

## TABLE OF CONTENTS

<i>FROM THE HEADMASTER.....</i>	<i>2</i>
<i>MISSION STATEMENT.....</i>	<i>3</i>
<i>PHILOSOPHY STATEMENT.....</i>	<i>3</i>
<i>SCHOOL OBJECTIVES.....</i>	<i>3</i>
<i>DECLARATION OF FAITH.....</i>	<i>4</i>
<i>PARENT'S CODE.....</i>	<i>5</i>
<i>SCHOOL HOURS.....</i>	<i>6</i>
<i>APPLICATION/ ADMISSIONS PROCEDURE.....</i>	<i>7-8</i>
<i>RE-ENROLLMENT.....</i>	<i>9</i>
<i>TUITION/ FINANCIAL POLICIES.....</i>	<i>10-11</i>
<i>ATTENDANCE AND ABSENTEE POLICIES.....</i>	<i>12-14</i>
<i>HEALTH &amp; FIRST AID.....</i>	<i>15</i>
<i>DRESS CODE.....</i>	<i>16-17</i>
<i>BEHAVIOR.....</i>	<i>18-19</i>
<i>PLAGIARISM &amp; CHEATING.....</i>	<i>20</i>
<i>AFTER SCHOOL DETENTION.....</i>	<i>21</i>
<i>IN SCHOOL OR OUT OF SCHOOL SUSPENSION.....</i>	<i>21</i>
<i>TECHNOLOGY ETHICS.....</i>	<i>22</i>
<i>CURRICULUM &amp; HOMEWORK.....</i>	<i>22</i>
<i>STUDENT EVALUATIONS.....</i>	<i>23</i>
<i>STAFF/TEACHER CONTACTS &amp; CONFERENCES.....</i>	<i>24</i>
<i>HONORS &amp; AWARDS.....</i>	<i>25</i>
<i>CARPPOOL PROCEDURES, CANCELLATIONS, MISC. INFO.....</i>	<i>26-28</i>
<i>EMERGENCY PROCEDURES.....</i>	<i>29</i>
<i>EXTENDED CARE PROGRAM.....</i>	<i>29</i>
<i>FIELD TRIPS.....</i>	<i>30</i>
<i>TEACHER QUALIFICATIONS.....</i>	<i>32</i>
<i>VISITORS TO THE SCHOOL.....</i>	<i>33</i>
<i>COOPERATION WITH OTHER AGENCIES.....</i>	<i>33</i>
<i>A CHILD'S TEN COMMANDMENTS TO PARENTS.....</i>	<i>33</i>
<i>SCHOOL CALENDAR.....</i>	<i>35</i>

## FROM THE HEADMASTER

Dear Students,

Welcome to Trinity Chapel Academy! We are thrilled that you have chosen to become part of our school family. We believe that many wonderful experiences await you in the years to come. Our pledge to you is that we will offer varied opportunities for you to grow in mind body and spirit. We will challenge you to become better students, stronger Christians and more productive members of society. Our prayer for you is that God will bless you and your family and that you make the most of every moment you spend here with us.

May God bless all we do together!

In Christ,

*Albert LaBoy*

Albert LaBoy  
Headmaster

## **VISION STATEMENT**

*Excellence in Education with a Kingdom Focus*

### **Defining Our Vision**

To us, excellence in education incorporates a variety of criteria. We believe in hiring highly qualified and effective teachers who provide a differentiated learning experience, that while academically rigorous, meets the multi-faceted needs of students. Developing relationships are a key component of learning. We seek to engage both students and parents while understanding that they have unique needs and personalities. Clear communication of student expectations and school goals are paramount for the creation of an environment that is conducive to learning. These criteria are measured through several means. The successful transition of our students from one grade level to another, their achievements on standardized tests, their individual success in the classroom, the development of their walk with God, and the maturity that is produced by consistently striving to meet high expectations are hallmarks of excellence. In particular, all of these areas are reflected in the success of our former students who have gone to college not only with academic honors and scholarships, but also with a work ethic that will enable them to contribute positively to this temporal world and God's Kingdom. It will be a continuing pursuit of Trinity Chapel Academy to encourage and nurture the mental, physical, and spiritual well-being of all members of the school.

## **MISSION STATEMENT**

The mission of Trinity Chapel Academy is to present students who are prepared and equipped with a spiritual, academic and social foundation that enables them to fulfill their life purpose with excellence.

## **SCHOOL OBJECTIVES**

It is the goal of Trinity Chapel Academy for students to be:

Students who possess a (n)...

- Positive attitude towards life long learning.
- Positive self image which is a reflection of Christ.
- Respect for others evident through courtesy and cooperation.
- Appreciation for the arts and culture of the larger global society.
- Knowledge of their God given gifts and abilities.
- Sense of compassion towards all people groups.
- Christian world view
- Understanding of their duty as citizens of both the kingdom of God and of the world.
- High level of personal integrity.
- Attitude of honor and respect for those in authority.

Students who....

- Are well prepared for high school in all academic principles and are skilled in reading, writing, speaking, listening and thinking.
- Personally respond to carrying out the Great Commission locally and around the world in a culturally sensitive manner.
- Have the skills to question, solve problems and make wise decisions.

- Can articulate and defend their Christian world view while having a basic understanding of opposing world views.
- Understand and commit to a personal relationship with Jesus Christ.
- Display good stewardship of their finances, time and all other resources.
- Have developed a strong work ethic.

## **DECLARATION OF FAITH**

We believe in the verbal inspiration of the Holy Bible, that it is the infallible, authoritative Word of God.

We believe in one God, eternally existing in three persons: namely, the Father, Son, and Holy Ghost, and born of the Virgin Mary. That Jesus was crucified, buried, and raised from the dead. That He ascended to heaven and is today at the right hand of the Father as Intercessor.

We believe that all have sinned and come short of the glory of God and that repentance is commanded of God for all and necessary for forgiveness of sins.

We believe in the premillennial Second Coming of Jesus. First, to resurrect the righteous dead and to catch away the living saints to Him in the air. Second, to reign on earth for a thousand years.

We believe that justification, regeneration, and the new birth are wrought by faith in the blood of Jesus Christ.

We believe that the Church is the Body of Christ and is composed of all those who through belief in Jesus Christ have been spiritually regenerated by the indwelling of the Holy Spirit.

The mission of the Church is worldwide evangelism on the one hand and the nurture and discipline of Christians on the other.

## **PARENT'S CODE**

1. I will pray for Trinity Chapel Academy.
2. I will cooperate fully with the faculty, staff, and other parents to promote the education of my children and make Trinity Chapel Academy the best school possible.
3. I will pay all of my financial obligations to Trinity Chapel Academy on or before scheduled due dates. If I am ever unable to pay on time, I will contact the school in advance, giving both reasons for lateness, as well as stating when payment will be made.
4. I will support the school by gifts in addition to my tuition payments and fees as the Lord enables and blesses me.
5. I will volunteer time and energy as the Lord enables and time permits.
6. I will recommend Trinity Chapel Academy to other Christian families as the opportunity arises.
7. I will attend meetings and parent functions at Trinity Chapel Academy regularly.
8. If ever I become dissatisfied with Trinity Chapel Academy in any respect, I will seek to resolve the matter with the person or persons involved, rather than to spread criticism or hold a negative attitude in my heart.
9. I will follow the Matthew 18 principle for resolving conflicts.
  - a. If I have a problem with a teacher or staff member, I will first go to that person.
  - b. If the problem is not resolved, I will then bring the problem to the attention of the Headmaster.
  - c. I understand that social websites (Facebook, Twitter, etc.) are not an appropriate forum for airing a grievance with the school or staff member.

## SCHOOL HOURS

Kindergarten – 5 <sup>th</sup> Grades	8:00 AM to 2:45 PM
6 <sup>th</sup> - 8 <sup>th</sup> Grades	8:00 AM to 3:15 PM

### **Extended Care Hours**

K-8 <sup>th</sup> Grades	Before School Care	7:00 AM to 7:45 AM
K-5 <sup>th</sup> Grades	After School Care	2:45 PM to 6:30 PM
6 <sup>th</sup> – 8 <sup>th</sup> Grades		3:15 PM to 6:30 PM

Trinity Chapel Academy opens its doors to students each morning at 7:00 AM. Any student arriving to school between 7:00AM and 7:45AM must report to the designated Before School Care area. **There is no additional charge for Before School Care.** Students are released from those areas to go to their classes at 7:50 AM. **No student will be allowed to wait in the hallways or classrooms without staff supervision.**

K – 5<sup>th</sup> grade students will be dismissed at 2:45 PM. **\*(Study Hall will be provided until 3:15 PM at no extra charge for students with siblings in 6<sup>th</sup> - 8<sup>th</sup> grades.)** All other students are expected to leave campus immediately following dismissal. Students are not to be left unsupervised after school hours. Therefore all Elementary students who are not picked up by 3:15 PM will be placed in the After School Care program at the parent’s expense. Any 6<sup>th</sup> - 8<sup>th</sup> grade student or sibling not picked up by 3:30 PM will be placed in the After School Care Program at the parent’s expense.

### **Office Hours**

Academic Year	Open all school days	7:45 AM to 4:00 PM
Summer	Monday – Thursday	9:00 AM to 2:00 PM

The offices will close for 4 weeks during the summer months.



4. If the second evaluation is unsuccessful, the applicant will not be accepted for the school year applied for but may re-apply the following year.

All other grade levels:

1. Student's test scores and grade point average\* (when applicable).
2. Student's behavioral record\*\*.
3. Student's openness to Biblical teachings and a willingness to follow them.
4. Recommendation from previous school and teachers.
5. All students 1<sup>st</sup> grade and above will be required to participate in an interview with the Headmaster and grade level Principal.

\*\*TCA requires a minimum of 2.5 academic GPA for all students entering school in the 1<sup>st</sup> – 8<sup>th</sup> grades. If additional information is needed, TCA may request an educational evaluation to determine eligibility for acceptance. In addition, students who transfer to TCA during the school year must have passing grades in all subjects. TCA reserves the right to accept students on an Academic Probation.

\*\*A request for a behavioral record will be made. TCA reserves the right to deny acceptance of students with a poor conduct record. TCA requires a minimum composite score of the 50<sup>th</sup> percentile on a standard achievement test, such as the Stanford or Iowa Test of Basic Skills. If additional information is needed, TCA may request an educational evaluation to determine a child's eligibility for acceptance. It is the policy of TCA not to accept students who have been expelled or asked not to return to other schools.

\*\*An academic placement test will be given to all students grades 1 and above.

If it is determined that the student meets the above criteria and space is available, the student will be admitted. Notification of acceptance is by letter. If space is not available, the student's name will be placed on a waiting list for the current school year. If no space becomes available during the current school year, the student must re-apply for any following year he / she wishes to be accepted.

## **RE-ENROLLMENT**

- A. FACTS and Financial Agreements must be completed within the designated time.
- B. Payment of the Registration Fee by the designated deadline is required.
- C. If registration and payment of the Registration Fees are not received by the designated date, a student is then considered withdrawn for the following school year. Should the parent wish to re-enroll, the student will then be treated as a New Student and the appropriate fees will apply. Space cannot be guaranteed after the designated re-enrollment deadline has passed.
- D. **Re-enrollment will be permitted only if the student's account is current.**
- E. A student may be denied re-enrollment due to poor academic performance, behavior / attitude, or parental failure to abide by the covenant agreement.

## **INFORMATION UPDATES**

**Please notify the school office of any change of address, telephone number, emergency contact information, or other information that is pertinent (change in physician's phone number, student allergies, etc.) It is of utmost importance that student information be kept up-to-date.**

## **WITHDRAWAL**

When a student is withdrawn from the school, a withdrawal form must be secured from the school office, completed and signed by the parent, and returned to the school office. Please refer to the Tuition/Financial Policies for information regarding financial obligations in the event of a student's withdrawal or expulsion.

## TUITION/ FINANCIAL POLICIES

Trinity Chapel Academy must rely on tuition income to meet its operating expenses. As a service organization, a major portion of the school's expense is related to faculty salaries. Since salary obligations are contractual in nature and are based on income projected by enrollment contracts, it is essential that the income from tuition be assured. For this reason, it is understood that a student withdrawing early or enrolling late during the school year will be responsible for the tuition for the entire quarter in which they enroll or withdraw and all other quarters in which the student is enrolled. For example: students who withdraw during the first quarter will pay only for that quarter. Students who withdraw during the second quarter will pay for the first and second quarter's tuition. Students who withdraw during the third quarter will pay the first, second and third quarter's tuition. Students who withdraw during the fourth quarter will pay the entire tuition amount and no refund will be made. Students who enter during the first quarter will pay the full tuition for the year. Students who enter during the second quarter will pay for the second, third and fourth quarters. Students who enter during the third quarter will pay for the third and fourth quarters and students entering during the fourth quarter will pay 1/4 of the total year's tuition.

The only exception to this is **involuntary** relocation of a family out of the Metro Atlanta area. Under this exception a withdrawal fee of 1/10<sup>th</sup> of the yearly tuition will be assessed. Enrollment may be cancelled **in writing** by the parent or guardian without penalty (except for forfeiture of the application and registration fees) prior to the specified date and before school starts. If enrollment is cancelled after the specified date, and before the first day of school, parents or guardians are obligated to pay 1/10<sup>th</sup> of the yearly tuition. IF enrollment is cancelled after school begins, the full quarter charges are due.

There are two payment options available to families:

<b>Type of Payment Plan</b>	<b>Payment Due Dates</b>
<b>One-pay plan</b>	June 1 <sup>st</sup> (3% discount for payment in full by June 1 <sup>st</sup> )

\*New students enrolling after the June 1<sup>st</sup> deadline will be eligible for this discount if tuition is paid in full prior to the date set forth by the financial office.

<b>Four – pay plan</b>	4 quarterly payments (due 6/1, 9/1, 12/1, 3/1)
<b>Twelve – pay plan</b>	12 monthly payments through FACTS (see below)

- ◆ A student's tuition is an annual fee and not a monthly charge. However, the 12-pay payment plan has been established to enable parents to pay their tuition in small monthly installments. These payments must be made through automatic bank draft through FACTS Tuition Management Company.
- ◆ Parents may choose a payment due date of the 5<sup>th</sup> or 20<sup>th</sup> of each month beginning in June for 12-pay plans and ending in May.
- ◆ FACTS agreements must be completed and returned to the school by the designated deadline. For each month that tuition payments are not made through FACTS, a 10% handling fee will be charged.
- ◆ If, for any reason, a payment must be missed, the school office must be contacted at least 3 business days in advance of the scheduled payment in order to stop the withdrawal for that month.
- ◆ If a withdrawal is attempted and denied due to insufficient funds, FACTS will charge a \$25 missed payment fee through a bank draft.

- ◆ A second attempt to collect payment will be made on the following FACTS payment date. FACTS payment dates are the 5<sup>th</sup> or the 20<sup>th</sup> of the month. (Ex: a payment is denied due to insufficient funds on August 5<sup>th</sup>. The payment will be reattempted on August 20<sup>th</sup>.)
- ◆ FACTS can only attempt to collect the same payment a total of 3 times. After the 3<sup>rd</sup> unsuccessful attempt, the balance is due immediately to TCA in the form of cash, money order or certified check.

### **DELINQUENT ACCOUNTS**

- ◆ **There will be a \$30 fee for all returned checks.**
- ◆ **If an account becomes delinquent for 2 consecutive months, TCA reserves the right to begin withdrawal proceedings. This will be done through written notification.**
- ◆ **If an account becomes 61 days or more past due, the account may be sent to a collection agency. Should this happen, a collection's fee of 25% of the total account balance(s) will be assessed.**
- ◆ **If the account remains unsatisfied and legal proceedings become necessary, a collection's fee of 33% of the total account balance(s) will be assessed.**

**No student will be permitted to re-enroll if a past due balance remains on his/ her account for any prior school year.**

**No records (including report cards) will be transferred to other schools nor given to parents until all accounts and fees have been paid. This includes, but is not limited to Tuition, After School Care, Lunch room, Library fees, Damaged textbook fees, Athletic fees and Laptop fees.**

### **FINANCIAL AID**

Financial Aid is available by application only through the O.C. Bolin Memorial Scholarship Fund. Application is made through a 3<sup>rd</sup> party and must be submitted for consideration by March 15th. If a family qualifies for Financial Aid and funds are available, the recommended percentage is granted. If there are not enough funds available to meet all applicants' needs, grant amounts may be lowered in order to accommodate as many families as possible. The following guidelines apply to families receiving financial aid:

1. The student(s) must maintain a 3.0 grade point average.
2. The student(s) must have no less than satisfactory behavior.
3. Registration Fees, Extended Care fees, uniforms, field trips, lunch room charges, and athletic fees are not included in grant percentages.
4. All tuition payments must be made on time each month.
5. No other tuition discounts will apply.

### **SCHOLARSHIPS**

**Student Scholarship Organizations:** Trinity is a member of the Georgia Christian School Scholarship Fund Students Scholarship Organization. [www.gcssf.org](http://www.gcssf.org). and the Arete Scholars Fund [www.aretescholars.com](http://www.aretescholars.com). Please go to their websites to learn more.

## ATTENDANCE AND ABSENTEE POLICIES

Trinity Chapel Academy believes that class attendance is necessary for academic growth and for the development of a sense of responsibility. Most subject materials are presented in a sequential manner; when a student is not present, a “gap” in learning can occur which may effect mastery of future topics. This may place the student at a disadvantage. Clarification, discussion, and instruction are also lost when a student is not in class. Therefore, any unnecessary absences are to be avoided. It is also profitable for students to learn that time commitments are important; this accountability follows them throughout their lives. Being prompt is beneficial in that it allows the student time to organize and prepare prior to the start of each class. A final consideration is the effect of tardiness on classmates and teachers when a late student interrupts the class.

### **Late Arrivals**

**Any student arriving to class after 8:00 a.m. is considered tardy. Students should be in their desks ready to start the day at 8:00 a.m. If not you will be considered tardy. The clock in the school lobby is the official time for the school. Please drop your students off with enough time to get to their classroom by 8:00 a.m. Students arriving after 8:10 a.m. must have a parent sign them in to the office or the student will not be permitted to class.**

1. The morning carpool line will end promptly at 7:55 each morning for all students. Carpool workers must leave at this time in order to help prepare the classrooms for the day. Please arrive to school early enough to ensure that your child will be able to get to class by the appropriate time.
2. Consequences of excessive tardiness: If a child arrives late to school, any work missed will be assigned as homework.
3. A student arriving late is obligated to hand in required homework and to get the class work and homework for that day from each teacher whose class was missed. If a test was missed because of tardiness, the student should be prepared to take the test later in the day at a time and place agreed upon by the teacher.
4. Students checking in after 11:15 a.m. will be counted absent for that day.
5. Students with 10 or more tardies will be considered excessively tardy and will be contacted by the administration.
6. Georgia Law requires students to obtain a Certificate of Attendance from their school to apply for a learners or driving permit. Certificates may only be issued to students who have fewer than 10 unexcused absences during the current and previous school year. Certificates may be printed from the school’s website. The top portion should be completed and turned in to the school office. Please allow at least 2 days for the office to complete the certificate.

## Early Dismissals

1. A student checking out of school before 11:30 a.m. will be considered absent for the entire day.
2. Students leaving school before the end of the day must have written parental permission and be signed out by the parent or guardian in the front office. The student should bring a written note to his/her teacher on the day of the appointment, specifying the time the child is to be checked out.
3. **There will be no early dismissals after 2:30 PM.** After this time, you may pick up your child in the designated carpool lane. Students are responsible for all work missed after they check out of school early.
4. We strongly discourage excessive early dismissal. Please make every effort to schedule appointments and lessons after school hours.

## Excused Absences, Late Arrivals and Early Dismissals

1. Legally excused absences, late arrivals and early dismissals are given for:
  - a) Personal illness
  - b) Doctor's appointments (a doctor's note should be presented upon returning to class)
  - c) Grave family illnesses.
  - d) Bereavement.
  - e) Participation in a school athletic or special school event.
2. Parental excuses due to personal illness will be accepted up to a maximum of 5 occurrences per school year. After the 5<sup>th</sup> parentally excused absence, a doctor's note will be required. If a doctor's note is not presented, the absence will be considered unexcused and no work will be given to make up.
3. Planned absences for more than 2 days are strongly discouraged. If an absence is planned, the student must bring in a written note prior to the absence. The homeroom teacher will then give the student a make-up sheet to fill out. This sheet will list all assignments that will be missed. The student will be responsible for turning these assignments in upon return. If a test or quiz is missed during the absence the student is responsible to take the exam the day of their return.
4. Parents of any student with 3 consecutive absences will be contacted by the teacher.
5. Parents of any student with 2 unexcused absences in a grading period will be contacted by the office.
6. Parents of any student with 5 unexcused absences in a grading period will be asked to meet with the Headmaster.
7. Parents of any student with 10 unexcused absences in a grading period will receive a certified letter of notification from the office.
8. Any student who accumulates 20 absences excused or unexcused during a school year may be considered for possible academic retention.
9. After 15 absences no makeup work (including tests, quizzes, etc.) will be given without a doctor's excuse.

## MAKE - UP WORK

It is assumed that if a student is too sick to attend classes, he/she is too sick to make up school work during the absence. In addition, it is difficult for teachers to try and gather make up work for a student during the school day. Therefore, the following policy has been established:

1. Upon returning to school, a student will have 2 days for each day of excused absence to make up missed classroom and homework assignments.
2. If a Middle School student will be absent for more than 3 days due to illness, injury, surgery, or hospital stay, parents may go to [www.renweb.com](http://www.renweb.com).
3. Missed tests should be made up within 2 days of returning to school. Make up tests for Middle School students will occasionally need to be administered after school. The teacher and the student will confirm a time to make up the test.

## HEALTH

1. If the front office finds it necessary to send a student home due to illness, the parents will be called and asked to come for the student. If the front office calls you to pick up your child, please make it your top priority. Students must be picked up within the hour of the office notification of a sick child. The student will not be allowed to return to class and the time of dismissal will be recorded at the time of parental notification. If you cannot pick up your child within an hour you must arrange for a relative or friend to pick up your child.
2. Any student having a temperature of 100 degrees or higher, diarrhea, or vomiting will be sent home.
3. **Parents should not send students to school who have a fever, diarrhea, or vomiting or who have had these symptoms during the past 24 hours.**
4. For minor aches and pains, Tylenol or Advil may be administered in the school office with parental consent. To prevent any accidental overdose, the school will not administer any medication of this type without first receiving parental consent and dosage verification.
5. TCA has adopted a NO NIT policy concerning the issue of head lice. Any student showing symptoms of or being diagnosed as having active head lice or nits will be sent home immediately. The student will not be allowed to return to class until he/she has been seen by the office and given a “clean” head check.

## MEDICATION

If a student needs to receive medication (antibiotics, allergy medications, etc.) during school hours, the parents must bring the medication to the school office and complete a “Medication Authorization Form”. **All medication must be in the original container.** Instructions for administering the medication must be labeled on the container. Any necessary measuring utensils must be included and labeled with the child’s name.

Emergency medications such as a rescue inhaler, insulin or epi-pen should be kept in the classroom in the original containers and should be labeled with the child’s name and dosage.

Regularly dosed medications for ADD or ADHD should be kept in the classroom in the original containers and must be labeled with the child’s name and correct dosage times and amounts. **The teacher or a staff member will administer these medications.**

## FIRST AID

First aid treatment will be administered for minor injuries. If an emergency medical situation arises, medical treatment for the child will be sought at the nearest hospital.

## DRESS CODE

As one's appearance provides evidence of the respect a person has for himself and others, neatness and appropriate appearance are a concern at TCA. School is a place where good grooming goes hand in hand with being a good student. Modesty is our basic goal. Extremes in dress (both in brevity and in style) and hairstyle are not acceptable. Current regulations include the following:

1. Students should wear uniforms every Monday – Thursday unless the administration designates a “casual dress day.”
2. Uniforms will consist of the school-approved shirts with the TCA logo, and either khaki or navy shorts, pants, jumpers, skirts, or skorts.
3. Shirts must be tucked in at all times during the school day.
4. Belts must be worn with pants and shorts. (No elastic waist) - \*Kindergarten and 1<sup>st</sup> grade students are exempt from wearing belts.
5. The TCA logo should be visible at all times during the school day.
6. On uniform days, any shirts worn *under* a TCA denim or sweatshirt must be red, white or navy.
7. **Any sweaters or jackets worn over the uniform during class must be red white or navy and must display the TCA logo.** Jackets and sweaters worn for recess or PE only may be any color.
8. Hairstyles for male students should not extend below the TOP of the ear and should not touch the collar of the shirt in the back. Hair should be above the eyebrows and should be well groomed. Afros must be kept neat and low.
9. Unnatural hair coloring (orange, green, purple, etc.) is considered unacceptable and should be avoided.
10. Shoes should be neat, clean and comfortable. Tennis shoes are required on PE days. NO thong sandals will be allowed due to safety on the stairs.
11. Fridays are casual days. Casual day clothing should be comfortable, appropriate for the classroom, and not distracting to other students.
12. NO HATS except on designated days.
13. Pants should touch the tops of the shoes and should not drag the floor.
14. Pants are to be worn at the waist. Undergarments should not show at any time. (Male and Female students)
15. Attire that is considered inappropriate includes:
  - a. Shorts, skirts, and skorts should be no shorter than 3” above the knee.
  - b. Tight shorts - no bicycle or spandex shorts or pants (including cheer shorts)
  - c. **Hip-huggers, low-riders (any pant/short/skirt that sits below the waist)**
  - d. Extremely baggy or extremely tight pants
  - e. Cutoffs, tank tops, spaghetti straps, bare midriffs
  - f. Crystals and other “New Age” paraphernalia, clothing or accessories that are offensive to the Christian faith (i.e. clothing that promotes rock music or groups, tobacco, alcohol, or drugs)
  - g. Attitude chains
  - h. Earrings for boys
  - i. Body piercing – (other than earrings for girls)
16. The administration has the final decision in all matters related to dress code.

**The dress code will be enforced using the following measures:**

**1<sup>st</sup> infraction**

A *Dress Code Oops!* form will be sent home to parents. Please sign and return.

**2<sup>nd</sup> & 3<sup>rd</sup> infractions**

Another *Dress Code Oops!* form will be sent to parents. Please sign and return.

**4<sup>th</sup> infraction**

An *Oops* form will be sent home and the student will lose the following casual day.

## BEHAVIOR

Discipline is necessary for the welfare of the individual, as well as for the entire school. The desire of the staff at Trinity Chapel Academy is that each student behave with a sense of individual responsibility, an understanding of the importance of thinking beforehand about the consequences of an action, and a respect for the rights and compassion for the feelings of others.

### **General Conduct:**

1. Students are to be respectful of the rights and property of others.
2. Appropriate behavior is expected in the school building. Running, yelling, or acting in a disorderly manner is not permitted.
3. When the class pledges the American and Christian flags, students are expected to participate.
4. Students who leave class during class time are responsible for having a hall pass.
5. Littering on campus is prohibited. Clean-up tasks will be assigned to students who fail to respect this guideline.
6. Chewing gum is not allowed.
7. Materials such as ipods, cellphones, tape recorders, cd players, hand held electronic games, etc. should be turned into the designated place in the principals office in the morning with the student's name on it for safe keeping. Students may pick them up at the end of the school day. If a student has one of these items during the school day it will be taken up and held for a parent to pick up after school.
8. Inappropriate language will not be tolerated.
9. Possession of, consumption of, or selling any restricted substance, including tobacco, alcohol, and drugs is forbidden. If a student is involved with any of these, suspension and possible expulsion may result.
10. Dangerous items, such as knives, guns; etc. must be left at home. School is not an appropriate place for them. Suspension and possible expulsion may result if these items are brought to school.
11. If school property is maliciously or carelessly defaced or damaged, repair or replacement will be required. Lost, damaged, or abused books and equipment will be paid for by those responsible.
12. Suspension may result from disrespectful conduct, disruptions in class, profanity, or physical abuse. If conduct is not greatly improved after the suspension, expulsion may follow. Physical abuse is not tolerated and will result in an immediate suspension and possible expulsion.
13. Peer conflict includes any inappropriate physical or verbal interaction (i.e. name calling, kicking, tripping, etc.) and will be handled in the following manner:
  - 1<sup>st</sup> offense – Student / Teacher conference with Principal
  - 2<sup>nd</sup> offense- Student will serve either a time out or silent lunch with the Principal. Parents will be notified.
  - 3<sup>rd</sup> and subsequent offenses –In School or Out of School Suspension.

## **Hallway Rules**

Expectations for students as they pass through the hallways include:

1. Walking quietly to show respect for other classes.
2. Keeping hands by their sides and refraining from touching the walls or the displayed work of other students.
3. Remaining in a line.

## **Playground Safety Rules**

During regularly scheduled recess times, teachers and/or aides supervise children.

So that children will have fun while remaining safe, they will be taught to behave as follows:

1. To walk in straight lines to reach the playground area.
2. To play safely on the playground equipment. It is dangerous to climb on top of it, to jump out of the playhouse windows, to climb up the slides, to somersault over slide bars, to go down the slides headfirst, or on one's stomach, to have more than one person sliding at a time.
3. To leave rocks, sticks, dirt, bark, etc. where they belong (throwing them is prohibited).
4. To abstain from contact sports, i.e. fighting, wrestling, "karate" kicks or chops.
5. To desist from playing recklessly on the bridge (i.e. jumping from it or from other high areas, walking on the outside of the chains while on the bridge).
6. To stay away from the fence (not climbing or playing on it).
7. To stay inside the area unless given specific permission to retrieve lost balls or other playground equipment.

## **Elementary Behavior Penalties**

In order to insure the safety and wellbeing of the children and to teach self-responsibility, the following consequences will be assigned for violating any of the above behavioral guidelines:

1<sup>st</sup> Offense – Student / Teacher Conference with Principal

2<sup>nd</sup> Offense – Silent lunch or time out with a Principal

3<sup>rd</sup> Offense – In School or Out of School Suspension.

\*Steps 1-3 may be omitted and an automatic In School or Out of School Suspension assigned depending on the severity of the misbehavior (i.e. aggressive physical behavior, use of profanity, disrespect to authority, etc.)

## **PLAGIARISM and CHEATING**

Throughout the year various projects and special research assignments may be given. Each assignment is expected to be a reflection of the student's own work. Any assignments that do not appear to be written in accordance with the student's writing capabilities will be subject to review due to possible plagiarism. Please note: This includes excessive parental help. **If plagiarism is confirmed in a student's work, a zero will be given for the assignment.** Tests, quizzes and other assignments are ways of measuring a student's progress. When a student copies from another or asks another student for an answer to a test question, he/she is considered as cheating. **Any student caught copying or cheating off of another student's test, quiz or paper or knowingly giving information to another student will receive a zero as a grade for that assignment, test or quiz.**

## **IN SCHOOL OR OUT OF SCHOOL SUSPENSION**

1. When a student is disciplined by means of an In-School Suspension, he/she is removed from his/her classroom to do his/her work in another classroom for the day.
2. When a student is disciplined by means of an Out of School Suspension, the student must stay home from school on that day.
3. The student will receive no credit for the work that is missed during an out of school suspension. If a test is given while a student has out of school suspension no credit will be given.

*Student's behavior that is consistently inappropriate during any school activity on or off campus will result in a request for withdrawal or expulsion. TCA reserves the right to suspend or expel a student for misconduct whether the misconduct occurred on or off the school campus. TCA reserves the right to deny re-enrollment to students who receive excessive disciplinary action during the school year.*

## **TECHNOLOGY ETHICS**

1. A spirit of mutual respect and cooperation must be encouraged when using any shared resource within or outside Trinity Chapel Academy. All users of technology resources will be expected to communicate in a reasonable, ethical and Christ-like manner. The use of the TCA technology lab is a privilege and any misuse will cause termination of that privilege.
2. Students may not alter software or settings. Software cannot be copied without permission. Sharing of pass words is not allowed. Students may not move or change the names of other users' files or folders. Attempts to gain access to folders or files for which a student does not have privileges is strictly prohibited. If a student identifies a security problem on the equipment, the student must immediately sign out of the system and notify the teacher.
3. Violation of the technology ethics policy will result in disciplinary action. Students engaging in private computer use should recognize that they represent TCA at all times. Therefore their behavior on line should embody Christian integrity. If the faculty or administration become aware of a student engaging in questionable practices, both the student and their parents will be called in for a conference with administration.
4. Please reference the Technology Manual to review the MAC Book Responsibilities and Ethics.

## **BACKPACKS**

We encourage over the shoulder backpacks for students. The rolling backpacks are not permitted on the stairs unless they are carried. We do not encourage the suitcase style backpacks.

## THURSDAY PAPERS

Please check the students daily folder each Thursday for graded papers that need to be signed and returned.

## TEXTBOOKS

Any text books issued to students will be the responsibility of that student. All texts will be evaluated and noted prior to disbursement. If the return of that text exceeds the boundaries of normal wear and tear a damage fee will be administered of half the cost of the book. If a book is lost whether new or used a full replacement cost will be billed to the students account.

## CURRICULUM

**Trinity Chapel Academy uses a variety of curricula in order to provide a superior academic environment.**

### Elementary

Bible	A Beka, Positive Action, Gospel Publishing House, Storykeepers
Reading/Language	SRA Imagine It
Handwriting	D'Nealian (manuscript), SRA (cursive)
Spelling	SRA Imagine It
Science	A Beka, A Reason For
Mathematics	A Beka, Houghton Mifflin
Social Studies	A Beka, Scholastic

Art – Grades 1<sup>st</sup> – 5<sup>th</sup>

Music – Grades K – 5<sup>th</sup>

Physical Education – K – 5<sup>th</sup>

Foreign Language – 1<sup>st</sup> – 5<sup>th</sup>

Technology – Grades K – 5<sup>th</sup>

Neatness is stressed in all work. Grades are based on class work, tests, quizzes, projects and reports and are weighted according to the following guidelines:

### 1st Grade

Class work - 50%

Test/Projects - 50%

Penmanship – 100% Class work

### 2nd Grade

Test/Projects – 50%

Class work – 35%

Homework – 15%

### 3rd – 5th Grade

Test/Projects – 50%

Quizzes – 25%

Class work – 15%

Homework – 10%

## HOMEWORK

Since homework is assigned to reinforce current classroom instruction and is considered in determining grades, students need to make this a priority. Having a specific place and time for studying is important, and the designated area and hour should be used consistently. Failure to turn in completed assignments on time will affect the student's grade in that subject area. In general, students should not have more than one hour of homework a night. Limited homework is assigned on Wednesdays so students are free to attend mid-week church services.

## STUDENT WORK EXPECTATIONS

1. All student work must be completed in the student's own handwriting for credit to be received (not including projects where permission to type has been given).
2. All student work must reflect the student's own effort. Work that indicates too much parental help has been provided will not be given credit.
3. Retesting over material will only occur when the class as a whole demonstrates a need for re-teaching of the concept (i.e. 50% of the class does not pass a test).
4. Late work will be accepted no more than two days past the original due date and a ten point deduction off the grade will be made per late day. *Students who show a chronic pattern of turning in work late may be denied the opportunity to receive credit for assignments. Parents will be notified in this case.*

## STUDENT EVALUATIONS

Report cards are issued at the end of each nine weeks period. However, evaluation of students is a continuing process and is reflected in work assignments that will be brought home to be signed by a parent/guardian. On-going assessment enables teachers to ascertain strengths on which to build, as well as to identify weaknesses that need improvement.

Letter grades are determined by the following criteria for grades:

### **Kindergarten and Electives**

<b>E</b>	= <b>Excellent</b>
<b>VG</b>	= <b>Very Good</b>
<b>S</b>	= <b>Satisfactory</b>
<b>NI</b>	= <b>Needs Improvement</b>
<b>U</b>	= <b>Unsatisfactory</b>

E, VG, S, and NI are considered passing / U is considered below 69 and failing

A student may be retained in Kindergarten or 1<sup>st</sup> grade if the final report card reflects two or more U's in academic subjects.

### **1<sup>st</sup> THROUGH 5<sup>th</sup> Grade**

A = 92-100

B = 83-91

C = 74-82

D = 70-73

F = 69 and below and is considered Failing

A student may be retained in their current grade level if their final report card reflects 2 or more F's in academic subjects.

Any student failing a core subject area (Math, Science, English or History) for the year will be **required** to enroll in 20 hours of summer school in order to reenroll at TCA the following year.

## STAFF/TEACHER CONTACTS AND CONFERENCES

1. Parents or guardians are encouraged to communicate with teachers. If an issue arises concerning your student please contact the teacher first before contacting a member of administration. Several dates are set aside during the school year for parent-teacher conferences. However, parents/guardians are urged to contact the teacher or administrator for an appointment when a change in the student's behavior occurs, or when a concern about an academic, emotional, social, or disciplinary matter arises.
2. After the second grading period, parent-teacher conferences are scheduled. Parents/guardians are contacted to arrange appointment times.
3. Kindergarten and Lower Elementary (1<sup>st</sup> and 2<sup>nd</sup> grade) students will usually bring papers home on a daily basis.
4. Upper Elementary (3<sup>rd</sup> – 5<sup>th</sup> grade) and Middle School students will bring home class work and test papers on a weekly basis in their Thursday folders.
5. All graded tests must be signed by a parent and returned to school the following day.
6. All students will bring home a Thursday folder each week. Please check this folder for important information from the administration, PTF and Tuck Shoppe Menus.

The agendas provided by the school are an excellent daily communication tool between parents and teachers. Students are to write any homework assignments in the space provided. Elementary teachers (grades 1 - 5) will give a daily behavior grade based on the following guidelines:

4 = Great day

3 = Some redirection required

2 = Frequent redirection required

1 = Disruptive and/or off task. Possible office referral.

If a parent or guardian needs to contact a staff member or teacher for any reason, please call the school office and leave a message. Due to teaching responsibilities or staff duties, the teacher or staff member may not be immediately available, but your call will be returned as soon as possible. Staff and teacher home or cell phone numbers are not made available to parents/guardians. Please do not call teachers at home unless they personally ask you to do so.

Each teacher will have a school e-mail address for parents to use as an additional means of communication.

## **HONORS AND AWARDS**

Kindergarten: Students completing the Kindergarten program will participate in a Graduation Celebration at the end of the school year. Diplomas and Perfect Attendance Certificates will be mailed with Report Cards during the 2 weeks following the end of school for all students.

Grades 1-5: Certificates of award are given to students with the highest averages in individual subjects.

Honor Roll Certificates will be given to students who receive all A's or all A's and B's each quarter in all subjects, academic and elective, on their final report card.

Perfect Attendance Certificates will be given to students who have had no absences and fewer than 3 unexcused tardies and/or early dismissals for the entire school year.

One Elementary student, who has modeled outstanding Christian character, is given the Jabez Award. The staff makes nominations and the winner is chosen by secret ballot. This student will be selected from among the student body who best exemplifies the Christian and academic standards held by TCA. Their name will be placed on a plaque in a place of prominence in the school office.

## MISCELLANEOUS INFORMATION

### BIRTHDAY PARTIES

If you would like for your child to have a birthday with their class, please schedule the party with their teacher at least two weeks in advance. So as not to break up the continuity of the day, parties will be scheduled during lunch times only. You may send in cupcakes, cookies or individualized snacks. Please do not send in goody bags. If picking up for a party directly from school please park and pick up at car pool. If your child's birthday is during the summer, you may plan a "pretend birthday" party for them. Please schedule this with their teacher. Party invitations will not be distributed to students unless the entire class is included. In cases where all students cannot be invited, please make alternate arrangements for delivering invitations.

### CANCELLATION OF SCHOOL DUE TO BAD WEATHER

If there is a possibility that inclement weather might affect the opening of school, parents/guardians and students need to listen to the radio/TV. Generally, our school is closed if Cobb County Schools are closed due to bad weather. A specific announcement regarding Trinity Chapel Academy will be on all major networks (WSB, WAGA, WGCL, and WXIA). Please do not call the school staff regarding school closing; listen to the radio or watch the television for the pertinent announcement.

### CARPOOL PROCEDURES

Due to school growth, carpool procedures may vary from year to year. Please refer to the carpool map given to you at Orientation for specific drop off and pick-up locations. However, the following carpool rules are consistent:

1. You will receive 2 carpool pick-up cards at Orientation or on the first day of school. This card will have the student's name on it and must be visible in order to receive your student. If this card is not present, you will be asked to park your vehicle and sign your child out in the front office.
2. Do not get out of your car during morning or afternoon carpool for any reason. A staff member will assist your child to and from the school building.
3. **For everyone's safety, please observe a 5-mph speed limit during morning and afternoon carpool and follow a ONE WAY flow of traffic!**
4. Stay alert when driving on school campus at all times.
5. Be aware of students and staff members crossing traffic lanes.
6. Cell phone use is strictly prohibited during carpool.
7. Wait for the traffic director's signal before moving.
8. Bad weather, special events and construction on the grounds may temporarily change the carpool route during the school year. Although we try to notify parents of changes in advance, sometimes notification is not possible. Please be patient with us when this happens.
9. Please keep in mind that above all the safety of our students, staff members and parents is of primary importance.

## CHAPEL

Proverbs 22:6 tells us, “Train up a child in the way he should go, and when he is old he will not turn from it.” TCA believes that an integral part of instruction is developing a close, strong relationship with the Lord. In keeping with this conviction, the students attend organized chapel services, which provide students with an opportunity for praise and worship. The services include mediums such as dramatic presentations, musical programs, and puppetry.

## CLASS PARTIES

We will have classroom parties to celebrate holidays including Harvest Celebration, Thanksgiving, Christmas, and Valentines Day. Holidays will be observed from a Christian perspective. These parties serve to allow the children a time to socialize with one another and attending “guests”, to learn and perform special holiday songs and traditions, to enjoy making seasonal arts and crafts to decorate the room and take home. We ask parents who sign up to help with the parties follow these guidelines:

- ❑ FOOD – Fruit, cookies, cupcakes, chips, popcorn, juice, etc are appropriate. The parties should be a snack instead of a meal.
- ❑ DECORATIONS – The children make seasonal decorations for the room, so there is no need for commercial decorations. Displaying their art-work builds their self-esteem and encourages conversations between parent and child.
- ❑ GOODY BAGS AND PARTY FAVORS - We do not need to provide party gifts and favors at parties. The only exception is the gift exchange at Christmas when the child brings \$5.00 gift to exchange. We are trying to emphasize the celebration and not the material things.

## COMPLAINT OR PROBLEM PROCEDURE

Occasionally misunderstandings or problems may arise between the teacher and a student, teacher and parent, or the parent and the school. This is often the result of a lack of communication between those involved.

The policy for these situations, complaints, or any other problems will be handled following the principle found in Matthew 18:

1. All questions, problems, or complaints should be brought directly to **the teacher first** before anyone else is involved.
2. If the situation is not cleared up at this level through direct contact (95% of them are), it should then be brought to the administrator.
3. Finally, but only when all of the above steps have been taken, in order and without satisfactory resolution, does the problem find its way to the School Board in writing. The Board chairman will respond in writing.

## DISMISSAL

Parents/guardians are asked to make arrangements for the prompt pick up of children at school dismissal times. Adults or students sixteen years of age or older are the only people to who the children will be released. Students not picked up by the specified times will be taken to after school care and the cost of this service will be billed to the parents/guardians.

## DOCTRINAL DIFFERENCES

Issues surrounding specific denominational theology or doctrines are best kept within the family's individual home and church and are thus to be avoided in the classroom.

## EMERGENCY PROCEDURES

**Fire and Tornado Drills** are conducted periodically during the school year to prepare students and teachers to handle these emergencies.

The school is equipped with an automatic fire alarm system, which when activated, can be heard throughout the buildings. To train students in proper emergency exit procedures, fire drills are scheduled regularly. In each room is posted a fire drill exit chart so students know which route they are to use when vacating the building. The following rules are to be observed:

- ❑ When the alarm is sounded, all class activities must cease and everyone must exit promptly.
- ❑ Students must walk quickly in a single file line and must not run or push.
- ❑ There is to be no talking or re-entering the building.
- ❑ Students are to listen to any directions given by the teachers.
- ❑ Classroom doors are to be closed and lights turned off.

### **Lock Down Procedures**

In the event of a terrorist attack on or around TCA, the school will be placed on security lock-down. This means that all interior doors and entrances will be locked throughout the buildings. No one will be allowed in or out of the school buildings without administrative clearance until the threat or situation is under control.

**National Terrorist Threat** - During elevated or high levels of terrorist threat to our nation, TCA operates as normal with heightened awareness. Should the government place our nation on Red alert, TCA, along with other public and government facilities will close. Parents will be asked to come and pick up their children immediately. All staff members will remain on campus until the last student has been dismissed.

**Off Campus Evacuations** -TCA does have an Emergency Procedures Manual, which contains detailed instructions on procedures for emergencies such as bomb threats, gas leaks, etc. If for any reason students must be evacuated off campus due to an emergency, they will be transported by bus to McEachern United Methodist Church located approximately ½ mile from TCA at the corner of Macland and New Macland Roads.

## **AFTER SCHOOL CARE PROGRAM**

Trinity Chapel Academy offers a Before and After School care program for students enrolled in Full day Kindergarten through 8<sup>th</sup> grade. The hours and fees are as follows:

Before School Care	7:00 a.m. – 7:45 a.m.	No Charge
After School Care	2:45 p.m. – 6:30 p.m.	\$10.00 per child per day

**\*\*If a Student is picked up after 6:30 pm there will be a \$1.00 charge for each minute that you are late.**

**\*\*All After School payments are due on Friday if your child stayed that week.**

1. All After School Care payments are pre-paid.
2. Payments must be made by the week or by the day. If you choose to pay by the week the payment will be due every Thursday for the following week. If you choose to pay by the day, the payment for that day must be sent in with your child that morning.
3. If you have a balance of \$100.00 or more your child will not be permitted to stay in After School Care until the balance has been paid.
4. If you have a last minute need for After School Care the payment must be made when you pick up your child.
5. If the balance is not paid within 14 days, a \$25 late fee will be assessed.
6. There will be a \$25 charge for any returned checks.

All students who participate in the After School Care Program must have the appropriate registration forms on file. This policy will be strictly adhered to.

## **FIELD TRIPS**

To enrich the educational program, field trips are planned.

1. Parents will be notified in advance of a planned trip away from campus. A signed field trip permission form must be returned to the teacher before a student's participation is allowed.
2. Additional funds may be required for admission, food, and transportation.
3. Students will be transported to the Field Trip location by bus only. **NO EXCEPTIONS!** This helps give the teacher and the school peace of mind in knowing that all students are accounted for and have arrived safely. Parents may sign out their students at the conclusion of the trip if they so choose. **No** students will be released to other parents.
4. Siblings, whether younger or in other classes, will not be allowed on school Field Trips.
5. Field Trips are considered a privilege. Students with inappropriate behavior, on or off campus may have field trip privileges revoked.

TCA welcomes parents as Field Trip Chaperones. Your help in the supervision of our students is greatly appreciated! We do require all chaperones to adhere to the following Field Trip Guidelines:

1. All students will be transported to and from the Field Trip destination by bus.
2. Chaperones are representing TCA and therefore should follow the same dress code guidelines for students as set forth in the Student Handbook.
3. The use of tobacco, alcohol or any other drug is not permitted at any time during a field trip.

4. The use of profanity is not permitted.
5. No siblings, younger or in other classes will be permitted on field trips.
  
6. Please remember that when you are chaperoning a field trip, you are an ambassador of Trinity Chapel Academy. Inappropriate behavior will result in the loss of privilege as a field trip chaperone.
7. Teachers will assign students to chaperones prior to the field trip. Please do not request any changes!

### **HALL PASSES**

Students are not permitted in the halls during class hours unless a teacher accompanies them or they have a hall pass from an authorized staff member.

### **LOST AND FOUND**

Any “lost” articles that are found should be brought to the school office, where they will be kept for a reasonable length of time. After this time, if the items are unclaimed, they are given away or discarded. The school does not accept the responsibility for students’ personal belongings. Parents of small children should check “lost and found” from time to time. Proper labeling of clothing will help decrease the number of apparel articles lost.

### **LUNCH**

Opportunities for students to purchase a hot lunch will be available through the lunch program. These will be available on a pre-order basis only. Parents will be notified of the menu each month. Lunch, including a beverage that is brought from home (***red liquids and dark sodas are not allowed***), should be placed in a suitable lunch box or bag with the student’s name clearly marked.

### **CAFÉ 360**

Café 360 is open to the students from 7:00am – 7:50am. Students can purchase breakfast, snacks and drinks during this time but must have them finished by 8:00 when homeroom begins. Students are not permitted to purchase sodas, energy drinks or espresso drinks from Café 360 at any time.

### **MESSAGES TO STUDENTS**

In the event that urgent information must be relayed to a student during the school day, the school secretary will see that the message is conveyed during break-time, lunchtime, or before the end of school. However, we will not be able to interrupt instruction unless it is an emergency.

## **PHONE USE**

- Students may use only the school office phone for emergency calls. Use of the church or other staff office phones is prohibited.
- Elementary students should not bring cell phones or other electronic devices to school.

## **SOLICITATION**

The Board of Directors has established a policy that no person or group of persons will be permitted to solicit for personal profit from the staff or families that attend this school. *Under no circumstances is the Student Directory to be used by individuals for personal or business mailings or recruitment.*

## **SPIRITUALLY OFFENSIVE MATERIALS**

The school reserves the right to permanently confiscate and destroy immoral or offensive materials brought to school whether it be books, magazines, posters, tapes, cds or other media. If a student brings these items to school, suspension or expulsion may result.

## **TEACHER QUALIFICATIONS**

Our teachers represent not only Christ in the classroom, but the parent as well. The parental role of teachers at TCA requires the most significant character qualities. Not only must our teachers love our children and have the ability to teach, they must also be able to communicate with and understand the concerns of parents. They must be willing to solicit and listen to parents' input in educating their children.

Besides the requirement of a parental role, other criteria for employment as an academic teacher at TCA include:

1. Be a born again believer.
2. Having a college degree in education.
3. Holding state certification.
4. Seeing their role at TCA as ministry to Christ for the children's sake.

We believe that the redeemed personality of the teacher is the most important catalyst to learning at TCA. Therefore our teachers are selected with much care and prayer.

## **VISITORS TO THE SCHOOL**

Parent/guardians or community resource visitors are welcome to visit the school, as are those who may be interested in possible enrollment at TCA. Upon their arrival, guests must sign in and out in the school office.

All student visitors must be cleared through the administrator's office at least one day in advance; such visitation should be to assist a teacher or staff member. Student visitors will be asked to leave campus unless the administrator previously approved the visit.

Attendance at special events, plays, athletic events, and musical programs is encouraged and appreciated.

## **COOPERATION WITH OTHER AGENCIES**

Trinity Chapel Academy is committed to cooperating with state and county agencies in supporting state and local laws, codes, and regulations. As such, suspected incidents of child abuse or neglect, on-site illegal possession or use of a controlled substance, and on-site possession or use of a weapon will be reported to the appropriate authorities.

## **DISCREDIT CLAUSE**

Trinity Chapel Academy reserves the right to discipline or to dismiss any student who is involved on or off campus in an activity that reflects in a negative way on the school.

## **ELASTIC CLAUSE**

The school administration reserves the right to enforce disciplinary procedures when, in their judgement, the health and welfare of an individual student or the community is best served. The school reserves the right to require a student to withdraw for cause, medical or otherwise.

## **NON-DISCRIMINATORY POLICY**

It is and shall be the policy of Trinity Chapel Academy in the admission of students and in the hiring of employees, not to discriminate on the basis of the applicant's race, color, sex, nationality, or ethnic origin.

*The Trinity Chapel Academy Board of Trustees and Administration reserves the right to make changes to this entire handbook and to the policies contained herein. Parents will be notified in writing of any changes deemed necessary.*

## A CHILD'S TEN COMMANDMENTS TO PARENTS

1. My hands are small; please don't expect perfection whenever I make a bed, draw a picture, or throw a ball. My legs are short - please slow down so that I can keep up with you.
2. My eyes have not seen the world as yours have - please let me explore safely, don't restrict me unnecessarily.
3. Housework will always be there. I'm only little for such a short time – please take time to explain things to me about this wonderful world, and do so willingly.
4. My feelings are tender – please be sensitive to my needs; don't nag me all day long (you wouldn't want to be nagged for your inquisitiveness). Treat me as you would like to be treated.
5. I am a special gift from God – please treasure me as God intended you to do, holding me accountable for my actions, giving me guidelines to live by, and disciplining me in a loving manner.
6. I need your encouragement, as well as your praise, to grow. Please go easy on the criticism – remember you can criticize the things I do without criticizing me.
7. Please give me the freedom to make decisions concerning myself. Permit me to fail so that I can learn from my mistakes. Then someday I'll be prepared to make the kind of decisions life requires of me.
8. Please don't do things over for me. Somehow that makes me feel that my efforts didn't quite measure up to your expectations. I know it's hard, but please don't try to compare me with my brother or my sister.
9. Please don't be afraid to leave for a weekend together. Kids need vacations from parents, just as parents need vacations from kids. Besides, it's a great way to show us kids that your marriage is very special.
10. Please take me to Sunday School and church regularly, setting a good example for me to follow. I enjoy learning more about God.