believe** in the deity of Jesus Christ: His virgin birth, His sinless life, His miracles, His atoning death on the cross, His bodily resurrection, His ascension to the right hand of the Father, and His future return in power and glory.
4. **We believe** the Holy Spirit indwells believers, guiding and empowering them to live in accordance with the Word of God.
5. **We believe** the Bible is the inspired, infallible, and authoritative Word of God.
6. **We believe** in the literal existence of heaven and hell.
7. **We believe** salvation is a gift from God, received through personal repentance and faith in Jesus Christ alone.

By signing below, we acknowledge that we have read and understand the Statement of Faith, and we agree to respect and support the biblical foundations upon which Trinity Christian Academy is built.

Student Name (Print): _____

Student Signature: _____ **Date:** _____

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____ **Date:** _____

Trinity Christian Academy- Pledge of Cooperation

As a parent or guardian of a student enrolled at Trinity Christian Academy, I understand that I play a vital role in the spiritual, academic, and emotional growth of my child. In support of the mission and values of Trinity Christian Academy, I agree to the following:

Spiritual Commitment

- I will support the school's biblical worldview and Christian values, both at home and in public.
- I understand that Scripture will be integrated into all areas of learning and will encourage my child to engage with God's Word.
- I will regularly pray for the students, staff, and leadership of the school.

Academic Partnership

- I will encourage my child to complete all academic assignments with integrity and effort.
- I will stay informed of my child's progress and communicate with teachers when questions or concerns arise.
- I will ensure my child arrives at school on time and prepared for learning.

Respect for Authority

- I will show respect for school leadership, teachers, and staff in my words and actions.
- I will address concerns directly and respectfully, following the principles of Matthew 18.
- I understand that discipline and correction at school are part of godly instruction and will support the school's disciplinary efforts.

Community and Conduct

- I will speak positively about the school in my home and community.
- I will support school policies and help my child do the same.
- I understand that the school reserves the right to dismiss any student whose parent or guardian fails to support the spiritual, academic, or behavioral policies of the school.

Financial Responsibility

- I understand the importance of timely tuition payments and will honor my financial commitment.
- I will follow the procedures for requesting scholarships or financial aid, when applicable.

I affirm my commitment to work in partnership with Trinity Christian Academy, honoring the Lord in all my dealings with the school and modeling Christian character for my child.

Student Name (Print): _____ Student Signature_____

Parent/Guardian Signature: _____ Date: _____

TCA P.I.E. Agreement

Parent – Involvement – Education

At Trinity Christian Academy, we believe that education is most effective when the school, the student, and the home are working together as partners. This PIE agreement outlines our shared responsibilities and expectations in fostering a Christ-centered learning environment.

Parent Responsibilities

As a parent/guardian, I commit to:

- Support the spiritual mission and biblical values of the school.
 - Communicate respectfully and regularly with my child's teacher(s).
 - Ensure my child is well-rested, prepared, and on time for school each day.
 - Monitor homework, assignments, and academic progress.
 - Attend parent-teacher conferences and school events when possible.
 - Pray regularly for my child, their teachers, and the school community.
 - Reinforce positive behavior and Christian character at home.
-

Instructor/School Responsibilities

As a teacher/school staff member, I commit to:

- Provide a loving, Christ-centered, and safe learning environment.
 - Deliver quality instruction that integrates biblical truth in all subjects.
 - Communicate regularly with parents about academic and behavioral progress.
 - Show respect, patience, and grace toward each student.
 - Model a life that reflects Christian values and servant leadership.
 - Partner with parents to help each child reach their God-given potential.
-

Education (Student) Responsibilities

As a student of Trinity Christian Academy, I commit to:

- Show respect to teachers, staff, and classmates at all times.
 - I will do my best in all subjects and complete assignments on time.
 - Obey classroom and school rules with a positive attitude.
 - Speak and act in a way that honors God and shows kindness to others.
 - Ask for help when needed and be willing to learn and grow.
 - Represent Christ in my words, actions, and work.
-

Scriptural Foundation

"Whatever you do, work at it with all your heart, as working for the Lord, not for men."

— Colossians 3:23

"Two are better than one, because they have a good return for their labor."

— Ecclesiastes 4:9

Signatures

Student Name (Print): _____

Student Signature: _____ Date: _____

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____ Date: _____

Acceptable Use Policy (AUP)

Technology & Internet Use Guidelines for Students and Staff

Purpose

Trinity Christian Academy provides access to technology and the internet to enhance learning, foster creativity, and prepare students for digital responsibility. This Acceptable Use Policy is intended to guide the proper, safe, and ethical use of these resources.

Who This Policy Applies To

- All students, staff, faculty, and volunteers who use school-owned devices or access TCA's internet.
 - This policy applies during school hours, at school events, and when using TCA devices off-campus.
-

Acceptable Uses

Users agree to:

- Use technology to support learning, complete assignments, and grow in knowledge.
 - Respect others online by using kind, appropriate, and God-honoring language.
 - Keep passwords secure and personal information private.
 - Follow teacher directions when using devices, programs, or apps.
 - Access only approved websites and content.
-

Unacceptable Uses

Users agree **not** to:

- Use devices to access, download, or share inappropriate or obscene material.
 - Engage in cyberbullying, harassment, or hurtful behavior through digital platforms.
 - Attempt to bypass filters, hack, or interfere with school technology systems.
 - Use devices for non-school-related purposes (e.g., gaming, shopping, or social media) during instructional time.
 - Record, photograph, or video others without permission.
-

Digital Citizenship

We expect all users to demonstrate **Christian character** online and offline, including:

- Honesty and integrity in academic work.
- Respect for others' privacy, ideas, and property.

- Responsibility in handling technology with care and stewardship.

Monitoring and Privacy

TCA reserves the right to monitor all device and internet usage. Users should have no expectation of privacy when using school systems, including email, files, or browsing history.

Consequences for Misuse

Violations of this policy may result in:

- Loss of technology privileges.
- Disciplinary action (detentions, suspension, or dismissal).
- Legal consequences in serious cases involving cyberbullying or illegal activity.

Scriptural Foundation

"Set an example for the believers in speech, in conduct, in love, in faith and in purity." — **1 Timothy 4:12**

"Whatever is true, whatever is noble, whatever is right... think about such things." — **Philippians 4:8**

Acknowledgment

By signing below, I agree to abide by the TCA Acceptable Use Policy.

Student Name (Print): _____

Student Signature: _____ **Date:** _____

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____ **Date:** _____

Trinity Christian Academy- Photo and Media Release Form

Dear Parent/Guardian,
Throughout the school year, Trinity Christian Academy may photograph or video record

students during school-related activities, events, classroom projects, or field trips. These images may be used for educational or promotional purposes such as:

- School website or social media
- Local news media
- School yearbook or newsletters
- Classroom displays or educational projects

Please indicate your preference below regarding the use of your child's image.

Please check **ONE** option:

☐ **YES, I give permission** for Trinity Christian Academy to photograph and/or video my child and to use these images in school-related media including the website, social media, newsletters, yearbooks, promotional materials, or classroom displays.

☐ **NO, I do NOT give permission** for Trinity Christian Academy to photograph and/or video my child or to use their image in any school-related media.

This consent will remain in effect for the current school year unless revoked in writing.

Student Name (Print): _____

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____ **Date:** _____