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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

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 – 5th Grades
6th - 8th Grades

8:00 AM to 2:45 PM
8:00 AM to 3:15 PM

Extended Care Hours

K-8th Grades
K-5th Grades
6th – 8th Grades

Before School Care
After School Care

7:00 AM to 7:45 AM
2:45 PM to 6:30 PM
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 – 5th 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 6th - 8th 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 6th - 8th 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
Summer

Open all school days
Monday – Thursday

7:45 AM to 4:00 PM
9:00 AM to 2:00 PM

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

APPLICATION/ ADMISSIONS PROCEDURE

Trinity Chapel Academy admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality, and ethnic origin in the administration of its education policies, admissions policies, financial assistance program, athletic program, and other school-administered programs.

To be considered for entrance into TCA, the following procedures must be followed:

- A. A **completed** application should be sent to the school office. Other required forms should be forwarded to the appropriate location as noted on each form. The completed application includes:
1. Application for admission
 2. Authorization to Release student records from all previous schools.
 3. Signed Financial Agreement
 4. Consent for emergency medical treatment
 5. Confidential Teacher Recommendation Form
 6. A **certified** birth certificate
 7. Immunization record. (The state of Georgia requires two immunization forms: #3227, which covers DTP (diphtheria, tetanus, and pertussis), MMR (measles, mumps, and rubella), and HIB (hemophilia-influenza) for day care aged children; and #3032, which covers basically the same things for school-aged children.
 8. Copy of Custody or Legal Guardianship Papers when applicable. These must be on file in the school office before the first day of attendance. In situations where a student is living with a guardian or with one parent following a divorce: Unless we have legal documentation on file, TCA cannot and will not deny a natural parent the right to pick up a child from school.
 9. Copy of student's Social Security Card.
 10. Hearing Vision and Dental Forms.
- B. An application fee should accompany each application.
- C. Minimum age requirements for admissions are:
- | | |
|-----------------|----------------------------|
| 1. Kindergarten | 5 on or before September 1 |
| 2. First Grade | 6 on or before September 1 |
- Any exceptions will be made on the evaluation and testing by the Headmaster.
- D. Being toilet trained is necessary for admittance.
- E. Acceptance of the application will be based on an evaluation of:
- Kindergarten:
1. All Kindergarten applicants will be evaluated during the spring to determine Kindergarten readiness.

2. If it is determined that the applicant does not have the necessary skills for beginning Kindergarten, a second evaluation during the early summer will be required.
3. Upon successfully completing either evaluation, the applicant will be accepted into the Kindergarten program for the school year applied for.
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 1st 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 1st – 8th 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 50th 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 1/10th 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 1/10th 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:

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

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

Four – pay plan	4 quarterly payments (due 6/1, 9/1, 12/1, 3/1)
Twelve – pay plan	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 5th or 20th 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 5th or the 20th of the month. (Ex: a payment is denied due to insufficient funds on August 5th. The payment will be reattempted on August 20th.)
- ◆ FACTS can only attempt to collect the same payment a total of 3 times. After the 3rd 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 3rd 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. and the Arete Scholars Fund www.aretescholars.com. Please go to their websites to learn more.

GENERAL SCHOOL INFORMATION

Attendance Requirements

Good attendance, in classes, translates into better academic achievement and shows responsibility and respect for faculty and students. To this end, Trinity Chapel Academy and High School will encourage and promote daily attendance. A student missing 15 minutes or more, of any class, on a regular schedule, will be counted absent for that particular class. **Notice: Three (3) unexcused tardies equal one (1) unexcused absence.** Students may have academic credit withheld for classes in which they have exceeded ten (10) excused and/or unexcused absences per semester. Before credit is withheld, the student and parents will have the opportunity to appeal to the administration.

Driving Permits and Licenses

A Certificate of Attendance is necessary for permits and licenses. A form must be completed and submitted to the high school office three (3) days in advance during the school year and five (5) office days in the summer prior to receiving your Certificate of Attendance. Please note that these certificates expire 30 days or through August 1st in the summer.

A Drug and Alcohol Awareness card is proof that a student has completed the required course at TCHS. This card is issued at the end of the semester of health and is only required to obtain a driver's license, not a permit.

Excused Absences

Excused absences include but are not limited to illness, medical/ dental appointments, death of an immediate family member or participation in a school event qualifies for an excused absence.

Parental excuses, due to personal illness, will be accepted up to a maximum of (5) five occurrences per school year. After the 5th parental-excused absence, a doctor's note is required. If a doctor's note has not been presented, the absence will be unexcused and no work will be given for make up.

The school will call to verify student-absence after first period.

Students with more than (20) twenty absences will be evaluated for possible academic retention or denial of re-enrollment.

High School Juniors will receive four excused absences, for college visits, during either semester. Seniors will also be given two excused absences to be used during either semester. These two absences will not count against the ten-day credit limit of the five-day exemption limit. Students must:

*Complete and turn in an anticipated college visit form at least **three (3)** days in advance.

*Return signed documentation, by an admission officer and/or representative, from the college visited to the high school office.

Failure to adhere to the above requirements will result in a absence penalty, which will count against the 10-day credit limit and five-day exemption limit.

Proof of a doctor's office visit is required for absences due to illnesses lasting longer than five (5) days or for any student who has accumulated more than ten (10) absences in a semester.

Planned Absences

For absences that do not meet requirements, of excused absences, the following procedures will apply:

1. The student must be in good academic standing. This may be collaborated with administration and/or faculty.
2. Notification of planned absences should be submitted to administration and staff one (1) week in advance.
3. Administration reserves the right to classify and/or determine excused and unexcused absences.
4. All assignments must be obtained prior to absence and work must be submitted to the appropriate teacher upon return to school. Work not completed will be counted as late and will receive the appropriate penalty.
5. During the fall exam week as well as the month of May, students will NOT be excused for trips and/or vacations.

*Please note that missed days, for an excused anticipated absence, will count against exam exemption eligibility.

Unexcused Absences

Absences, that do not meet the guidelines for excused absences, are considered unexcused.

High School make-up work/tests completed because of an unexcused absence will be reduced by 10 pts per day of its original value.

Truancy Prevention

Trinity Chapel Academy and High School upholds the set standards of its educational partner, Cobb County Truancy Board (CCTB). CCTB declares that any child, subject to compulsory attendance, who during the school calendar year, has more than five (5) days of unexcused absences is considered truant. The lack of a high school diploma increases the risk of criminal activity involvement, reduces employment opportunities, lowers earning capacities, and robs one of his/her God-given rights to life progression. Therefore, Trinity is a strong proponent of quality education. All children deserve a quality education to prepare for the challenges of the world. Young people, who do not attend school regularly, are more likely to drop out of school and are more prone to become involved in behaviors that could cost their education. Thus, Trinity is state-mandated to report any student who misses more than five (5) unexcused absences, which will also affect the student's ability to gain a valid driver's permit.

Tardiness

Tardiness is not only a bad habit; it disrupts the learning process for the tardy student and for the fellow classmates that must be interrupted. School begins at 8:00 am. Students not in their homeroom at 8:00 am are considered late to school. Therefore, all tardies are unexcused unless the student has a note, from an administrator or staff member.

Middle and non-driving high school students require a parent sign-in when arrival is after 8:10 am. Doctor's excuses may be given to the office staff upon sign-in. Then, office personnel will give a class pass to the student(s).

If a student must be tardy to school it is the student's responsibility to get the necessary missed work from his/her class. If a test and/or quiz has been missed due to tardiness, an alternative time arrangement should be made with the appropriate teacher.

Students arriving after 11:15 am are considered absent for the day.

Checkout Procedures

When a student leaves school, during the school day, parents should follow these procedures:

1. Report to a receptionist, in the main office, and complete the entry on the sign-out sheet.
2. The receptionist will get the student from class. Students must remain under supervision, of faculty, until the receptionist calls them to the office. (i.e. no waiting outside the classroom building.)
3. If the student returns during the school day, the parent must indicate such intentions on the sign-out sheet.
4. Early dismissals will not occur after 3:00 pm.
5. For high school students, who drive themselves to appointments, a note must be brought in by the morning, of the appointment, and must be submitted to the high school office. The office will then call the parents to verify that the student can be released.
6. Emergency checkouts, for high school drivers, will be coordinated via telephone, with parents, by the receptionist.

Make up work

When students are absent, they should access current teacher lesson plans via RenWeb, the parent resource site. Each parent is given a RenWeb access code, which allows parents to stay abreast of the student's progress. **Students are allowed two days (2) to complete missing assignments for each day of an excused absence. If work is not complete, a zero will be rendered.** Needed books that are in the student's locker are available at all times. Make-up work is the responsibility of the student. Students must take the initiative to get missed assignments. For planned absences, students will need to acquire the missed work prior to departure and have it ready to turn in upon return to school. When a student makes a zero, RenWeb automatically sends an e-mail to the provided parental e-mail(s). If an e-mail changes, parents should contact the Admissions Director so that accuracy is always maintained.

MEDICAL GUIDELINES

Medicine

The school is vitally interested in the health and welfare of the students, but the school is not a hospital or a doctor's office.

Principals and teachers are not licensed physicians and/ or nurses. Accordingly, they should be reluctant to and are forbidden to undertake the responsibility for administering medications to students who are under their supervision. Students are required to register all medications into the main office and may take medicine as specified. Neither the school nor its staff can guarantee that any student will in fact take a particular medication correctly.

Emergency medications such as a rescue inhaler, insulin or epi-pen should be kept in the classroom or principal's office in the original containers and should be labeled with the child's name and dosage. Either an administrator or teacher will administer ADD or ADHD medication that needs to be administered during the school day.

Pain medication and simple first aid are dispensed through the clinic on the first floor of the Academy building. Students are NOT permitted to take pain medication, carry it with them during the school day. The school will not administer any medication without first receiving parental consent and dosage verification.

Disclaimer: Trinity strongly discourages that medications (prescription or over-the-counter) be taken at the school. Whenever possible, parents should request that the physician write a prescription that can be taken before and after school. If this is not possible, please be sure to follow the policies stated below.

IMPORTANT

****ALL MEDICATION MUST COME TO, AND BE DISPENSED THROUGH THE SCHOOL OFFICE.**

****VERBAL AUTHORIZATION IS NOT SUFFICIENT – WE MUST HAVE CURRENT PAPERWORK AND MEDICATION IN THE SCHOOL OFFICE.**

Sickness

Parents should keep their children **home from school** if they exhibit any of the following symptoms:

- Fever of 100 degrees or above. Your child must be fever-free for 24 hours before returning to school.
- Nausea, vomiting, or diarrhea.
- Excessive runny nose, headache, sore throat, coughing, sneezing, or earaches related to the common cold. Even though colds seem to be an inevitable part of

life, a child that feels ill will not do well in class and will indeed be contagious to his or her classmates.

- Sore throat, headache, nausea, or fever. These are obvious signs of Strep, a bacterial infection that is extremely contagious. Please have your child tested at your pediatrician's office for this infection before you consider sending him/ her to school. If your child does test positive, for Strep, he/ she must be on antibiotics for at least 24 hours before being permitted back to school.
- "Croup" coughs. This could be indicative of tonsillitis or bronchitis.
- Unexplained rash. This could be Chicken Pox, Measles, or Strep. Please have your child examined by your pediatrician. Once given a clean bill of health, the child may return to school.
- Any skin infection such as boils, ringworm, and impetigo. These infections are extremely contagious.
- Pink eye and/ or other eye infections. These infections are extremely contagious. Please see your child's pediatrician for antibiotic ointment. Your child must be on this medication for at least 24 hours before he/ she will be allowed to return to school.
- Any symptom, of childhood diseases, such as Scarlet Fever, German measles, Chicken Pox or Whooping Cough.

If a student develops a fever of 100 degrees or higher during the regular school day, that student's parent or guardian will be called immediately. The student must remain in the office until he/ she is picked up. Middle and high school students will be counted absent for the period they have missed class.

Immunizations

The state of Georgia now requires schools to have, on file Form 3231 "Certificate of Immunization" before a child enters school. This form documents the child has received a regimen of the following vaccines: DPT (Diphtheria-Pertussus-Tetanus), OPV (Polio), MMR (Measles-Mumps-Rubella), Chicken Pox (Varicella), Hepatitis B, and Hib (H. Influenza b). To be valid, a certificate must have either the "Date of Expiration" or the "Complete for School Attendance" box marked.

DRESS CODE POLICY

General Guidelines

The dress of a student at TCA should show respect for personal appearance, the school, the learning process, and ultimately our Creator. Although a person's spirituality cannot be measured by his or her "dress," TCA believes personal appearance is important in establishing the proper atmosphere for the learning process and for worshipping our Lord and Savior, Jesus Christ.

We hope the code will assist the learning process, will give our students the opportunity to make responsible decisions within the guidelines, and will promote a desire to please God in our appearance.

The specific requirements of the dress code apply during school class hours from 8:00 AM – 3:10 PM. Before and after school, the spirit and tone of the code still apply... though the specific requirements change as students prepare for extra-curricular activities. Dress Code for spectators/ participants of after-school events must be appropriate and in good taste.

Notice: High School Students may untuck shirts.

Uniforms (from the waist up for all students)

1. All uniform shirts, sweaters, sweatshirts, and fleeces will be purchased from Uniform Source (US) of Kennesaw.
2. All uniform tops will have an identifiable school emblem on them
3. Outerwear, worn inside the school building, from 8:00 AM – 3:10 PM, must be purchased at US or through an approved Trinity club/ activity, such as: sweatshirts/fleece/hoodies or Trinity varsity letter jacket. Students wearing non-Trinity outerwear during the school day will be asked to remove it.
4. On spirit wear days (Every second Wednesday or other designated days), students may wear approved spirit wear shirts (specifically sold by Trinity. This does not include tournament shirts that include Trinity as a participant.
5. Any visible portion of an undershirt or turtleneck must be white, red, navy blue, or grey. No writing should show through the outer shirt.
6. No article of clothing worn should contain inappropriate words, pictures, or culturally offensive emblems during school or at any school function(s) or event(s). Offensive emblems include, but are not limited to confederate battle emblems and swastikas.
7. All clothing must fit appropriately. Ladies' shirts may not be tied in the back. Clothes cannot be form fitting.

Dress Code (from the waist down for boys)

1. Boys may wear any of the approved uniform options from US.
2. Boys may wear traditional khaki or navy pants, or shorts as long as they fit appropriately and are not ripped, torn, frayed, fringed, faded, etc. Shorts must come to the top of the

knees.

3. Appropriate belts must be worn with pants, jeans, and shorts.
4. No pants or shorts, with legs having self-made or manufacturer-made slits at the cuff or hem, sagging or baggy, or touching the floor are to be worn to school.
5. Boys may not wear any attire designed and fitted for girls.
6. Shoes must have a closed toe and closed back.
7. **Hair** will be well groomed and must avoid extremes (natural appearing colored dyes and highlights are acceptable). Hair may not extend below the eyebrows or the top of the ear. Hair may not touch the collar in the back. Hair must be neatly combed, brushed, or picked. Afros and braids must be well groomed. The Trinity administration may use its discretion regarding any questionable hairstyles.
8. No head covering may be worn in the school building.
9. Tattoos of any kind, permanent or temporary are not allowed.
10. Jewelry cannot be worn in body pierced areas.
11. Except in physical educationally related settings, boys may NOT wear tank tops.

Dress Code (from the waist down for girls)

1. All clothing must fit and must be worn appropriately and modestly.
2. Girls may wear any of the approved uniform options from US.
3. Girls may wear traditional khaki or navy pants, mid-calf pants (hemmed), dress shorts or skirts as long as they fit appropriately.
4. **All shorts must touch the top of the knee.**
5. **All skirts (including slits) must touch the top of the knee.**
6. Pants are not permitted to drag on the floor.
7. No clothing item may be cut, ripped, torn, frayed, or fringed. A sewn hem should be on each article of clothing.
8. Appropriate belts (traditional or moderately decorative) must be worn with all items except skirts.
9. **No flip-flops are allowed, but closed-toed sandals are allowed for safety up/down stairs.**
10. Hair will be well groomed and will avoid extremes (natural colored dyes and highlights are acceptable). If bangs are worn, they must not extend below the eyes.
11. No head covering may be worn in the school building (i.e. scarves, DuRags, tiaras, and so forth.)
12. Tattoos of any kind, permanent or temporary are not allowed.
13. Jewelry cannot be worn in body pierced areas other than ears.
14. Except in physical-educationally-related settings, girls may NOT wear tank tops.
15. Girls **MUST REFRAIN** from form-fitting attire.

It is the desire of Trinity Chapel Academy and High School that students would dress modestly and appropriately at all school functions and activities: therefore, the school reserves the right to address students that are not appropriately dressed at all school events.

Students who do not adhere to the dress code policy may incur, but will not be limited, to loss of casual Fridays, detention, parental notification or ISS.

DISCIPLINE PHILOSOPHY FOR MIDDLE AND HIGH SCHOOL STUDENTS

The purpose of the discipline procedures, at Trinity Chapel Academy and High School, is to direct students toward self-discipline and to guide each student in their walk with Christ. We seek to reward helpful and cooperative behavior and discourage disruptive behavior.

An overall key to the discipline code of every school is the cooperation of the administration, teachers, students, and parents. Great progress can be made when a spirit of cooperation and personal responsibility prevails. Attending Trinity is a privilege and not a right. A student's honesty, repentance, and cooperation in the discipline process say much about whether he/she wants to be at Trinity. Their willingness to accept responsibility will influence their enrollment at Trinity.

The lifestyle of a student is considered a reflection of the Christian principles of Trinity and of its standards. School policies apply to behavior both on and off campus while a student is enrolled at Trinity. Therefore, Trinity reserves the freedom to review, and if necessary, deal with any student's behavior off campus throughout the calendar year.

We believe that the classroom atmosphere should allow for the student to learn free from distractions and for the teacher to teach free from distractions. Any interference, with this atmosphere, is a violation of school policy. It is, therefore, essential to provide the guidelines necessary to establish the limits of acceptable behavior both on and off campus. Self-discipline and obedience create the best atmosphere for learning to take place and communicate a positive testimony for the individual and the school. Obedience is a vital virtue to pleasing God.

The following are expected-positive behaviors that students must display:

- Respect for authority/ leadership (administration, faculty, and staff)
- Respect for fellow students, visiting parents, and guests
- Respect for school property
- Orderly and appropriate behavior during all school functions
- Cooperation with each teacher's classroom management
- Language conducive to building up rather than tearing down
- Be on time and prepared for class.

Each student is expected to be familiar with the rules of the school and the classroom and to adhere to them. Since discipline is an act of love and the Trinity teachers and administration love students enough to discipline them, the classroom teacher initially deals with infractions of rules.

Middle and High School Disciplinary Procedures

The purpose, of this section, is to explain possible disciplinary actions. It is not all-inclusive nor does it speak to every possible scenario. The intent is to work, with the student and/or parents, to honor God with the student's behavior.

Teacher Action

The classroom teacher will handle minor behaviors in the classroom. Teachers may use a variety, of methods, to help the student make better behavior decisions. Once the teacher has warned the student and the student repeats the behavior and/or the teacher thinks the behavior warrants administrative action, he/she will complete an Office Referral and will send the student to the principal's office.

Administrative Action

Administrative action may be one or more of the following: (A copy of the Office Referral is completed by the referring staff member, teacher or administrator – and parents will be notified either by phone call or email).

- **Warning:** “Warning” is checked on the Office Referral and no further action is taken. Another Office Referral may lead to a reprimand.
- **Reprimand:** “Reprimand” is checked on an Office Referral. A detention may also be assigned. The number of reprimands may affect final exam exemption as explained in “Final Exams.”
- **Detention:** This hour detention is held after school, from 3:15 PM – 4:15 PM. Students, who will miss after school activities, are responsible for communicating with their coaches/ teachers.
- **Afternoon Work Detail:** From 3:15 PM – 4:15PM, on a day assigned. Student will work on assigned cleaning and maintenance duties.
- **Student Advisory Panel (or Committee):** The administrator convenes three (3) or four (4) student leaders to meet with the student to discuss the misbehavior and help the student correct it.
- **Administrative Meeting:** One or more administrators meet with student and parents to review the student's disciplinary record and determine if it is in the best interest of the student and of the school for the student to remain at TCA. The administrator (principal) has been granted the authority to issue consequences up to a maximum of expulsion.
- **Behavior Contract:** Written proposal clearly defining expected behaviors, consequences and incentives. It will include a review period at which time it can be altered, renewed, or dropped.
- **In-School Suspension (ISS):** When a student is disciplined by means of ISS, he/she is removed from his/her classroom to do his/her work in another classroom, for the day.
- **Out-of-School (OSS):** When a student is disciplined for OSS, he/she **MUST** stay home from school on that day (or on those days). Students 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 OSS, ***NO CREDIT WILL BE GIVEN.***

- **Discipline Panel:** The administrator and two (2) or more faculty members convene to review the discipline record, of the student, meet with the parent(s) and student, issue consequences, for the most severe offenses, and determine if it is in the best interest, of the student and of the school, for the student to remain at Trinity Chapel Academy's high school. This committee has been granted the authority to issue consequences up to a maximum of expulsion.
- **Immediate Withdrawal/ Expulsion:** A student is asked to withdraw or expelled. Based on the student's infraction, the administration has been granted the authority to expel at its own discretion.

Minor Infractions

At this level, the school is attempting to address behavior, at the beginning stages of the problem, and offer opportunities for the problem to be corrected. The following infractions are typical, but are not all inclusive of those that may be handled as minor behavior issues:

1. Being in "off-limit" areas without permission
2. Chewing gum in the school building after warning
3. Dress code violations
4. Excessive tardies (Notice of Discipline on 5th tardy)
5. Food and beverage consumed in undesignated areas (none in the hall or classrooms)
6. Inappropriate public display(s) of affection - PDA
7. Noisy, minor disruptive behavior in classroom, hallways, lunch areas, restrooms, chapel, and other school assemblies
8. Use of radios, tape players, CD/ DVD players, beeper, and cell phones at school or on school trips without permission of faculty and/ or administration (permission for one period does not cover the entire school day).

Consequences to these infractions could warrant; but are not limited to, either detention or silent lunch.

Major Infractions

Minor infractions that are repetitive, and/or infractions considered more serious are as follows (as determined by the administration):

1. Damage to school property
2. Disrespectful of authority
3. Excessive dress code violations
4. Excessive tardies to school or class
5. Gambling
6. Improper driving or use of cars
7. Integrity Issues*
8. Physical fighting
9. Profanity
10. Repeated disruptive behavior problems

11. Three (3) total reprimands (or infractions)

Consequences to these infractions could warrant; but are not limited to, a loss of final exam exemption, In-School Suspension (ISS), Out-of-School Suspension (OSS), or expulsion from school.

***Integrity** is of the utmost importance at Trinity Chapel Academy and High School. Cheating is unauthorized assistance sought, received or offered on any type of schoolwork that could result in an unfair advantage. Lying is misrepresenting the truth in any form or manner. Stealing (**including plagiarism**) is taking anything that does not belong to you without explicit permission from the owner. A student who is discovered to have cheated would receive, at a minimum, the following consequences:

1. Zero (0) on the assignment
2. A documented reprimand that will be sent to parents
3. No exam exemptions
4. In-School Suspension (ISS)

Other violations, of integrity, or a repeated cheating episode may result in suspension from school, suspension from extra-curricular activities, or expulsion from TCA at the discretion of the administration of Disciplinary Committee.

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 assignment (including class work and homework) that does NOT appear to be written and/or completed in accordance with the student's writing capabilities will be subject to review due to possible plagiarism. **If plagiarism is confirmed in a student's work, a zero will be given for the assignment; no exceptions.** 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 who is discovered copying or cheating from another student's test, quiz, or paper and/or knowingly giving information willingly, will receive a zero as a grade for that assignment, test, or quiz.**

Serious Infractions

If a problem is repetitive and/ or has a more serious nature (as determined by the administration) which may put the student's enrollment, at Trinity, in jeopardy, the student and parents may be asked to meet with the administration and/or with the disciplinary committee. The following infractions are considered serious, but are not all inclusive and may occur off/on Trinity's campus:

1. Four or more reprimands
2. Bullying (physical, psychological, or cyber)
3. Leaving campus without permission
4. Improper driving or use of cars
5. Fighting (verbal or physical)

6. Possession of fireworks
7. Use of any tobacco products
8. Possession of a knife or firearms
9. Damage to school property
10. Vandalism
11. Conviction of a felony
12. Involvement with any type of alcoholic beverages
13. Involvement with any illegal substances including non-prescription drugs
14. Involvement with any improper use of prescription drugs
15. Involvement in the occult
16. Pornography
17. Abortion
18. Acts of homosexuality or immoral sexual activity
19. Premarital sex

A student involved in any activity of a more severe nature (as determined by the administration) may be placed on indefinite suspension by the administration or disciplinary committee pending a final decision, which could include dismissal. The school administration has the responsibility to involve the appropriate law enforcement agency when necessary. Any junior or senior involved in a Major or Serious Infraction will not be considered for college early admission.

Disciplinary procedures are not limited to the above, and the administration has final discretion in decisions involving detention, suspension, or expulsion. Repeated suspensions may result in expulsion or denial of re-enrollment.

MACBOOK AND NETWORK USAGE

***Students must adhere to Mac book guidelines, which will be provided by the administration.**

Acceptable Use Policy for Middle and High School

Parents and Students

The purpose, of this agreement, is to outline the rules for using the local area network and internet at Trinity. Because of the cost and sensitivity of computer equipment, and because of the unregulated nature of material found on the internet, all parents and students must understand the rules for usage.

Acceptable Use

The purpose of all our electronic resources and the internet is to support the school's educational mission. Consequently, student use of these resources must be for matters directly related to one's academic studies at Trinity. While it is impossible to prevent the truly determined from accessing questionable material, the Trinity administration has established the following policies in an attempt to provide clear guidelines for use and reasonable consequences of misuse.

Network and Internet Policies

1. Conduct on the computer is to:
 - a. reflect and be consistent with Christian ethical and moral principles and precepts
 - b. be consistent with the high standards of character and conduct expected of all students and faculty of Trinity
 - c. be in compliance with all school policies
2. The use of school computers is a privilege that may be taken away if the student uses The computers, the network, or the internet improperly or causes damage to computer hardware or software.
3. The computers are to be used only for schoolwork as directed by the Technology Dept. or classroom teacher.
4. Trinity e-mail accounts are provided for each student.
5. The student should not download material and incorporate it into his own work without properly identifying the source. (Do not plagiarize.)
6. The student will only use the internet under the direct supervision of a teacher or staff member.

The following are considered **UNACCEPTABLE** for school internet use:

- Chat Groups – unless set up by a teacher in a course linked with other schools.
- Surfing questionable sites – those not in keeping with moral Christian standards.
- Sending and receiving e-mail – unless set up by a teacher in a course linked with other schools
- Using home e-mail accounts such as Yahoo & Hotmail
- Playing non-educational internet games.

- Video sites, such as youtube and social network sites such as, facebook are prohibited during school hours.
- Downloading of games or software.

Should any of the above policies be violated, disciplinary measures will be taken by the Technology Dept. and Trinity Administration, which could include dismissal or expulsion from Trinity. Students violating the Mac book usage and policy will incur but are not limited to the following consequences:

1st Offense – Verbal warning

2nd Offense – Office referral, 24-hour loss of Mac book

3rd Offense and subsequent offense will result in additional 24-hour loss of privilege

Excessive or abuse of the usage and policy will result in the privilege of using the Mac book being revoked.

School Policy for all School Computers

1. Students are:

a. encouraged to use the computers whenever possible

b. encouraged to ask for help in using the computers

c. encouraged to ask for help in conducting on-line research.

d. to treat the equipment with care

e. responsible for scanning any portable device (i.e. floppy, CD, USB) for viruses before using

f. to use their own name (never an alias or other person's) if prompted for in a program

g. to understand that anyone found making illegal software copies may be subject to civil and criminal

penalties up to \$250,000 per work copied and/ or expulsion from Trinity.

h. to report any suspected misuse of hardware/ software to the technology dept and/ or (HS) office

2. Students are not permitted to:

a. EVER use any classroom teacher's computer

b. give their personal passwords to another student

c. have food or drink at any computer at anytime

d. have computers open or in use in the gym at any time

e. delete programs

f. access anyone else's files without permission

g. rename any computer files

h. change, move or otherwise tamper with computer hardware, software, or network connections

i. transport computers unless in the approved carrying case.

Any damage to computers or vandalism will result in the loss of computer privileges and the student will be fully charged for any materials and labor costs to make repairs. This policy includes pranks such as unplugging network cables, removing "roller ball" from the mouse, etc. No exceptions to this policy will be made. Student's personal records will not be

released, to other schools or to parents, unless all fees and charges are satisfied in the school business office.

*** Parents will receive an automatic e-mail outlining the nature of the student's infraction and the subsequent disciplinary action(s).**

VISITORS AND SHADOWING

Current School Families

Trinity Chapel Academy and High School encourages parents to visit in the classrooms.

The following is the process for visitation:

1. Call or e-mail the high school administrator to coordinate a time compatible with the teacher and class schedule. **THE CLASSROOM TEACHER DOES NOT SCHEDULE VISITATIONS.** Please be prompt for the scheduled visit and sign in at the front office.
2. Remember that the teacher has obligations to the students for the day. Avoid conversation with the teacher until a free time in the teacher's schedule would allow discussion.
3. Trinity alumni and immediate family members will be permitted to visit during lunch and must check in and check out through the main school office. Visitors must be dressed appropriately and in good taste.
4. Visitors actively involved in the admissions process should contact the school office a minimum of three days in advance to schedule a "shadowing" experience. Prospective students may visit for a half-day only. The "shadowing" program is only for the purpose of a student interested in attending Trinity. Friends or out-of-town relatives will not be allowed to "shadow." Visitors must remain with their assigned Trinity student or in their assigned grade level. All visitors must be picked up during or after lunch by the visitor's parent or parent-authorized individual who should be prepared to show the proper picture identification.
5. Visitors who arrive without advance approval from the administration will be sent home. **There should be no student visits during the last two weeks of either semester.**
6. Others desiring to visit the campus must request permission from the administration a minimum of three days in advance.

Visitor Parking

Visitor parking spaces are located in front of the main and high school buildings. Please do not leave your car unattended along curbs in front of buildings, or park in other assigned spaces. These areas are fire lanes and must be kept clear at all times. **PLEASE USE A VISITOR SPACE EVEN IF YOU THINK YOU WILL ONLY BE IN THE BUILDING FOR A SHORT PERIOD OF TIME.**

Deliveries (Lunch, messages, etc)

If a student forgets a lunch or other items, the parent may drop off the item at the school office. If the student forgets the lunch, he or she is responsible for going to the main office to

check the back counter. His or her name must be placed on the lunch. **Messages to students will not be delivered unless the message is an emergency.**

COMMUNICATION

Communication between students, teachers, and parents is extremely important. The most expeditious way to contact a high school faculty member is by e-mailing them directly through the TCA e-mail system.

Each staff member has easy access to a computer. If you prefer to contact faculty by phone, please be aware that the response time may be longer as faculty members are not interrupted during class times. Staff persons are accustomed to checking e-mails periodically and checking voice mails throughout the day.

Grievance Procedure

In order to model Scriptural principles, Trinity school board, has established Matthew 18 as the standard for dealing with all problems. Problems must first be dealt with the teacher or staff member directly involved. The best chance for clarifying the situation is to meet with the one most directly involved. If at this time there is not a satisfactory resolution, a meeting with the school principal will be arranged; then, the headmaster if necessary.

Fax Machine

Students will not be allowed to send or receive information via fax. Please do not send forgotten homework or permission slips by facsimile. These documents will not be delivered to students, and students who go to the office, for fax purposes, will be sent back to class.

Emergency Procedures

Emergency Closings

Announcements, for school closings, will be heard on local radio and will be seen on local TV stations, and may appear on the Trinity website. Depending on the circumstances, Trinity Chapel Academy may dismiss early, may close for the day, or may open later than normal. Also, announcements will be posted on the Trinity Facebook and Twitter accounts.

Closed Campus

In order to provide the highest level of safety and security for our students, Trinity Chapel Academy and High School operates a closed campus. This means that once a student arrives at Trinity, he/ she cannot leave campus without permission from the administrative office until the end of the school day. Students are not allowed to come and go at their own discretion, including going to their car during school hours. Please refer to this handbook under the section on "Check-out Procedures" to find a list of appropriate reasons for a student to check out from school.

Lockdown

In the event of a lockdown, school personnel have trained to ensure custody and accountability of all students. We will not be able to make or receive telephone calls. **Please**

do not call your student's cell phone. We work closely with the city and county police who will secure neighboring streets and the building perimeter. Our campus will remain in lockdown mode until the police release us. We take the safety of our students and staff very seriously.

Tornado and Fire Drills

Tornado and Fire drills are conducted periodically during the school year to prepare students and teacher to handle these emergencies. The school is equipped with and automatic fire alarm system, which when activated, can be heard throughout the buildings. Fire drills are scheduled regularly in accordance to the Cobb County Fire Code.

National Terrorist Threat

During elevated or high levels of terrorist threat to our nation, Trinity operates as normal with heightened awareness. Should the government place our nation on Red alert, Trinity, 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

Trinity has 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 Trinity Chapel at the corner of Macland and New Macland Roads.

NOTE: If an emergency situation warrants our evacuation, of the building, and prevents the Trinity school body from returning to the its buildings, dismissal will be conducted from the soccer field and/ or Trinity Chapel Church of God. During the school day, all doors are locked except the main entrances of the academy and high school. All students must enter through the front doors. Visitors must sign in with the receptionist, in the main school office, near the gym, whenever entering a building.

MISCELLANEOUS INFORMATION

Personal Electronic Devices

(Cell Phones, Pagers, IPODS, Cameras, and etc.)

For high school students, no electronic device should be seen or heard during the school day. Receiving and sending text messages during the school day is strictly prohibited. Trinity certainly understands the need for parents and students to communicate with one another. During the hours of the school day, all communication must come through the office phones. Any violation of this policy will result in the item being in the principal's office until a parent can retrieve it. If an item is repeatedly taken up the student will be asked not to return the item to campus. Trinity will not be held responsible for loss, theft, or destruction of any of these items at school.

Middle school students must turn in all electronic devices to the middle school principal upon arrival to school. These items will be available to pickup at dismissal.

Lockers

A locker is provided for each student. If a lock is desired, the student is responsible for securing and must register the combination with homeroom teacher. The maintenance and condition is the responsibility of the student. The locker is to be used for books, notebooks, and school supplies. Students may decorate the inside of their locker with personal photos (no magazine or internet photos), and magnets (or stickers). Food or drinks are strictly prohibited in the locker at any time.

Temporary shelving is permitted and encouraged but nothing permanent. Each locker should be closed and locked daily. The school is NOT responsible for missing items that have not been stored and/or locked properly. Students may be assessed a \$25.00 fee for any damage to the locker (i.e. scratches, writing, stickers, tape, etc.) Lockers will be checked at the end of the school year. No stickers, signs, etc. are allowed on the outside of lockers, other than athletics-related items from cheerleaders or booster club and birthdays. All exterior decorations will need to be taken down by the weeks end.

Lost and Found

Please contact the main office receptionist for the location of the "Lost and Found." All items including books, bags, and clothing will be removed from the hall floor throughout the day. Lost items may be claimed before or immediately after school.

Transcripts and Recommendations

The first transcript is free of charge. Subsequent transcript requests will be processed for a fee of \$5. A minimum of three (3) school days notice is required for transcripts and a minimum ten (10) school days notice for recommendations. Transcripts may not be issued the day before a holiday, scholastic test days or on days of evening meetings. Transcript requests must be submitted to the high school office. **NOTE:** During the summer, five (5)

business days are required to provide transcripts and fifteen (15) for recommendations. Any middle school students needing recommendation for high school honors programs will not be given between May 1-end of school. Please make recommendation request prior to May 1st.

Media Center (Library)

The Trinity media center is available to all students – k-12. Classes are scheduled on request of the teacher.

Books are checked out for a two-week period and may be renewed if no reserve has been placed on the book. Some reference books, audiotapes, DVDs, CDs and videotapes may be checked out for overnight use, at the Librarian's discretion. Magazines and newspapers are for the media center's use only.

Overdue fines are charged on a basis of ten cents per day, excluding weekends, school holidays, and excused absences. Fines for overdue reference books, audiotapes, DVDs, CDs, and videotapes are fifty cents per hour. Students must check with the librarian for printing stipulations.

All students will receive a weekly notice of overdue materials and incurred fines. **Prompt return, of media materials, is encouraged and is expected.**

Physical Education Activities – Weight Training – Team Sports

1. Be respectful to everyone.
2. Proper PE attire must be worn – Students are required to change out of their regular school clothes for PE classes and into the PE uniform.
3. Appropriate locker room behavior is expected.
4. Take care of all equipment and resources.
5. Proverbs 18:21 - *Death and life are in the power of the tongue: and they that love it shall eat the fruit thereof. Translated – gossip, slander, and blatant disrespect to teachers and coaches will not be tolerated.*

1st offense - Time out

2nd offense – Work Detail (approved by administration)

3rd offense – Office Referral

Middle School Student Athletes

Student athletics must maintain at least a 74 average in 4 out of 5 of their main subjects. (Math, English, Science, History, and Bible)

High School Student Athletes

Student athletics must maintain at least a 75 average in ALL academic areas including electives.

Carpool Procedures

Middle and High School carpool is between 3:15-3:30 pm. Parents should refer to the carpool map given to you at Orientation for specific drop off and pick-up locations. However, please keep the following carpool rules consistent in your pick up:

1. Students will only be called to cars displaying the current TCA carpool tag. If this card is not present that person will be asked to park, come in to the office, show identification before the student will be released to them.
2. Do NOT get out of your car during morning or afternoon carpool for any reason. A staff member will assist your student as needed.
3. Students WILL NOT be released from the school building during carpool time. If you are in a hurry please sign your student out of class before 3:00 pm.
4. Please observe a 5 mph speed limit during morning and afternoon carpool and follow a ONE WAY FLOW OF TRAFFIC
5. Only those parents who have purchased FAST PASS carpool tags are permitted under the crosswalk.
6. Be aware of the crossing lane at the end of the carpool lane for students and staff crossing to the parking lot.
7. CELL PHONE USE IS STRICTLY PROHIBITED WHILE CARS ARE IN MOTION.
8. Follow the traffic director at all times.
9. Dropping off or picking up students between the church and preschool building is strictly prohibited.
10. Please keep in mind that the aforementioned policies have been set for the safety of our students, staff and parents.
11. Middle School students who are not picked up by 3:30pm will be sent to after school care which may result in a possible charge of \$10. High school students will need to report to the gym.

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 will attend organized worship services on Thursdays from 10:30-11:30am in the Youth Room.

Chapel services provide students an opportunity for praise and worship, reading and hearing a message from the Word of God and prayer. The high school worship band, with a variety of special speakers, drama presentations as well as creative arts will be incorporated into chapel. High school and middle school worship both corporately and separately. Parents and guests are welcome to chapel services but must sign-in at the main school office upon attending.

Spiritually Offensive Materials

The school reserves the right to permanently confiscate and destroy immoral and/or offensive materials brought to school whether it is a book, a magazine, a poster, a sticker, a button, cds, or other media. If a student brings such items to school, suspension or expulsion may result.

Parties

Middle and High School celebrate end of the quarter celebrations. These celebrations are organized through the PTF room moms. The PTF also organizes the Christmas and End-of-the Year Celebrations. If interested please contact the room mom for your student's class.

Birthday celebrations are encouraged at the middle and high school level to be the least distraction to the academic day. Please arrange a simple treat with your student's homeroom teacher to either be done during homeroom or lunch.

Field Trips

Field trips are a valuable way to enrich the educational program. Parents will be notified in advance of a planned trip. Each student will be required to have a signed permission slip prior to leaving campus. Any funds for the trip will need to be submitted in a timely manner according to the field trip notification. Students will be transported to and from the field trip location by bus or parent transportation. How a student arrives to a field trip will be how they return from a field trip unless accommodations have been made with the teacher. **Siblings are NOT permitted on field trips.** Field trips are considered a privilege. **Students with inappropriate on campus behavior will not be permitted on off campus events.** If a student is asked not to attend a field trip they will be expected to be at school and complete an alternative assignment with another staff member.

Overnight field trips are both in town and out of town. Our students are ambassadors of not only Trinity and the homes they each represent but most importantly ambassadors of Christ. A student can be asked to not attend a field trip based on behavior or academics. Any student asked not to attend the field trip will be expected to be at school and will have alternate assignments on the day(s) of the trip.

Parental chaperones are welcome. Your help and supervision of our students is greatly appreciated. Chaperones may have to provide their own transportation depending on bus space. Chaperones will be representing Trinity and must abide by the standard thereof. (see student handbook) The use of profanity, tobacco, alcohol or other drug is not permitted at any time during a field trip. Teachers will assign chaperones to students under their care for the duration of the field trip

Lunch

Lunch for middle and high school will be each day 12:50-1:20pm, Thursday 1:05-1:35pm. Lunches may be brought from home or ordered monthly from the catering service. This service is a pre-pay service only. **Drinks for middle school students during lunch can be any drink omitting sodas or high-energy drinks (Redbull, Monster or the like). Middle school students are only permitted to have water, no coloration or flavored, outside of the cafeteria.**

Café 360

Café 360 is open to all students 7:00-7:45am. Students may purchase breakfast, snack and drinks during this time but must be finished with their drinks by 8:00 am, homeroom. Students are not permitted to purchase sodas, energy drinks or espresso drinks from Café 360 at any time during the school day. Café 360 is closed to student purchases from 7:45 am-3:15 pm unless arrangements are made by the operators and teaching staff.

Honors and Awards

The following awards will be given at the end-of-year awards ceremony or at a commencement service:

Jabez Award

This award is presented to a student, in grades 6-12, in recognition of their encouragement of fellow students and faculty in accordance with I Chronicles 4:9-10.

Departmental Awards

These awards will be presented to students, who have exhibited outstanding achievement, within the different subject areas.

Perfect Attendance

This award is awarded to students who have had no absences in any class during the current school term.

Valedictorian/ Salutatorian for High School

The following criteria apply: College preparatory curriculum; minimum of ten (10) AP/ Honors courses taken grades 9-12; highest cumulative grade point average, with no failing grades the fall semester; approved by administrative and faculty committee; attendance, at TCHS, for at least three (3) consecutive years: grades 10-12.

Non-discriminatory Policy

Trinity Chapel Academy and High School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally afforded or made available, to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, and athletic or other school-administered programs.

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.

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.

Teacher Qualifications

Our teachers represent not only Christ in the classroom, but the parent as well. The parental role of teachers at Trinity requires the most significant character qualities. Not only must our teachers love our students 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 and/or TCHS as ministry to Christ for the student's sake.

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

Cooperation with Other Agencies

Trinity Chapel Academy and High School 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 and High School 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 judgment, the health and welfare of an individual student or community is best served. The school reserves the right to require a student to withdraw for cause, medical or otherwise.

The Trinity Chapel Academy and High School 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.

Middle School Academic Program

Trinity Chapel Academy Middle School uses a variety of curricula in order to provide a superior academic environment. Many of our publishers have the option of online editions, which will be available to all students via the internet in class and at home.

Middle School Curriculum:

Bible: Positive Action and Light Bearers

English: McDougal Littell and Holt, Rinehart and Winston

Math: McDougal Littell

Science: Bob Jones and Holt

History: McDougal Littell

Elective options are:

Art, Orchestra, Chorus, Spanish and Computer

Grades are based on the following guidelines:

Tests and Projects 50%

Quizzes 25%

Class work 15%

Homework 10%

Grading Scale for Middle School

A 92 - 100

B 83 - 91

C 74 - 82

D 70 - 73

F 69/ below (failing)

All grades can be viewed through Renweb using the parent's password at any time. Teachers update grades frequently.

******A student may be retained in their current grade level if their final report card reflects 2 or more failing grades in academic areas.***

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

Middle School Homework Policy

Since homework is assigned to reinforce current classroom instruction and is a portion of a student's grade, students need to make homework a priority. 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 to two hours of homework a night. Limited homework is assigned on Wednesdays so students are free to attend mid-week church services.

Student-Led Conferences

January is time set for students to conference with teachers and parents. This is a time for the student to discuss their strengths and weaknesses, goals and dreams with his or her parent. Students will go over work in each class to review his or her progress. The teacher is present to help facilitate the conference and to guide questions as well as answers of the parent or student.

Middle School Behavior Management

Student agenda pages will contain the daily communication tool between parents, students and teachers. Students are to write their assignments in the space provided. At the end of each class period the teacher will initial the class subject area and give points to that students based on their responsibility and class conduct.

4 points: Great Class

3 points: could be a missing HW, had to be refocused, excessive talking, tardy to class

2 points: 2 or more of the above listed offenses

1 point: office referral

0 point: behavior did not change after returning to class from the office referral

Agendas are turned in on Monday to be evaluated by the homeroom teacher. If a student did not loose any points in a given week, the student will have 'Student of the Week' permitting them to have an extra casual day on Thursday of that week. If a student loses 7 or more points in a given day a detention will incur that week. Detention notification will be via email.

Teachers will use their own classroom management that will support the afore mentioned management plan. This may include but is not limited to: silent lunch, extra assignment, and seat change, removal from the room, teacher-student conference, and parental notification via email. All or any of these may constitute reductions in a student's points in a given class. Codes and notes in the agenda should clarify any behavior issues.

Green sheets are substitute agenda pages copied onto green paper. Each student is permitted 3 green sheets per quarter to be signed out in the middle school principal's office. This allows student to continue with the middle school behavior management plan with no penalty. Students will turn the green sheet in stapled to the original agenda page on Monday for accumulation of points.

Middle School Detention

Detention occurs after school from 3:15-4:15pm on either Wednesdays or Thursdays. Parents will be notified either by email by a staff member as to the offense and when detention will be that week. Students are expected to attend detention the week it is assigned. If a student is absent the day of his/her detention day, they will be expected to serve on the next schedule detention date and arrangements need to be made with the administrator.

Detention is not a time for homework or studying. Students will be assigned a task to complete during the hour of detention.

If a student receives 3 detentions in a quarter at the subsequent assigned detention the student will then serve one day of ISS for each detention given.

In School Suspension

ISS is given to a student to curb and discourage a repeated behavior. ISS will permit a student to do the assigned work for classes plus some additional work in areas needed. Students will spend the day, in isolation from their peers, working in the administrator's office. If a student incurs 2 ISS in a given year at the subsequent offense the student will incur 1 day of OSS.

Out of School Suspension

OSS is given to a student in extreme circumstances of behavior or neglect of responsibilities. OSS will require the student to stay home for the assigned day. On the day of assigned OSS the student will receive no credit for assignments, tests, projects or quizzes given on that day.

******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. ******

Middle School Cell Phone and Electronic Device Policy

All middle school students are required to turn in all cell phones and electronic devices upon entering school to the middle school principal. These will be kept safe in the principal's office. These items are available for pick up at dismissal each day.

Any item that is not turned in and it is identified by a staff member, that item will be taken up, given to the principal and held until a parent can retrieve the item. If this is a repeated offense the student will be asked not to bring the item back on campus.

HIGH SCHOOL ACADEMIC PROGRAM

Academic Policies Regarding Graduation

All graduation requirements must be satisfied before a student is permitted to participate in the graduation ceremony or receive a diploma. A student may not take a course, in summer school, that is offered at TCA, during the school year, unless they failed the course or have special permission from the headmaster or from the high school principal.

NOTE: As of September 13, 2007, The State Board of Education has passed a new set of graduation requirements that will assure Georgia's students graduate high school college-ready and work-ready.

The New Requirements

Georgia's new Graduation Rule goes into effect for freshmen entering 2008-2009 school term. The state sets the minimum requirements for graduation. The legislation allows TCA "to add requirements above and beyond the state requirements." Under the new requirements, all students must have 23 credits to receive a diploma, which include:

- Four (4) credits in Mathematics
- Four (4) credits in English/ Language Arts
- Four (4) credits in Science
- Three (3) credits in Social Studies
- One (1) credit in Health/ Physical Education
- Three (3) credits in Foreign Language** and/or Fine Arts
- Four electives

*In addition, **TCHS requires** students to have Four (4) credits in Bible, which brings the total required graduation credits to **27 units**

** Any student going to a University System of Georgia college or university must take at least two years, of the same foreign language, to meet admission requirements.

For Junior and Senior Graduation Information:

-Graduation Rule Website: http://www.gadoe.org/pea_policy.aspx?PageReq=GradRules2

Elective Credits

One or more elective credits may be taken from core courses and non-core courses. For example, three years of science is required. A fourth year, of science, is counted as an elective. One year of fine arts is required. Each additional year, of a fine art would count as an elective. Computer and Selective Studies courses are included in elective credits.

College Preparatory Diploma

The college preparatory diploma meets all requirements for entrance into a Georgia Board of Regents college or university in the state of Georgia.

Courses Required (Minimum)

Every student has seven class periods. Each student should be enrolled in at least six courses including a Bible course each semester. The seventh class may be another core/ elective course.

Semester System

Grades are based upon courses completed during each of the two semesters during the school year. Only final grades, in each semester, are included on the official transcripts. Only final grades, in each semester, are included in GPA and numerical averages. An electronic progress report will be sent home via email at the 4th week of each quarter. Grades are accessible at all times through Renweb. At the end of each 9 weeks a hard copy of grades will be sent home with each student.

Failures

Students who fail a semester course, in **grades 9-11** must successfully repeat an administratively approved course prior to the beginning of the next school year. Students, **in grade 12**, who fail a required course, cannot graduate from TCHS and cannot participate in graduation or other senior activities.

Final Exam Policies

TCHS believes that final exams are an important part of the learning process as well as preparation for the rigors of college education. All students are required to take all exams unless they earn the privilege of exam exemption. Students will be required to come to the office for an exemption form, complete the form and have it signed by the subject teacher. The high school staff will publish a list with the student's name and the exam they are exempting. The following exemption options/ requirements exist for high school students only.

Earned Exemption

This exemption is available to students, in grades 9-12.

1. Academic Requirement – must have a minimum of a 90 average in the exemption class.
2. Attendance Requirement – five (5) **excused** absences or less in exemption class (includes excused or unexcused absences.)
3. **Students with one (1) excused tardy, in a particular course, must take finals for those courses.**
4. Discipline Requirements – no more than one reprimand in a particular category, no appearance before the Student Discipline Committee (S.D.C)
 - a. No more than one Code Reprimand
 - b. No more than one reprimand for Tardies
 - c. No more than one reprimand for any other behavior issue
 - d. No instances of Integrity violations on any coursework
 - e. No assignment to ISS (In-School Suspension) or OSS (Out-of-School Suspension)

NOTE: Any student, who does not meet dress code requirements, for final exams will

not be allowed to take the final exam until he/ she meets the dress code requirements as stated by the administrator. Rescheduled final exams, for students not in dress code, will be held at a time convenient for the student's teacher.

Grading Scale

All grades will be reported using the following system. Semester grades and the calibration, of the GPA, and Numerical grades will be computed using the following system.

Grading Scale		Honors	AP
A	100-90	4.0	5.0
B	89-80	3.0	4.0
C	79-75	2.0	3.0
D	74-70	1.0	2.0
F	69-below	0	0

***A student's class rank is given in deciles.**

Incomplete

Work in any course, which is incomplete, at the end of the semester, may receive a grade of 'I' for Incomplete. All such grades will be converted to a regular grade during the first three weeks of a new reporting period (or within 3 weeks of the closing of school if awarded during the last semester) after the student has completed the necessary work.

High School Cell Phones

Trinity understands the rationale, of why students possess cell phones, and students are allowed to keep cell phones on their person. However, upon entry, to their first class, all cell phones must be turned off.

If students violate this policy, by using the phone during school hours, or if the phone rings during school hours, it will be confiscated, by an authorized school official and will be kept in the high school principal's office until the student's parent(s) retrieve it. If this occurs more than once, that student will not be allowed to carry a cell phone unto the Trinity campus or upon off-campus functions.

Driving

Because many of our families live outside of Powder Springs area, many students may drive to school. Thus, it is a privilege that students can earn and keep by driving and parking in an appropriate manner and arriving to school on time. Action will be taken for violations on school property and public streets on the way to school.

Any act considered potentially dangerous to the driver and/ or others, or which demonstrates a disregard for school policy will be considered a violation. It could be as simple as parking in unassigned areas or as dangerous as speeding/ reckless driving. All reports of unsafe driving will be seriously considered. The risk is too great. A possible consequence may be loss of the privilege of driving to school for a period of time or indefinitely.

Parking Permits

Receipt of a Driver's License does not guarantee a parking space. Priority will be given by grade level seniority and space availability. Once a student arrives at school, the parking lot and their automobile are off limits until dismissal. This is for the protection of students and the school. Cars will not be used as lockers. All school materials, lunches, etc must be brought in prior to 8:00 AM. Any student in the parking lot without permission will receive the following consequences:

1st Offense: Student notified*

2nd Offense: Parents and student notified*

3rd Offense: Driving privileges will be temporarily and permanently revoked.

* Detention or other consequences deemed appropriate based on the infraction (violation) may be imposed.

Students must register their car with the high school principal. Students must park in their assigned space. Violations will receive the following consequences:

Tardiness to Class Violations (per Semester)

Students are expected to be on time, to school, and to their classes. Students who are late, to school, must report to the main office for an admit slip before going to class. When a student is tardy, the following discipline procedures will be followed:

1. 1st – 4th Tardy – Warning
2. 5th Tardy – Reprimand #1 and Detention
3. 6th Tardy – Reprimand #2 Detention and loss of final exam exemption
4. 7th Tardy – Reprimand #3 and In-School Suspension
5. 8th Tardy – Referral to Disciplinary Committee or Administrative Meeting

Dress Code Violations (per Semester)

For initial violations the teacher will ask students or administrator to make corrections and the student will receive an Office Referral. When an “on the spot” correction cannot be made, the student will be sent to the high school office until the correction can be made. Discipline procedures are listed in the High School Discipline section, of this handbook.

1. 1st Offense – Dress must be corrected and parents may be notified to bring appropriate clothes to the school for the student. If a student misses class time, it will be an unexcused absence and will qualify for an academic penalty.
2. 2nd Offense - Reprimand and Detention
3. 3rd Offense – Detention, and loss of final exam exemption
4. Subsequently violations may result in an appearance before the Disciplinary Committee or Administration
 - * Three (3) detentions will equate to a day in ISS
 - * Three (2) ISS assignments, within one year any subsequent ISS will result in an OSS.

