



**TRINITY CHRISTIAN  
ACADEMY  
Parent / Student Handbook**

Revised 11/2018



# **FOUNDING PRINCIPLES AND ORGANIZATION**

## **VISION for TRINITY CHRISITAN ACADEMY and PRESCHOOL**

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 “Strong Education for World Change” and Christian training for families in the Palm Beach County area.

Trinity Christian Academy has nearly 500 students in grades Preschool –12. The school serves children and families in the community of Lake Worth, as well as the communities of Lantana, Boynton Beach, Delray Beach, West Palm Beach and Wellington.

## ***MISSION STATEMENT***

The mission of Trinity Christian Academy is to provide Strong Education for World Change. This will be accomplished through 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 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 world view, 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 as well as the ability and desire to continue learning. The Biblical story, 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 truly believe in the redemptive criticality of a solid Christian education. We are established, rooted, and plan to be around for a long time.

## *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, by sending written excuses for tardiness and absence.

**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 including approved parental drivers 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.

## **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.

## **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 recommended that the course be remediated."

## **High School Graduation Requirements**

The requirements to complete a diploma offered by TCA, meets the requirements for Bright Futures, Florida's state universities and NCAA qualification.

## **Honors and Advanced Placement (AP) Course Requirements**

Students seeking to take Honors and/or Advanced Placement (AP) classes 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.

## **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. The Honor Roll system will also serve as an incentive for students to do their very best in the area of student conduct.

### *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. Students in grades 6-12 who do not raise his/her GPA to a 2.0, will become ineligible for all extracurricular activities and 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 students participation on a Varsity or Junior Varsity level team will follow the high school FHSAA guidelines.**

**For middle school students participating in 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.**

### **National Honor Society**

**Selection process:** The National Honor Society chapter of Trinity Christian Academy is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in five areas of evaluation: scholarship, leadership, service, citizenship, and character. Standards for selection are established by the national office and have been revised to meet our local chapter needs. Students are selected to be members by a faculty member, appointed by the Principal, which bestows this honor upon qualified students on behalf of the faculty of our school during the first school term.

**Induction:** Following notification, a formal induction ceremony is held at the school to recognize all newly selected members.

**Member obligations:** Once inducted, new members are required to maintain the same level of performance in all five criteria that led to their selection. This obligation includes regular attendance at chapter meetings and participation in chapter service projects.

### **Community Service**

Trinity Christian Academy requires that all high school students participate in a community service program and complete a designated number of hours prior to graduation. Each high school student must complete the minimum number of service hours per the published schedule each year between June 1<sup>st</sup> and mid-May. Community service may not be completed during school hours without permission from the administration. Official service hour log sheets are available in the office.

### **Community Service Guidelines**

It is the intent of the Trinity Christian Academy Community Service Program to reach outside of the immediate school community into the local communities in South Florida. A hallmark of the Christian life is a servant spirit as demonstrated by Jesus throughout His ministry and in His final commission to the disciples in Matthew 28. Our desire is to be faithful to that commission by reaching out to a needy world with the Gospel and through acts of service.

# 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**

Excused Absences always require a parental call, e-mail, or parent or medical note by the day of return citing the specific reason for the absence.

Excused Absences must meet the criteria listed below to be valid:

1. A parent/legal guardian must call TCA and indicate the absence and reason for it prior to roll call for the child's class.
2. A signed parent or medical practitioner's note may be submitted the day the student returns citing the specific reason for the absence.

If these conditions are not met, the absence is recorded as Unexcused. All absences that do not meet the validation criteria for Excused Absences as listed below, even if they are called in, are considered officially unexcused.

## **Criteria for Excused Absences:**

1. Personal illness, injury of the student or Medical/dental appointments.
2. Family bereavement.
3. Family emergency reported by parent.
4. Personal/family trips when written notification is received in advance by the Principal and administrative pre-approval given.
5. School suspension.
6. College visitation days for seniors and juniors (two allowed each year).
7. Parental notification of student's absence is made to the office within 24 hours.

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

All students will be limited to three (3) excused absences (EA) per class per quarter without penalty. Once a student reaches the limit, a conference with the student will be held with an administrator. For each EA in excess of three (3), a 1% quarter grade reduction per class will be applied. Students in excess of eight (8) absences (EA or unexcused) in a semester will receive a full semester grade reduction/class. Students approaching that limit and their parents will be notified by the office.

Medically excused absences (ME's) for medical/dental appointments and for students who are under care for extended illness, do not count towards the limit if a doctor's note is forwarded to the Principal.

### **Unexcused Absences**

A student's absence from school will be deemed "unexcused" for any of the following reasons:

1. Parent/guardian fails to contact school office to excuse his/her student's absence within 24 hours.
2. Truancy.
3. Personal trip or family vacation without five days advance notice in writing to the Principal requesting administrative approval.
4. A tardy to school becomes an unexcused absence twenty (20) minutes after first period classes begin, if the appropriate school office does not receive a note or telephone call.
5. Other reasons not listed above under Criteria for Excused Absences.

**Any unexcused absence (UA) will result in a 1% reduction in a student's quarter grade per class. Students will be assigned a detention and required to make up missed work according to the direction of the appropriate teacher. For each UA in excess of three (3) in a quarter, a 2% grade reduction per class will be applied and students will be suspended from classes. Students will not be readmitted to classes until parents have had a conference with the Principal. Students with five (5) UAs will be suspended from classes and receive a full semester grade reduction per class. Readmission to class will not take place until parents and students have had a conference with the Principal. Unexcused absences in excess of five (5) will jeopardize continued enrollment.**

Additionally, organized "skip days" by classes or groups of students are considered unexcused absences.

## **Tardiness**

Punctual arrival to class and school each day 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.

A student is tardy if he or she is not present when the school day officially begins.

A tardy to school becomes an unexcused absence twenty (20) minutes after the start of the school day, if the school office does not receive a note or telephone call.

A tardy will be recorded as excused only when the student is accompanied by the parent/guardian to the office, and if it meets any of the criteria listed below.

Students arriving late to school must report to the Main Office for a pass before they can be admitted to class. No student will be admitted late without an office pass.

Students dismissed late by another teacher, the office, or an administrator, must bring a note or pass from that staff member to the next class.

Students who are late returning from lunch must obtain a pass from the office.

Tardy students are required to submit all work due for every class that day, and take any missed quiz or test before they leave school to avoid a grade reduction.

Students must be present for half a day to be eligible for participation in any afterschool activity, game, or event, unless a doctor's note is presented. Any exception must be approved by the Principal.

Tardy records and any resulting consequences accrue for the semester.

### **Criteria for Excused Tardies**

Excused tardies require the student to present a medical note or be accompanied by a parent to the office for any of the following approved reasons:

1. Personal illness or injury of the student.
2. Medical appointments.
3. Family bereavement.
4. Family emergency explained by the parent.

**All other tardies are recorded as Unexcused.**

### **Family Trips**

Students who desire to go on a family or college trip causing them to be absent from school for more than two days, must make prior arrangements with the school office. A message from the parent must be sent to the Principal indicating the purpose and dates of the trip. After reviewing the reason for the requested absence, the input from the teachers, and the current academic status of the student, a decision will be made as to the advisability of the absence. Students who are absent, are required to hand in all missed assignments and take all missed tests/quizzes within the number of days equal to the number of days absent.

### **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 monitoring compliance.

### **Makeup Work Policy**

The responsibility for obtaining and completing missed work due to a tardy or school absence is that of the student and parent. Teacher e-mail and other students are appropriate resources. Parents planning trips during school time are expected to assume the responsibility to obtain ten-day advance notice from the Principal and for make-up arrangements with teachers before the trip.

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.

# DRESS CODE

Trinity Christian Academy has a standardized dress code and school uniforms. Uniforms must be purchased through TCA or the designated official TCA uniform company. Only clothing bought from TCA or the current designated uniform company is permitted in school, including jackets, sweatshirts and sweaters. Other school logos will not be permitted on any uniform. Uniforms must be worn clean, properly hemmed, and pressed.

## Personal Appearance Guidelines

Students are expected to be well-groomed and neatly dressed according to code during school hours. Students must follow the non-uniform guidelines when attending any school sponsored event, ie; sporting events, dances, etc. Any form of dress, jewelry, make-up, hairstyle, hair coloring, or elements of personal appearance which is considered extreme, distracting, or disruptive by the Administration, or does not follow the uniform and Handbook guidelines will not be permitted.

### **Girls**

- **Skirts:** Must be no higher than four inches above the top of the knee.
- **Hair:** No extreme or unnatural hair 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. No body piercings/plugs visible except for earrings (girls only).

### **Boys**

- **Shirts:** Must be 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 worn at, not below, the waist.
- **Hair:** May not be worn over eyes or below the ear. Must not extend below the collar. No extreme or unnatural hair color or hairstyle. Students must be clean shaven; two or three day beard growth is not acceptable. Seniors may have facial hair that is neatly trimmed.
- **Shoes:** No sandals, 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 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.



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

Certain days of the school year are designated as non-uniform days. Students participating must observe the following:

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 should extend no higher than four inches above the top of the knee.

Those not in appropriate attire will be required to put on a regular school uniform.

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

TCA students on field trips and school sponsored off-campus activities, at the principal'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 in order to highlight games during the season. These days will be determined by the Athletic Director and Upper School Administration. Uniform pants/bottoms must be worn on these occasions.

## **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 the area of 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.

Student misconduct at TCA will be 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 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 and/or behavioral problems; profanity, obscenity, and/or vulgar speech, insubordination or disrespect; possession and/or use of alcoholic beverages, illegal drugs, and tobacco products on or off campus or at school-sponsored activities or the possession and/or use of dangerous or potentially dangerous items such as guns, knives, matches or lighters and fireworks, fighting; honesty infractions; racial or ethnic slurs, discrimination, hazing, intimidating others, or engaging in hate acts/remarks and all other verbal or physical conduct of a racial, ethnic, or otherwise offensive nature; physical harm to others with malicious intent; 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; repeated tardiness or absences from school, etc.

The discipline given to the student by the TCA Administration may include a reprimand, 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.

### **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, cyber-bullying or harassment must be enough to place the student in reasonable fear of harm against him or his 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 witnessed 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 principal 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 the basis of an anonymous report.

## **Cyber Bullying**

TCA treats all forms of Cyber-Bullying, including acts that occur off the academy’s 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 cyber-bullying may be suspended or expelled based on the assessment of the building Principal and the Head of School regarding the level of threat or harassment represented by such acts. The definition of “Cyber-Bullying” is the use of electronic information and communication devices, to include but not be limited to, e-mail messages, instant messaging, text messaging, cellular telephone communications, internet blogs, internet 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 or Distracting Items**

In order to preserve an environment conducive to learning and safe from personal threat, certain items are prohibited from the campus, and disallowed from use during school hours. Any dangerous, annoying or distracting items, including but not limited to, matches, lighters, laser pointers, water pistols, etc. are not allowed on the school campus unless otherwise specifically permitted by the school administration.

Guns (of any type, real or imitation), knives (including pocket knives) and other weapons, including tasers, etc. are strictly prohibited from the campus.

Electronic devices that are an attractive nuisance, such as iPods, headphones, etc. are not allowed to be used during the school day. Cell phones may be on and in use before and after school hours, and during the high school lunchtime.

Any prohibited items found or used on campus in violation of these regulations will be confiscated and may be returned to the student or parent at such a time as is deemed appropriate by the Administration. Illegal items will be turned over to the authorities.

A student's possession of any weapon, or any object that may be construed as a weapon, subjects his or her enrollment at the Academy to termination. Even cases where clearly no malice was intended or threatened may result in disciplinary action.

### **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.

Administration may request that a student submit to drug testing, either on school property or at a specialized clinic or doctor's office. Refusal to honor this requirement may result in suspension or expulsion.

The school reserves the right to question students about suspected or actual drug use. A student's locker, car, or personal belongings may be searched by school officials at any time without prior notification.

## **Teacher Responsibility**

Individual teachers will handle inappropriate behavior in their own classrooms. It is expected that most disciplinary problems will hopefully be 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 Hall**

Detentions are considered a form of disciplinary punishment and should be regarded as such by students in the detention hall. Students will be expected to complete a written assignment or work detail as assigned by the detention hall monitor. Homework or other study may be done after the written assignment has been successfully completed. Talking, sleeping, eating, drinking, chewing gum, or causing any kind of disturbance will not be tolerated. Any violations will result in a five-minute extension of the detention time per offense.

Detentions for repeated violations will progress to additional detentions or suspension at the discretion of Administration.

## **Suspension**

A student may be suspended for behavior violations. When possible, in-school suspensions will be used. On the day of an in-school suspension, the student must report to the Main Office at the start of the school day with enough academic work to occupy his/her time for the day. Students suspended from school are not permitted to participate in after-school practices, rehearsals, performances, or athletic contests on the day(s) of their suspensions.

Students serving in or 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.

## **Behavior 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 attitudes 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 very 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 that the student be withdrawn 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 or tobacco products, pornography, bomb threats, bullying, stealing, defacing of property, harming self or others, or any threat to the mission and character of TCA or its employees.

## **Cheating/Plagiarism**

Certain acts of cheating and/or plagiarism carry stricter penalties due to the greater weighting of particular 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 homework. The following consequences will be applied for various levels of cheating.

### **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, Web site 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.

However, on occasion 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.

# **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 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.

# COMMUNICATION

**RenWeb:** the online student information system. 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: "TCA-FL".

**TCA Website:** A great deal of information is available on the school website, [www.tcalw.org](http://www.tcalw.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.

**Newsletter:** Each week, TCA sends out an electronic newsletter called the "Warrior News". The newsletter usually comes out on Wednesdays.

**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. For example, Bob Smith can be emailed at [smith.bob@tcamail.org](mailto:smith.bob@tcamail.org).

# TRAFFIC

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

### Drop-Off

- *Preschool:* Students must be walked to their classrooms in the morning.
- *K – 2<sup>nd</sup> Grades:* drop off in front of the JLC, or park and walk your child to 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.
- *3<sup>rd</sup> – 5<sup>th</sup> Grades:* drop off in front of the Pavilion, or park and walk your child to the fence. 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.
- *Upper School:* drop off either in front of the Pavilion or the Johnson Life Center.

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.



## Pick-Up

- Pre-School students are signed out by the parent and then picked up from the classrooms.
- K-12<sup>th</sup> grade – Parents may either park their car or go through the car line. Please do not park cars or leave them unattended in the pick-up line.
- TCA sticker must be clearly displayed in the window. You must contact the office if someone else will be picking up your child.

TCA staff monitor students from 6:30 am until school starts in the gymnasium as part of our Before Care Program.

Students should not be left unattended before 6:30 a.m. Information on pricing for Before Care may be obtained from the Main Office.

**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.

**Tardies:** Any student arriving after the start of the school day, must first report to the Main Office to obtain a tardy pass.

## ***GENERAL ITEMS***

**Chapel:** Parents are welcome to attend chapel. Chapels are typically held on Thursday mornings.

Preschool 9:15 am in “The Reef”, which is located at the front of the campus

K – 5<sup>th</sup> Grade 8:15 am – 8:50 am, located in the gymnasium

Upper School **9:00 am – 9:50 am**, located in the gymnasium.

**Emergency Policies & Procedures:** TCA follows West Palm Beach Public Schools 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 in order 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.

## **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.

## **Electronic Messaging and Internet Sites**

Schools, parents and students are seeing an increase in the challenges and impact that has been created either as a direct result of or a spin off from technological changes and social media 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.

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.

### **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.

### **Cell Phones, iPods, Electronic Devices**

If a cell phone/iPod/electronic device is seen or heard during school hours it will be confiscated *and disciplinary action taken. Any musical and/or video content accessed or shared before or after school hours on the campus must be appropriate as determined by Administration.* TCA is not responsible for theft or vandalism of cell phones/iPods/electronic devices.

### **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.

## **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.

**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.

**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 first be fingerprinted through our fingerprinting agency. To learn more about this process, please contact the TCA Main Office.