



**TRINITY CHRISTIAN  
ACADEMY**

**Parent / Student Handbook**

Rev 8/2022

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## Contact Information

Main Office	<b>561-967-1900</b>
Trinity Church International Office	561-967-1900 x 2000

### **Revision Policy**

Trinity Christian Academy (TCA) is always seeking to refine the school's practices, policies, and procedures toward the end of school improvement. Therefore, TCA reserves the right to update, revise, or amend the policies and statements that appear in this Student Handbook.

# **FOUNDING PRINCIPLES AND ORGANIZATION**

## **VISION for TRINITY CHRISTIAN ACADEMY**

God is calling churches across America to build Christian schools. We believe in Christian education as a foundational ministry of the church. The next generation can be different if Christians train their children to follow God.

The vision of Trinity Christian Academy is to provide “Strong Education for World Change.” Trinity is committed to education that is based on the principles of God’s Word. In this way, we can train, prepare, and equip young people to make a difference in their world.

In an environment of strong academics and loving discipline, students will have the best opportunity to prepare for life, whether as a minister, nurse, technician, educator, homemaker or business person.

Rev. Tom Peters, Pastor & Founder

## **HISTORY AND PURPOSE OF TCA**

Trinity Christian Preschool, located at 7259 South Military Trail, Lake Worth, Florida, began its first school year in the fall of 1987. The Academy began in the fall of 1991 with grades K5-6. The Pastor’s heart was to provide a Christian school that promoted excellent education for world change and Christian training for families in the Palm Beach County area.

## ***MISSION STATEMENT***

The mission of Trinity Christian Academy is to minister to students, while providing them an excellent education for World Change. We are committed to education that is based on the principles of God’s Word. In this way, we can train, prepare and equip the young people to make a difference in their world.

## ***STATEMENT OF FAITH***

The following truths are held in common agreement by the faculty, staff, and administration of Trinity Christian Academy:

- We believe the Bible to be the inspired and only infallible, authoritative Word of God.
- We believe that there is one God, eternally existent in three persons: Father, Son and the Holy Spirit.
- We believe that man was created by a direct act of God in His image and not from previously existing life.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father.
- We believe that salvation is by grace through faith in Jesus Christ, and that the experience of regeneration is necessary for all mankind.
- We believe that God the Holy Spirit is a personal Being who indwells, empowers, guides, and bestows spiritual gifts on believers.
- We believe in the spiritual unity of all believers in our Lord Jesus Christ, and in the prominence of the visible, local New Testament Church.
- We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God.
- We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in scripture.
- We believe in the Second Coming and literal, visible, bodily return of Jesus Christ to this earth.
- We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost.

## ***PHILOSOPHY OF CHRISTIAN EDUCATION***

The main objective of Trinity Christian Academy is to help each student reach his or her God-given potential as a resourceful and productive Christian citizen. In an environment of strong academics and loving discipline, students have the best opportunity to prepare for life.

Trinity Christian Academy bases its educational philosophy on a Christian worldview, the content of which comes from God's word to his image, the Bible. Education can be most effectively accomplished in an environment which recognizes the truth of his word. The fear of the Lord is the foundation of all wisdom and knowledge.

Scripture clearly teaches that parents are responsible for their children's education and discipline. The school is not a substitute for the home but is an extension of the home and one means through which parents fulfill the responsibility the Lord has given them.

We realize the solemn responsibility under God to carry out this vision. We are accountable to God, a higher authority than any humanly constructed government.

At Trinity Christian Academy we are dedicated to training young people in areas of knowledge that will allow them to understand clearly, think deeply, judge wisely, and have the courage to faithfully take their place as participants in the advancement of God's Kingdom.

The faculty is the heart of the school, forming the core that will inspire, nurture, and instruct children and youth to meet the challenging years ahead. They are dedicated individuals desiring to instill a love for learning and the ability and desire to continue learning.

The Biblical story, and its principles and teachings are the threads around which all curriculum, policies and activities are wound. Personal growth in the body of Christ requires that the student develop a disciplined and dedicated love of Christ that will enable them to adopt a Christ-like character to their life, work, decisions, and interactions with others.

## ***CORE VALUES***

- Biblical truth - in principle and application, full devotion to Christ, is our central mission.
- Relationships - Nurturing and accountability in relationships - People matter to God. What matters to God, matters to us. Therefore, people matter to us as well.
- Excellence and professionalism in all we do - this honors God and inspires people.
- Diversity – Human diversity, in and of itself, is a God-created good that reflects the unity (oneness) and diversity (three-ness) of the Triune God. We are committed to helping every student embody the diverse nature of who God has created them to be as well as the unity such uniqueness was meant to experience in the plan and purposes of its creator.
- Dependability – We genuinely believe in the redemptive criticality of a solid Christian education. We are established, rooted, and strategically planning for our future.

## ***EDUCATIONAL OBJECTIVES***

- To provide a Christian education for children of our community, and to provide this education without regard to race or ethnic background.
- To provide an instructional program that places the Bible at the center and asks students and teachers to evaluate all they see in the world through the Word of God, because God's Word is Truth.
- To teach the Bible in its entirety in a graded and organized manner.
- To provide a college-preparatory education of the highest quality, with an emphasis on excellence in academic, athletic, performing and visual arts training.
- To facilitate each student's spiritual, mental, physical, social, cultural, and emotional development and refinement.
- To help each student develop a biblical world and life view.
- To instill in the heart of the student a strong love for Christ, family, and country.
- To endeavor to lead the unsaved student to a personal commitment to Jesus Christ and then guide them to a responsible Christian lifestyle.

# PERMISSION and COOPERATION AGREEMENT

**I pledge my full support to Trinity Christian Academy by agreeing to the following:**

**Support** - The standards of TCA in every area of its philosophy and policies including academic, behavioral, spiritual, dress, moral, disciplinary, and maintain the basic principles of Biblical morality in my home. I agree to support the school to the best of my ability through prayer, time, and participation in the various school activities.

**Cooperation** - I agree to cooperate fully with the teachers and the administration of Trinity Christian Academy. I understand that TCA has the right to dismiss a student who is found to be out of harmony with the goals and ideals of the work and life of TCA.

**Responsibility** - I agree to assume the responsibility for my child's education by supervising homework, being an encourager, and keeping in regular contact with my child's teachers. I recognize my responsibility to maintain close communication with my child's teacher by attending called conferences, by following through with any homework, assignments or slips to be signed and by seeking the teacher's opinion when there is any question about my child's progress or behavior at school.

**Attendance** - I will support the educational program at TCA by seeing that my child attends school regularly, arriving on time and being picked up promptly. Furthermore, I agree to send written excuses for tardiness and absences.

**Pictures** - I understand that some students appear in school promotional pictures and videos. I give permission for my child to participate, if selected.

**Consent and Authorization** - In the event my child becomes ill or injured while under school supervision, I give my consent for the school authorities to take the following steps:

1. Contact a parent of the child and follow the instructions given.
2. Contact the child's physician and/or emergency medical personnel and follow instructions given.

If, in the opinion of a properly licensed and practicing physician, my child needs medical or surgical services which require my consent before being supplied, and I cannot be reached, I hereby authorize, appoint and empower the Head of School or his designee, to furnish on my behalf such written or oral authorization as may be required. Further, I release the Head of School, or his designee, Trinity Christian Academy and Trinity Church International from any liability which might arise from the giving of such authorization, it being my desire that my child be furnished with such medical or surgical services as soon as reasonably possible after the need arises.

**Transportation** - I give my permission for my child to use authorized TCA transportation for travel to and from sponsored activities.

**Field Trips** - My child may participate in all TCA authorized functions and field trips.

**Hold Harmless** - In further consideration for the enrollment of my child, I, individually, and on behalf of my child, hereby release, indemnify and hold harmless Trinity Christian Academy and Trinity Church International, its agents and employees, from any and all actions and claims for personal injury or damages of any kind resulting from the transportation of Trinity Christian Academy students by myself or in vehicles owned or leased by me, or from the transportation of my own child to school events and functions in vehicles neither owned nor leased by Trinity Christian Academy or Trinity Church International, whether caused in whole or in part by the negligence of the operator of any such vehicle.

**Arbitration** - In further consideration for the enrollment of my child, I, individually, and on behalf of my child, hereby agree to submit the rules to be used and procedure that will be followed and to binding Christian arbitration any matters which cannot otherwise be resolved; and expressly waive any and all rights in law and equity to bringing any civil disagreement before a court of law, except that judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

**Changes** - I accept responsibility to notify TCA of changes of residences, employment, or phone numbers.

**Damage** - Campus property or personal property destroyed, damaged or lost by the student will be repaired or replaced immediately by the student's family.



# ACADEMICS

## **Standard Academic Expectations**

We desire to see each student demonstrate a high-level performance in every class. To support the efforts of our students, a system of standards has been developed to encourage maximum success. This includes the addition of an educational support services, called the “TCA BRIDGE” Program.

The BRIDGE Program is a framework designed to provide academic support to students who are struggling with a skill or lesson; every teacher will use interventions (a set of teaching procedures) with any student to help them succeed in the classroom.

## **Curriculum**

The Christ-centered curriculum of Trinity Christian Academy is a medium through which a student is oriented to a life in Christ and to the culture of this world. The curriculum provided at each grade level meets or exceeds state accreditation standards. Bible, foreign language, language arts, mathematics, science, social studies, computer education, performing and visual arts, and physical education are provided at appropriate levels.

TCA utilizes a “modified block scheduling” for students in grades 6-12.

The schedule allows teachers additional time to utilize a variety of instructional strategies during each class period which provides an even better learning environment and experience. Our goal is to also use the block schedule to offer more classes and electives to our students, including more Dual Enrollment and Advanced Placement courses.

## **Course/Credit Remediation**

F’s in academic courses which are required for graduation must be made up before a student may take the next level class in that subject for which it is listed as a prerequisite. Students who do not make up an “F” will be required to repeat the class in their next semester at TCA. It is expected that any subject failed be retaken in summer school. When the class is passed, credit will be awarded, and the new grade will appear on the transcript and be used in calculating the GPA. Students earning a “D” in a required course are strongly encouraged to remediate that course.

## **Advanced Placement (AP), Dual Enrollment and Honors Courses and Requirements**

TCA provides the opportunity to students in both middle school and high school to accelerate their course work toward graduation. High School students also have opportunity to earn college credits before they graduate from TCA. Students seeking to take these courses must meet minimum prerequisite requirements. Prerequisite requirements are designed to ensure each student has met the appropriate standards to achieve maximum success in all classes taken.

Please refer to the High School Course Catalog for applicable fees associated with Dual Enrollment and Advanced Placement courses.

## **High School Graduation Requirements**

The requirements to complete either the TCA Standard Diploma or the TCA Honors Diploma, meet the requirements for the Florida Bright Futures, Florida's state universities and NCAA qualification.

### ***Standard Diploma***

<b><i>SUBJECT</i></b>	<b><i>Years</i></b>
<i>Bible</i>	<i>1 Class Each Semester at TCA</i>
<i>English</i>	<i>4 Years</i>
<i>Math (must include Algebra I, Geometry, and Algebra II)</i>	<i>4 Years</i>
<i>Social Studies (must include World History, US History, Government and Economics)</i>	<i>3 Years</i>
<i>Science (must include Physical Science, Chemistry, and Biology)</i>	<i>3 Years</i>
<i>Foreign Language (two years of the same language as H.S. credit)</i>	<i>2 Years</i>
<i>Fine/Performing Arts</i>	<i>1 Year</i>
<i>Personal Fitness/Health</i>	<i>1 Year</i>
<i>Additional Credits/Electives</i>	<i>Total 4 Years</i>

--Maintain a 2.0 Cumulative GPA  
 --A minimum 125 community service hours must be completed and documented

### ***Honors Diploma***

<b><i>SUBJECT</i></b>	<b><i>Years</i></b>
<i>Bible</i>	<i>1 Class Each Semester at TCA</i>
<i>English (AP English Lit)</i>	<i>4 Years</i>
<i>Math (at least 2 credits beyond Algebra II)</i>	<i>4 Years</i>
<i>Social Studies (must include World History, US History, Government/Economics)</i>	<i>3 Years</i>
<i>Science (must include Physical Science, Chemistry, Biology, Marine Biology or Physics)</i>	<i>3 Years</i>
<i>Foreign Language (two years of the same language as H.S. credit)</i>	<i>2 Years</i>
<i>Fine/Performing Arts</i>	<i>1 Year</i>
<i>Personal Fitness/Health</i>	<i>1 Year</i>
<i>Additional Credits/Elective</i>	<i>Total 4 Years</i>
<i>Additional Core Courses</i>	<i>Total 4 Semesters</i>

--Maintain a 3.5 Cumulative GPA  
 --Pass 8 or more advanced classes (Honors, DE, or AP)  
 --A minimum of 125 community service hours must be completed and documented.

## **Valedictorian or Salutatorian**

The Valedictorian (the member of the senior class with the overall highest weighted cumulative grade point average) and Salutatorian (the member of the senior class with the second highest weighted cumulative grade point average) will give a brief address during the commencement ceremony for their class. Their address must be approved, prior, by either the Head of School or a Dean of Students.

For a student to be eligible for either the honor of Valedictorian or Salutatorian, they must be a domestic student, who has attended Trinity Christian Academy for the entirety of both their junior and senior years, or an International Student, who has completed all four years of their high school career at Trinity Christian Academy.

High school transfer credits are accepted at “face value” when a student transfers to Trinity Christian Academy from another recognized learning institution. However, the “quality points” obtained for those credits, may not exceed the points of academic offerings available at Trinity Christian Academy. This will be the case for students who are being considered for Valedictorian or Salutatorian.

## **Honor Roll**

The Trinity Christian Academy Honor Roll system is used as an incentive for students to do their academic best in each grading period.

### *Honor Roll*

To achieve this recognition, a student must earn all “A’s” and “B’s” on his/her report card.

### *Honor Roll with “Warrior Seal”*

To achieve this recognition, a student must earn all “A’s” and “B’s” on his/her report card. In addition, the student must meet or exceed all conduct expectations.

### *Head of School Honor Roll*

To achieve this recognition, a student must earn all “A’s” on his/her report card.

### *“Warrior Scholar” Honor Roll*

To achieve this recognition, a student must earn all “A’s” on his/her report card. In addition, the student must meet or exceed all conduct expectations.

## **Academic Probation**

If a student’s grade point average (GPA) falls below a 2.0 (C) by the end of a nine-week grading period, the parents will be notified that the student is being placed on academic probation until the end of the following grading period. If the student raises his/her overall average by the end of the next grading period, he/she is removed from probationary status. A student in grades 6-12 who does not raise his/her GPA to a 2.0, will become ineligible for all extracurricular activities and this may impact continued enrollment pending an administrative review.

### **Academic Eligibility Requirements for Participation in Co-Curricular Activities & Sports**

Trinity Christian Academy will follow the Florida High School Athletics Association (FHSAA) Article 9.4.1 regarding academic standing for eligibility purposes. Students must maintain a cumulative GPA of 2.0

**High school students cannot participate in co-curricular activities while on academic probation.**

**Middle school student's participation on a Varsity or Junior Varsity level team will follow the high school FHSAA guidelines. Those participating on a middle school level team or co-curricular activity, the following academic guidelines will be followed.**

**Students earning a GPA below a 2.0 from the previous semester will be ineligible to try-out or participate in any co-curricular activities during that quarter.**

## **ATTENDANCE**

Trinity Christian Academy is committed to the philosophy and practice of classroom academic instruction. Each school day provides new learning experiences and opportunities to grow. In addition, the social and relational aspects of the learning process are as significant as the content and subject matter. While some elements of a missed classroom experience may be repeated or recovered, certain other facets are lost to the student's detriment. Therefore, it is expected that students attend and participate in all classes. Some absences, however, are inevitable and unavoidable. The following attendance policy will be utilized to encourage faithful attendance and ensure student performance.

Excused Absences always require parental communication, either in person or electronically presented to the school office, the day of return, citing the specific reason for the absence.

### **Criteria for Excused Absences:**

- Personal illness, injury of the student or medical/dental appointments.
- Family bereavement.
- Family emergency reported by parent.
- School suspension.
- College visitation days for seniors and juniors (two allowed each year).

Note: Official school trips, mission trips, or retreats are not recorded as absences.

## **Important Information:**

- Once a student reaches three (3) excused absences (EA) per class per quarter, communication with the student will be held with a teacher or administrator.
- Students approaching that limit, and their parents, will be notified by the office.
- 10 absences in one class, per semester, a “Saturday Completion” will be required to make-up missed contact hours. Parents will be charged a fee for each Saturday Completion Day required.
- A Saturday Completion Day will allow the student to “make-up” a portion of their excused absences. Once a 6th -12th grade student accumulates more than 10 absences for a particular class, they will no longer receive credit for that course.
- A tardy to school becomes an “unexcused absence” twenty (20) minutes after first period classes begin if the school office does not receive a note or telephone call.
- Additionally, organized “skip days” by classes or groups of students are considered unexcused absences.
- Students must be present for half a day, which must include attending a minimum of two block periods, to be eligible for participation in any after school activity, game, or event. Any exception must be approved by an administrator.
- A half day is determine based on the number of academic hours in a school day. Early dismissal for an event or game is considered when determining the number of hours constituting a half day.
- Students may be denied admission to an after-school event, activity, or game, after being absent from school for that day.

## **Tardiness**

Punctual arrival to school, and class, is crucial to the effective operation of our school and the enhancement of individual self-discipline. It is therefore important to fully understand and support the following tardy policies and expectations.

## **Important Information:**

- A student is tardy if he or she is not present when the school day officially begins.
- Elementary students arriving late to school, must go to the Main Office to sign-in to obtain a pass to class.
- Upper School students will be admitted directly to class and marked “tardy unexcused”. An upper school parent wanting an excused tardy, must communicate with the Main Office.
- Students dismissed late by another staff member must bring a note or pass from that staff member to their next class.
- Tardy students are required to submit all work due for every class that day and take any missed quizzes or tests before they leave school to avoid a grade reduction.
- Tardy records and any resulting consequences accrue for the semester.

## **Criteria for Excused Tardy**

- Excused Tardy requires the student to present a medical note or be accompanied by a parent to the office for any of the following approved reasons:
  - Personal illness or injury of the student.
  - Medical appointments.
  - Family bereavement.
  - Family emergency explained by the parent.

## **Unexcused Tardy**

- A student in grades 6-12 will receive discipline for unexcused tardies
- 2 tardies, same class, in one week, will result in discipline by the classroom teacher.

## **Early Dismissal Policy**

Students leaving school early for athletic and other school-sponsored events/trips are responsible to turn in any class work due that day before leaving campus. Make-up of any test or quiz to be missed must be arranged with the teacher before leaving. Coaches are responsible for reminding, and monitoring compliance, of their players.

## **Makeup Work Policy**

Teachers will not accumulate assignments or schoolwork prior to days missed, rather it will be the responsibility of the student/parent to obtain the assignments from RenWeb or Google Classroom, and to submit the work to the teacher electronically.

When a student has missed class, for an unexcused absence, they will be responsible to complete and submit all schoolwork, following the same due dates as their classmates. Any assignments, test, or quiz, that the teacher deems not possible to submit electronically in “real time”, must be submitted, taken or arrangements made with the teacher upon first day of return to school.

Students returning from an excused absence have one day for each day absent to make up all required work and tests that were missed, starting the day after they return. For example, if you were absent for three days, upon your return, you have a deadline of three days, starting the following day. Pre-assigned work, however, is due upon returning to school unless the circumstance approved by the teacher and administration warrant otherwise.

When turning in late work due for an unexcused absence, the student must submit the work according to the details listed below or suffer the academic penalty, which is also listed below.

- In grades K-5, a student must submit the work within the same number of days of the excused absence. If the student was granted two days of excused absence, they would have two days upon their return to school to turn in all assignments. After that, a 10-point reduction is given for each day an assignment is late.
- In grades 6-12, a student must submit their missing assignments the day they return to school, regardless of the number of days missed. A 25% reduction is given for one day late, 50% reduction for two days late and then a zero is given after the third day of lateness.

## COMMUNICATION

RenWeb: Teachers post grades, assignments, and weekly lesson plans on this site. The website allows parents to see their child's academic and behavioral progress. In addition, parents may access their FACTS account and pay for charges online through FACTS tuition and billing. If you have not yet set up your account on RenWeb, please contact the Finance Office for assistance. If RenWeb asks for a district code, enter: "trin-FL".

TCA Website: A great deal of information is available on the school website, [www.tca-warriors.org](http://www.tca-warriors.org).

Social Media: TCA utilizes social media to share information with our school community and the community at large. TCA utilizes Twitter, Facebook, Instagram, and others.

Google Classroom: Utilized for providing classroom instruction to students.

Email: Each TCA employee has a TCA email account. To email a TCA employee, use the last name, a dot "." then the first name, followed by @tcamail.org. Ex: Bob Smith can be emailed at [smith.bob@tcamail.org](mailto:smith.bob@tcamail.org).

- Additional forms of communication may be used such as a school newsletter, text alert, etc.
- It is imperative that parents check for school communication during the school day.
- TCA utilizes a "weekend provision" as part of our communication policy. Except in the case of emergency, TCA does not expect parents, students, or TCA employees to read, send or respond to emails and communications from 5pm on Fridays until 6am on Monday mornings.
- Parents needing to communicate with their child during the school day, must do so through the Main School Office.

# DISCIPLINE

One of the distinctive qualities of Christian education at Trinity Christian Academy is that it is a partnership with parents and students. We seek to partner with parents to work with the school to fulfill our educational mission, especially in student discipline. When students are aware that their parents are supportive of the school's standards of discipline, it significantly affects the quality and consistency of their conduct.

Discipline is handled on a case-by-case basis. Each incident will be evaluated, and discipline given based on factors such as the severity of the incident, the continuance of a negative behavior or action, etc. Students who violate the behavior standards for TCA on or off campus will be subject to discipline as deemed appropriate by the administration.

Behaviors / Actions which are deemed inappropriate and worthy of discipline include, but not limited to:

- Excessive detentions, behavioral problems, tardiness, or absences from school.
- Profanity, obscenity, and/or vulgar speech, insubordination, or disrespect.
- Possession and/or use of alcoholic beverages, tobacco, and illegal drugs/products on or off campus or at school-sponsored activities.
- Possession and/or use of dangerous or potentially dangerous items such as guns, knives, matches, lighters, or fireworks.
- Fighting or physical harm to others with malicious intent.
- Honesty infractions
- Offensive language, including racial or ethnic slurs, discrimination, hazing, intimidation, hate acts/remarks and all other verbal or physical conduct of a racial, ethnic, or otherwise offensive nature.
- Immorality and/or lewd behavior, including the use of technology for that purpose on or off campus.
- Public displays of affection and/or inappropriate physical contact between students.
- Being present in unauthorized areas.

The discipline given to the student by the TCA Administration may include a reprimand, loss of privileges, detention, work assignments, suspension, or expulsion. Parents will be actively involved in the discipline process and informed of both the infraction and the discipline being dispensed.

## **Teacher Responsibility**

Individual teachers will handle inappropriate behavior in their own classrooms. Most disciplinary problems are resolved between the student and teacher. If a student has reached the limit of the classroom teacher's discipline plan, the matter will be referred to administration for further disciplinary action.

## **Detention**

Detentions are considered a form of disciplinary punishment and should be regarded as such by students. TCA utilizes "After-School," "Saturday" and "Silent Lunch" detentions. Detentions for repeated violations will progress to additional detentions or suspension at the discretion of Administration. When serving a Saturday detention, a fee will be charged.



## **Suspension**

A student may be suspended for behavior violations. When possible, in-school suspensions will be used. The student must report to the Main Office, on time, the morning of the suspension with enough academic work to keep them occupied for the entire school day. Students on suspension are not permitted to participate in after-school practices, rehearsals, performances, or athletic contests on the day(s) of their suspensions. When serving an in-school suspension, a fee will be charged for each day of suspension.

Upper School students serving an out of school suspension will receive a grade reduction on tests/quizzes/or projects missed, and, on any assignments, which are turned in upon their return to school.

## **Disciplinary Probation**

Students who have been assigned a suspension and/or have multiple infractions of the discipline or attendance policies may have their re-enrollment for the next year placed on hold pending an administrative review. Parents will be notified if their child's enrollment for the following school year could be denied for non-compliance regarding school policies. A student who consistently displays behavior or an attitude in opposition to the standards and requirements of TCA, may be placed on Disciplinary Probation.

## **Expulsion**

Students who do not respond to corrective measures and continue to exhibit negative behavior and/or attitudes, who are involved in profoundly serious misconduct, or who bring discredit to Trinity Christian Academy, may be expelled, or asked to immediately withdraw.

The administration of TCA retains in its sole discretion the right to determine admission and continuation of enrollment at TCA. When a student develops a history of continued misconduct or commits a serious violation of the TCA standards, or when the student or parent refuses to cooperate with the administration, the Head of School may ask the family to withdraw the student immediately from the school or may expel the student. A request to withdraw or an expulsion is a final act by TCA administration.

Appeals beyond the final decision of the Head of School to the School Board will only be considered under extraordinary circumstances or in the event new information surfaces that would impact the decision.

Expellable offenses include but are not limited to refusal to abide by the school standards, repeated suspensions, immoral activities, use of drugs, alcohol, tobacco, or illegal products, lewdness, bomb threats, bullying, stealing, defacing of property, harming self or others, or any threat to the mission and character of TCA or its employees.

## **Internet Use Policy**

Computers used at Trinity Christian Academy are provided to further the goals of the Christian educational experience. Students are only authorized to access designated folders and appropriate websites. The misuse or vandalism of school computers will result in disciplinary action.

## **Harassment and Bullying**

Harassment is defined as any verbal, written or physical conduct that threatens, insults, or dehumanizes students. Written harassment includes those committed through electronic means and the use of computer software.

Florida law expressly defines “bullying” as the act of systematically or chronologically inflicting physical harm or emotional distress on a student. The law also provides examples of conducts that may result in bullying: teasing, social exclusion; threat; intimidation; stalking; physical violence; theft; sexual or racial harassment; public humiliation; or destruction of property.

Bullying, cyberbullying or harassment is when a student is in reasonable fear of harm against his or her property; and sufficient to interfere with the student’s social performance, opportunities, or benefits. The Florida anti-bullying law also penalizes those who induce or coerce others to bully or harass students.

Consequences for students who commit acts of bullying or harassment may lead to suspension or expulsion. Please note: if a student’s speech or behavior outside of school results in substantial disruption of the learning environment, the student may be subject to school discipline as well.

The victim of bullying or harassment, anyone who was a witness to the bullying or harassment, and anyone who has credible information that an act of bullying or harassment has taken place may file a report of bullying or harassment. The dean is responsible for receiving complaints alleging violations of this policy. Any written or oral reporting of an act of bullying or harassment shall be considered an official means of reporting such act(s). Reports may be made anonymously, but formal disciplinary action may not be based solely on an anonymous report.

## **Cyberbullying**

TCA treats all forms of cyberbullying, including acts that occur off campus, as acts that are contrary to the Academy’s moral and ethical standards and that are a disruption to the orderly operation of the Academy. Students who are involved in any act(s) of cyberbullying may be suspended or expelled based on the assessment of the Dean and the Head of School regarding the level of threat or harassment represented by such acts.

The definition of “Cyberbullying” is the use of electronic information and communication devices, to include but not be limited to social media, email, instant messaging, text messaging, cellular telephone communications, blogs, chat rooms, internet postings, and defamatory websites, that:

1. Deliberately threatens, harasses, and intimidates an individual or group of individuals.
2. Places an individual in reasonable fear of harm to the individual or damage to the individual’s property.
3. Has the effect of substantially disrupting the orderly operation of the school.

## **Dangerous Items**

Dangerous items such as, guns (of any type, real or imitation), knives (including pocketknives) and other weapons, including tasers, etc., are strictly prohibited from the campus.

## **Drug and Alcohol-Free School Policy**

Trinity Christian Academy has a strict policy regarding any form of drugs and/or alcohol involving students. The use, possession, transportation, or involvement in the purchase of drugs or alcohol *on or off* the school campus will result in disciplinary action and possible expulsion depending on the circumstances.

TCA reserves the right to question students about suspected or actual drug use, request the student to submit to drug testing, either on school property or at a specialized clinic or doctor's office, or to search a student's locker, car, or personal belongings without prior notification. Refusal to cooperate and honor this requirement may result in suspension or expulsion.

## **Cheating/Plagiarism**

Certain acts of cheating and/or plagiarism carry stricter penalties due to the greater weighting of assignments. For this reason, incidents of cheating are divided into two categories.

- Category 1 - cheating applies to major assignments and projects as determined by the teacher, including, but not limited to tests, research papers, exams, and other summative assessments.
- Category 2 - cheating takes place during quizzes and lesser assignments, including the copying of/and allowing others to copy work.

Consequences for cheating will be at the discretion of the Administration on a case-by-case basis.

## **Intentional and Unintentional Plagiarism**

There are two distinct types of plagiarism: intentional plagiarism and unintentional plagiarism. The intentional type can be identified by the following behaviors:

1. A student copies another's paper completely or in part.
2. A student purchases or steals from the internet an essay and claims it as his or her own.
3. A student copies passages, ideas, statistics or wording from a book, periodical, website, or other source and claims it as his own without either parenthetical citations or a listing on a works cited page. Intentional plagiarism is tantamount to cheating. In such cases, students may receive the full punishment for cheating.

Occasionally, students make inadvertent mistakes on papers because of a failure to understand the breadth of plagiarism. Accordingly, we recognize that sometimes students unintentionally plagiarize. Whether or not suspect wording is merely a mistake in documentation or truly egregious plagiarism should be left to teachers and administrators. Since this issue is not simply black or white, fairness and clear judgment should prevail. Students are expected to abide by guidelines set forth by their teacher when turning in assignments.

# DRESS CODE

Trinity Christian Academy has a standardized dress code, including items purchased from a school uniform company. Guidelines for appropriate clothing to wear on campus are listed below. Clothing must be purchased from approved vendors or locations. Students are expected to be well-groomed and smartly dressed according to code during school hours. Students must follow the non-uniform guidelines when attending any school sponsored event. Any student not following these guidelines will not be permitted to enter or will be asked to leave the event.

## Girls – School Day Dress Code

- **Shirts:** Must be a TCA shirt, of correct size and be properly buttoned. Shirts worn under the uniform shirt may not hang below the uniform shirt. No extra logos/graphics are permitted on shirt or visible through the uniform shirt.
- **Shorts/Pants:** Must be a uniform style, with beltloops, non-athletic or casual short, solid gray or black, not tight or form fitting (no leggings), no logo, design, or picture on them, with a flat front and plain hem. Shorts must be a uniform short and fit with an inseam of 7-10”.
- **Skorts and Dresses (elementary only):** Must not be tight or more than four inches above the top of the knee.
- **Hair:** May not be worn covering the eyes. No extreme, distracting, or unnatural color or hairstyle. Hair may not obstruct the eyes.
- **Shoes:** Shoes must be low heeled. Sandals, slippers, flip-flops, crocs, open toe, or open back shoes are not allowed.
- **P.E. Uniform:** Official TCA PE shorts and PE t-shirt must be worn. Elementary students may wear this uniform to school on the days when they have PE.
- **No visible tattoos** temporary or permanent.
- **General:** No extreme makeup. Only earrings, worn in the ears, will be allowed. Jewelry worn in other piercings is not allowed.

## Boys – School Day Dress Code

- **Shirts:** Must be a TCA shirt, of correct size and be properly buttoned. Shirts worn under the uniform shirt may not hang below the uniform shirt. No extra logos/graphics are permitted on shirt or visible through the uniform shirt.
- **Pants/shorts:** Must be a uniform style, with beltloops, non-athletic or casual short, solid gray or black, not tight or form fitting (no leggings), no logo, design, or picture on them with a flat front and plain hem. Shorts must be a uniform short and fit with an inseam of 7-10”.
- **Hair:** May not be worn covering the eyes and must not extend below the bottom of the collar. No extreme, distracting, or unnatural color or hairstyle. No barrettes, hair ties, headbands, buns, or ponytails may be worn during the school day. Facial hair must be neatly trimmed or clean shaven.
- **Shoes:** No sandals, flip-flops, crocs, open toe, or open back shoes are allowed.
- **P.E. Uniform:** Official TCA PE shorts and PE t-shirt must be worn and only to PE class. Elementary students may wear their uniform to school on PE days.
- **Jewelry:** No earrings or piercings.

- **No visible tattoos** temporary or permanent.

\*\* A school approved shirt must be worn underneath any zippered outerwear.

\*\* ONLY TCA outerwear may be worn during the school day.

### **“Dress Down Days” / Non-Uniform Days**

“Non-Uniform” Days, students may wear clothing which adheres to the following guidelines. Those not in proper attire will be required to put on a regular school uniform:

1. Denim jeans are permissible if they are not unacceptably tight, unclean, ripped, frayed, baggy, or with holes in them.
2. Shirts must not advertise alcoholic beverages, tobacco products, secular music groups, or any questionable or offensive material.
3. Girls must dress modestly and not expose the midriff or cleavage.
4. The hem of dresses and skirts must not be higher than four inches above top of the knee.
5. Shoes: No sandals, flip-flops, crocs, open toe, or open back shoes are allowed.

### **Cold Weather Dress Code Guidelines**

Students should not be in jeans or sweatpants unless the temperature is, or expected to be, below 50 degrees during the school day. Non-TCA Jackets may only be worn outside, during PE and recess, not inside the building.

If it is "cold", but not below 50 degrees, students may wear long sleeve shirts, leggings, or tights under their normal TCA school uniform. Long sleeve shirts, tights and leggings must be school colors of maroon, white, gray, or black, and free from slogans or writing.

### **Field Trip / Special Activity Dress Code**

TCA students on field trips and school sponsored off-campus activities, at the administration’s discretion, may not be required to wear uniforms. However, the school’s non-uniform dress code will apply. When swimming is involved, all swimsuits must be modest, and girls must wear one-piece suits.

### **Athletic/Sports Uniforms**

Each team will have a special number of days to wear their team shirt/jersey to highlight games during the season. These days will be determined by the Athletic Director and Administration. School uniform pants/bottoms must be worn on these occasions.

## **Special / Formal Events Dress Guidelines**

Formal events include formal dances, awards assemblies, performances, graduation ceremonies and homecoming court participants.

### **Ladies:**

- Dress length may not be shorter than three inches above the knee including slits in the dress.
- No cleavage, no midriffs, and no undergarments should be showing. Sheer fabric is not considered coverage.
- Backless dresses may not be lower than the natural waistline. Dress fabric should reach the back on both sides and should not be revealing on the sides.
- Dresses should not be overly tight, overly clingy, or overly form-fitting.
- If jackets, sweaters, wraps, or other garments are worn to cover a dress that does not meet guidelines, it may not be removed.

All dresses for dances should be approved by Mrs. Richardson. Homecoming court participants should bring the dress to school and put it on for approval pictures to be taken. All other ladies planning to attend homecoming and prom should submit 3 pictures (front, side, and back) via email to Mrs. Richardson, richardson.tammy@tcamail.org and please include your parent or guardian in the email as well. Any changes to the fit of the dress after the picture has been submitted are not permitted.

### **Gentlemen:**

- Young men should wear attire appropriate for formal occasions.
- For dances and graduation - jeans, shorts, and t-shirts are not appropriate attire. Specific requirements for graduation will be provided later.
- For awards ceremonies - nice jeans are permitted.
- For homecoming court - minimum of dress pants, dress shirt and tie. A suit is preferred.

# PHYSICAL EDUCATION / CO-CURRICULAR ACTIVITIES

## **Athletic Program Expectations**

Students, parents, coaches, and fans are asked to make every effort to demonstrate Christian character in all circumstances. It is expected that everyone associated with TCA team sports will do their best to support and encourage our players as well as one another.

We strive to provide a Christ centered, competitive atmosphere where success is defined as knowing you've done your best for the good of the team. We believe extracurricular activities are a privilege and that student athletes should be held to a high standard. Sportsmanship, selflessness and service to others are values that are stressed on every level of athletics at TCA.

## **Sports Physical Examination**

According to FHSAA, Article 11.8.1, the student must secure a physician certification prior to practice each year to certify that he/she is physically fit for interscholastic athletic competition. The following Florida High School Athletic Association forms must be filled out:

FHSAA Pre-participation Physical Evaluation form and FHSAA Consent and Release from Liability Certificate. These forms may be obtained from the TCA website or from the Athletic Office.

## **Physical Education Program**

Physical Education is required of all students. There are occasions when students have legitimate reasons for extended or temporary excuse from the regularly scheduled physical education program.

Excused Absences include: medical excuses, permanent excuses which must involve a description of physical disabilities that prevent participation of any kind, such as heart conditions, respiratory problems, etc.

Extended Time Excuses are when non-participation occurs during an extended time period because of temporary physical disability such as broken bones or surgery. A letter from the physician must be presented to both the school office and the physical education teacher for the above excuses.

Parental Excuses can be provided for minor ailments such as flu, colds, and minor injuries. These will be honored for two days. A medical excuse from a physician will be required after that time.

Physical Education Uniform must be worn by TCA students to participate in PE.

## ***GENERAL ITEMS***

### **Cell Phones and Electronic Devices**

If a cell phone, electronic device, ear pods or headphones are seen or heard during school hours, ***which is defined as 8:00 am – 3:30 pm***, it will be confiscated, ***and disciplinary action taken***. TCA is not responsible for theft or vandalism of any electronic devices.

K-8<sup>th</sup> grade students may not use their phones at any time during school hours.

9<sup>th</sup> -12<sup>th</sup> grade students may only use their phones during the designated time at lunchtime. This is to encourage social interaction at lunchtime.

If a student has their phone confiscated:

- First offense - the student will have their phone returned at the end of the class.
- Second offense – the student will have their phone returned at the end of the school day.
- Third offense – the student’s parent must pick-up the phone from the Main Office at the end of the school day.

If the student is using their “smart watch” it will be confiscated. If a smart watch is confiscated, it will need to be retrieved in the same manner as the cell phone.

No videos are to be made on campus without specific permission from a TCA staff member.

Students are not allowed to use video conferencing, such as facetime, etc. during school hours.

Headphones, ear buds, etc. are not to be worn from drop-off to pick-up.

### **Chapel:**

Chapels are typically held once a week in the sanctuary of Trinity Church International. Chapels are either separated by elementary (prek-5) and upper school (6-12) or on special occasions, held all together. Parents are invited to attend chapels.

Upper School students (6-12) meet in “Discipleship Groups” once a month. These groups generally consist of 6-10 students and are led by a TCA or TCI employee.



## **Drop off & Pick-up Instructions:**

### Drop-Off

- *Preschool:* Students must be walked to their classrooms in the morning.
- Drop off at the designated location in front of the building. Parents will be directed by our school safety team to pull all the way forward before dropping off and then when it is safe to pull away from the curb. The safety team is available to assist students with exiting the vehicle and getting to the building.
- Student drivers must purchase a parking pass from the Main Office. Seniors have the privilege of painting a parking spot which is reserved for their use during the school day. If a Senior spot is empty after the start of the school day, anyone may use it.

TCA staff monitor students from 6:30 am until school starts in the gymnasium as part of our Morning Care Program. Students should not be left unattended before 6:30 a.m. Information on pricing for Morning Care Program may be obtained from the Main Office.

### Pick-Up

- Pre-School students are signed out by the parent and then picked up from the classrooms.
- K-12<sup>th</sup> grade – Please do not park cars or leave them unattended in the pick-up line. No vehicle should be left running while unattended anywhere on campus.

Students remaining on campus after 3:30pm for elementary and 3:45 for upper school will be required to check into the after-care program.

## **Electronic Messaging and Internet Sites**

With the capacity of technology to double itself every six months, you can realize what a moving target managing all of this can be. That is why it is so important that we all work together as a team to manage issues that come forward as a product of technology.

We view the primary oversight, responsibility, and level of student involvement as a parenting issue. TCA will continue in the ongoing partnership with our parents, with the parents assuming the primary role in the use of electronic media.

Sites which appear to be relatively harmless and a good way for our students to communicate with each other, can also be a way for students to act in an immature manner and to share inappropriate information.

Students may not add or remove any programs from their school issued computer without prior permission from a teacher or school administrator.

They often use language and pictures that are not truly representative of themselves, their family, or the Christian character values that we collectively hold in high esteem and teach daily. Students will sometimes misrepresent themselves under the relative anonymity of the site, unaware and temporarily sheltered from the possible ramifications that may result from internet predators and others who may not be well intended.

In addition, many colleges and employers scan these sites to check background information of students and prospective employees. TCA will treat all electronic media communication as public information and as such any communication of a student that in our sole judgement violates the schools ethical and Christian standing will be subject to disciplinary action consistent with the rules and spirit of the student handbook.

### **Emergency Policies & Procedures:**

TCA follows the School District of Palm Beach County when there is a local or weather emergency requiring a lockdown or school closing. TCA will communicate with parents regarding these situations.

### **Field Trips**

From time to time, class field trips may be scheduled. All students are expected to participate. Proper field trip permission slips must be signed by parents for their students to participate in the field trips. Students are required to wear school uniforms on field trips, unless otherwise notified.

Students are not eligible to attend a school sponsored trip who have a financial balance with the school equal to or greater than 50% of the trip cost or more than \$500.00.

### **Leaving Campus/Early Sign Out**

TCA operates under a “closed campus” policy. All students leaving before the normal dismissal time must do so with the permission of a parent/guardian and be signed out in the office by the parent.

### **Lunch**

TCA offers lunch for all students. Parents are welcome on campus to eat lunch with their student, provided they have already obtained the required background checks, and a copy of the results have been provided to and received by the school. Parents may not bring lunch directly to their student, all lunches must be dropped off in the Main Office.

No outside food delivers are allowed on campus during the school day. This includes Door Dash, Uber Eats, etc.

### **Lockers**

Student lockers are assigned to by the school. Combination locks are provided by the school. Locks or lockers are not to be changed without permission from the administration. Lockers must always be kept locked. The school administration reserves the right to check and/or inspect any lockers at any time deemed necessary. Defacement of school lockers will be considered an act of vandalism and will result in disciplinary action. No questionable pictures or objects should be displayed on or stored in lockers.

### **Safety Drills**

Safety drills are conducted periodically for the purpose of assuring safety standards. Intentional tripping of a fire alarm when no fire or other emergency is present is a felony and will be reported to the local authorities. Any tampering with fire extinguishers, sprinklers, smoke detectors, or any other fire prevention equipment will be considered a serious offense.

### **Security:**

For the safety of the children, the school employs individuals to oversee campus safety and security and to monitor the campus. All administrators and maintenance personnel have walkie-talkie radios which enable them to keep in constant communication.

### **Signing Students In & Out:**

Students arriving late to school or leaving campus early, must have a parent go to the Main Office and sign the student in/out. The Main Office will call the student to the office to meet the parent. When returning to campus, please bring a doctor's note to excuse the absence.

### **Social Functions**

At school-sponsored activities the school dress and behavior codes are in effect. A student/guest contract may be required. The administration of TCA reserves the right to prohibit individuals from attending school functions.

**Visitors:** All visitors must first stop in the Main Office to sign in and receive a visitor badge. The visitor badge must be returned to the Main Office prior to leaving campus.

**Volunteering:** To be a TCA volunteer, you must have a background check. To learn more about this process, please contact the TCA Main Office.



# Trinity Christian Academy

## Code of Conduct Form

Trinity Christian Academy (TCA) is committed to the philosophy of providing an excellent education for world change in a Christ-centered, biblically based environment. An essential part of our mission is to promote the development of students with strong Christian ethics and moral values. As a result, our School Code of Conduct has been established to assist in fostering personal integrity and responsibility among our students.

Trinity Christian Academy students are expected to be respectful, responsible and to possess integrity.

TCA reserves the right to discipline a student for any conduct the school deems inappropriate. All discipline is designed to be fair, redemptive, and instructive, with an emphasis on growth and development. The nature and severity of the discipline will be based on the severity of the incident, past behavioral patterns, as well as the maturity and emotional state of the student in question.

While TCA has no direct control over students and accepts no responsibility for students outside of school operations and activities, we reserve the right to discipline students for inappropriate behavior at extracurricular events, or activities outside of school hours, because it reflects on the school.

All TCA parents, and students in 6-12, must sign and return the TCA Code of Conduct Form each year.

- I have reviewed the TCA Parent / Student Handbook and I have an overall understanding of its rules and procedures.
- I agree with the educational and behavioral standards for my child as a student at Trinity Christian Academy.
- My signature indicates my permission for Trinity Christian Academy to teach my child appropriate behavior from a Christ-centered Biblical perspective.
- My signature indicates my permission for the administration and faculty of Trinity Christian Academy to enforce the rules and standards of conduct as outlined in the TCA Parent / Student Handbook.

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Parent (s) Signature

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Date

- I have received and read the Trinity Christian Academy Parent / Student Handbook and agree to comply to the best of my ability.
- I understand the goals and behavioral standards expected of me as a student, as outlined in the Trinity Christian Academy Parent / Student Handbook.
- I understand that violations of the TCA Parent / Student Handbook will result in discipline and that repeat violations may result in my dismissal from Trinity Christian Academy.

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Student Signature

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Date