



# Student Handbook

2019-2020

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# Monday - Friday Schedule

## Middle School Schedule

Homeroom	7:50 - 8:05
1st Period	8:10 - 8:55
2nd Period	9:00 - 9:45
3rd Period	9:50 - 10:35
4th Period	10:40 - 11:25
5th Period	11:30 - 12:15
6th Period	12:20 - 1:05
M/S Lunch	1:10 - 1:35
7th Period	1:40 - 2:25
8th Period	2:30 - 3:05

## High School Schedule

Homeroom	7:50 - 8:05
1st Period	8:10 - 8:55
2nd Period	9:00 - 9:45
3rd Period	9:50 - 10:35
4th Period	10:40 - 11:25
5th Period	11:30 - 12:15
H/S Lunch	12:20 - 12:45
6th Period	12:50 - 1:35
7th Period	1:40 - 2:25
8th Period	2:30 - 3:05

# Chapel Schedule

## Middle School Schedule

Homeroom	7:50 - 8:05
1st Period	8:10 - 8:50
2nd Period	8:55 - 9:35
3rd Period	9:40 - 10:20
4th Period	10:25 - 11:05
Chapel	11:10 - 12:15
5th Period	12:20 - 1:00
M/S Lunch	1:10 - 1:35
6th Period	1:40 - 2:20
7th Period	2:25 - 3:05

## High School Schedule

Homeroom	7:50 - 8:05
1st Period	8:10 - 8:50
2nd Period	8:55 - 9:35
3rd Period	9:40 - 10:20
4th Period	10:25 - 11:05
Chapel	11:10 - 12:15
H/S Lunch	12:20 - 12:50
5th Period	12:55 - 1:35
6th Period	1:40 - 2:20
7th Period	2:25 - 3:05

# Table of Contents

Purpose Statement	4	Homework	16
Vision, Mission & Goal	4	Honor Roll & Principal's List	16
Statement of Faith	4	Insurance	16
Educational Philosophy	5	Lockers	16
Non-Discrimination	5	Lost & Found	17
Absences	5	Lunches	17
Admissions Procedures	6	Medications for Student Welfare	17
Appearance & Dress Standards	7	National Honor Society	17
Arrivals & Departures	8	Parental Support	17
Awards	8	Physical Education	17
Bible	8	Reporting & Report Cards	18
Buildings & Grounds	9	Resource	18
Checking Out of School	9	Security	18
Community Service	9	Student Athlete Guidelines	18
Course Change	9	Standardized Tests	20
Curriculum	9	Student Accounts Policy	20
Discipline/Behavioral Expectations	10	Student Agenda	20
Disciplinary Measures	13	Student ID Badges	21
School Rules	14	Student Parking	21
Dual Enrollment	15	Student Pictures	21
Electronic Info. Service Guidelines	15	Tardiness	21
Exams	15	Telephones	21
Extended Care & Pre-care	15	Textbooks	21
Fire & Disaster Drills	15	Visitors to the School	21
Grading Scale	15	Volunteers in the School	22
Graduating With Honors	15	Withdrawals & Transfers	22
Graduation Requirements	15	Preschool	24
Hall Passes	16		

## 1. PURPOSE STATEMENT

The purpose of Trinity Christian Academy is to equip students for success in this life, to bring them to faith in Jesus Christ, and to nurture and disciple that faith.

## 2. VISION, MISSION AND GOALS

### Vision

To be a place where students, empowered by the Holy Spirit and led by a divinely called faculty and staff, reach their full spiritual, academic, and physical potential. Vision Statement: *Our product as the standard.*

### Mission

To assist parents in fulfilling their biblical responsibility to train the student in the knowledge of God and the Christian life, while providing an excellent academic education; to be an extension of the family. Mission Statement: *An Education...with spirit.*

### Goals

Trinity has three major goals:

- **Spiritual** - To see every student come to the knowledge of Christ as Savior and to be disciplined in his/her faith.
  - **Objective** - To have 100% of students make a confession of faith.
- **Academic** - To graduate students who are prepared for higher education.
  - **Objective 1** - To have 100% of students accepted to college or other follow-on education.
  - **Objective 2** - To have no more than 20% of students in remedial college courses.
- **Physical** - To train students to become healthy, active adults.
  - **Objective** - To have 80% of students pass a physical fitness assessment in high school.

To have any hope of success, TCA must have full partnership with its parents and families. Therefore, parents will be expected to cooperate with the school in fulfilling its academic, spiritual and physical goals.

## 3. STATEMENT OF FAITH

- WE BELIEVE....The Scriptures are the inspired and infallible Word of God which declares His design and plan for mankind (2 Tim. 3:15-17).
- WE BELIEVE....There is only One True God – revealed in three persons... Father, Son and Holy Spirit (commonly known as the Trinity) Matt. 28:19.
- WE BELIEVE....In The Deity of the Lord Jesus Christ. As God's son, Jesus was both human and divine (Luke 1:35; John 1:1).
- WE BELIEVE....though originally good, Man Willingly Fell to Sin – ushering evil and death, both physical and spiritual, into the world (Romans 5:12-19).
- WE BELIEVE....Every Person Can Have Restored Fellowship with God Through 'Salvation' (trusting Christ, through faith and repentance, to be our personal Savior) (Luke 24:47).
- WE BELIEVE....and practice two ordinances - (1) Water baptism after repenting of one's sins and

receiving Christ's gift of salvation (Matt. 28:19), and (2) Holy Communion (The Lord's Supper) as a symbolic remembrance of Christ's suffering and death for our salvation (1 Cor. 11:26).

- WE BELIEVE....The Holy Spirit empowers believers for witnessing and effective service (Acts 1:8).
- WE BELIEVE....Sanctification Initially Occurs At Salvation and is not only a declaration that a believer is holy, but also a progressive lifelong process of separating from evil as believers continually draw closer to God and become more Christ like (2 Cor. 5:17, Romans 12:1,2).
- WE BELIEVE....The Church Has a Mission to seek and save all who are lost in sin. We believe 'the Church' is the body of Christ and consists of the people who throughout time have accepted God's offer of redemption (regardless of religious denomination) through the sacrificial death of His son Jesus Christ (Eph. 1:22; 23 & Matt. 18:19, 20).
- WE BELIEVE....A divinely Called and Scripturally Ordained Leadership Ministry Serves the Church. The bible teaches that each of us under leadership must commit ourselves to reach others for Christ, to worship Him with other believers, and to build up or edify the body of believers-the Church (Eph. 4:11-16).
- WE BELIEVE....Divine Healing of the Sick is a Privilege for Christians Today and is provided by Christ's sacrifice (His sacrificial death on the cross for our sins). (Matt 8:16, 17; James 5:14-16)
- WE BELIEVE....in the blessed Hope - When Jesus raptures His Church Prior to His return to Earth (the second coming). At this future moment in time all believers who have died will rise from their graves and will meet the Lord in the air, and Christians who are alive will be caught up with them, to be with the Lord forever (1 Thess. 4:16, 17).
- WE BELIEVE....in The Millennial Reign of Christ when Jesus returns with His saints at His second coming and begins his benevolent rule over earth for 1,000 years. This millennial reign will bring the salvation of national Israel and the establishment of universal peace (Rev. 20 1-5).
- WE BELIEVE....A Final Judgment Will Take Place for those who have rejected Christ. They will be judged for their sin and consigned to eternal punishment in a punishing lake of fire (Rev. 20:11-15).
- WE BELIEVE....and look forward to the perfect New Heavens and a New Earth that Christ is preparing for all people, of all time, who have accepted him. We will live and dwell with Him there forever following His millennial reign on Earth. "And so shall we forever be with the Lord!" (Rev. 21:1, 2).
- WE BELIEVE...that God has commanded that no intimate sexual activity be engaged in outside of a marriage between one man and one woman. We believe that any form of sexual immorality; including homosexuality, lesbianism, bisexuality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God

disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1: 26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4)

- WE BELIEVE...that the only legitimate marriage is the joining of one biological man and one biological woman. (Gen. 2:24; Rom. 7:2; 1 Cor. 7:10; Eph. 5:22-23)

#### 4. **EDUCATIONAL PHILOSOPHY**

Trinity Christian Academy's purpose and philosophy are based upon a **Biblical** worldview holding that God is the Creator and sustainer of all life. God is ultimate reality and the source and essence of all goodness and truth. God has revealed Himself through nature and circumstances of human life and history, but most explicitly through His Son, Jesus Christ, as revealed in Holy Scripture, the Bible. The highest good on the part of man is realized in the conformity to God's will.

The ultimate objective of Christian education must be to help young people realize their full potential as human beings in God's perfect will for their lives. Each student must be encouraged to become the "perfect", that is whole, complete, mature, or fully equipped person in Christ (2 Timothy 3:16, 17). This accomplishment involves witnessing to and winning the lost child to Christ, providing for his intellectual growth and development through academic studies, providing opportunities for social activities consistent with biblical, moral and spiritual values, and providing for wholesome physical exercise and development.

As ultimate reality and truth, God set the standards by which value judgments are to be made. He has revealed Himself and His will most clearly through His Son and His Word. Therefore, Christ and the Bible must be central to every subject or activity. This means that the biblical viewpoint must permeate the entire school program, including curriculum, co-curricular activities, athletics, business, and interpersonal relationships of all those associated with the school.

A Christian teacher with a Christian philosophy of education teaches science as God's creation, Math as God's order, Geography as God's handiwork, History as God's orderliness and absolute truth, Physical Education and Health as our responsibility in caring for God's temple, and Music and Art as God's beauty and tools for worship. All of this will help the student relate to everyday living and contribute a positive influence for Jesus Christ.

The authority for such an education comes from God's commands that children be taught to love God and place Him first in their lives. We believe that the consistent implementation of this philosophy will provide for the optimum spiritual, academic, social, and physical development of each child.

#### 5. **NON-DISCRIMINATION NOTICE**

It is the policy of Trinity Christian Academy to offer the opportunity to students to participate in appropriate programs and activities without regard to race, color,

religion, national origin, sex, disability, or age, except as otherwise provided by Florida State Law. Any questions or problems should be directed to administration.

#### 6. **ABSENCES**

- A school day absence is defined as being absent half of the student's enrolled day (approximately 11:30 am on a normal school day). Students are required to be in attendance during all school hours, unless some other schedule is approved by administration. **Students absent more than 20 full day absences for any reason put promotion at risk, and may put graduation in jeopardy. Students with 20 or more absences will not be eligible to attend any field trips, or out of school travel, nor will they be eligible to participate in athletics.** Any appeal of this policy must be made to the school board.
- A period absence is defined as being absent over 20 minutes of that period.

Elementary students with 20 or more absences may be required to pass a proficiency exam and/or have their portfolio evaluated before an appeal will be considered.

Middle/High School students with 20 or more absences in any core academic course may be required, at the discretion of administration, to pass a proficiency exam to receive a passing grade in that course.

Please note that children are not to be sent to school when ill. If a child is sent home one day with fever (100 degrees or higher), diarrhea, and/or vomiting, he/she cannot return the following day. The child's temperature must be normal (below 100 degrees) for 24 hours **without** the use of medication before he/she can return to school. Children will not be admitted to school with a rash unless cleared by a physician.

**EXCUSED ABSENCES – The following reasons are considered valid excuses** for school absence. In these cases, there will be no grade penalty when work is made up. **For absences to be excused, documentation must be provided within three (3) school days beginning on the day the student returns to school.**

Parental cooperation and honesty is required in order for the absentee policy to work. Any evidence contrary to the requested reason of absence will result in the absence being considered unexcused.

- Illness of Student:
  - Elementary students are to report to the office with a signed note from the parent or guardian explaining their absence, or the absence will be unexcused.
  - Middle and High School students are to report to the office with a signed note from the parent or guardian and receive an admit slip before the student reports to his/her homeroom.
  - For long term illness (five (5) consecutive days or more), a doctor's excuse is required.

**Please note: any student that has had lice or any other communicable disease such as chicken pox, measles, etc., will not be allowed back in the**

classroom unless first cleared by the school office.

- Death in family – this is treated as an emergency but a note is still required within three (3) school days beginning on the day the student returns to school.
- Appointment with the doctor or dentist - appointments should be made after school hours; when this is not possible; the parent must follow the rules for check out (Section 12).
- Pre-Arranged Absences – **Three (3) full days minimum written notification is required for single day absences.** Add one additional day of notification for each day of a planned absence. Notifying the office without the minimum written notification may be grounds to refuse an excused pre-arranged absence. If not pre-arranged and approved, such absences shall not be excused unless the trip was necessitated by an emergency. In these cases, Administration will make the final determination. Administration shall have the authority to limit the number of days for such absences. Please use the “Pre-arranged Absence” Google form that is emailed to parents at the beginning of the school year and is also available on the school website at [www.trinitychristianacademy.com](http://www.trinitychristianacademy.com).
- Please see “Section 28: Homework” regarding Make-up Work.

**UNEXCUSED ABSENCES** – The following reasons are considered unexcused for school absence. **Work cannot be made up for unexcused absences.**

- A foreseeable absence that was not pre-arranged will automatically be considered unexcused.
- All non-emergency absences or absences for the sake of convenience of the parent or student will be considered unexcused. (Examples: skipping school, parents allowing older students to remain home to babysit so that parents may go to work, sleeping late after returning late from athletic trips, transportation problems, an absence due to a delinquent account, or any other reason not approved by administration.)

Any student who misses school because of illness and reports to a school event the same day will not be excused. Students whose absences are consistently unexcused will be reviewed for re-admission to TCA the following year.

## 7. **ADMISSIONS POLICIES/PROCEDURES**

- A student is admitted to Trinity Christian Academy on the basis of former records as well as entrance and placement tests. Testing will be done prior to or at point of entry into class. He/she must also meet TCA’s criteria for successful entry into a specified grade level.
- Acceptance into any grade level does not mean automatic acceptance into the next grade the following year; the ultimate decision lies with the administration. Student records are reviewed every year for re-enrollment. Re-enrollment is conditional on acceptable progress and behavior, and an interview may be required.

- All new students will come to TCA on a one semester probation period. Any middle or high school student earning a grade point average under a 2.0 for a marking period will be placed on academic probation. A second marking period under a 2.0 will be reviewed for possible dismissal. Any student who has had discipline challenges the previous year will also be on a one semester probation period.
- New students denied acceptance due to their incoming discipline record may reapply after one year, provided that no new discipline issues have been added to the record during that time.
- A student may be refused admission to the school or asked not to return the following year if he/she is out of harmony with the Statement of Faith, the spirit, or the policies of the school whether **on or off property** as determined at the sole discretion of the administration. Social media entries may be used to aid in making this decision. Readmission considerations following dismissal will be determined on a case-by-case basis.
- A student admitted to TCA may or may not be eligible to participate in athletics. Please see section 41 for specific eligibility requirements

### Admission of students needing resource services (IEP).

Students who have received any exceptional educational services in the past, such as IEP/504’s/Service Plans, must submit full applications and current ESE documents for an extensive review by the ESE Director. Final decision concerning acceptance into our school will be delayed until all current documents requested by the ESE Director have been received. While it is our desire to admit and service every student who applies, our resources and personnel limit the type and amount of services we can render. Therefore, the following is an explanation of the limits of our program. TCA only accepts those students who are ambulatory with no severe motor-control dysfunctions, including toileting. Depending on severity, hearing or vision impaired students may not be accepted. Students must have average intelligence with no emotional disorders or limited intellectual functions (such as Autism, Asperger’s, Down’s syndrome, etc.). Academically, students must be able to read no more than two years behind their peers. Students must be able to work independently in the regular education setting with minimal assistance from the regular education teacher and require no more than 225 minutes of exceptional educational services rendered by specially trained personnel as listed on back of the IEP.

### Admission of part-time students

Students are required to take a minimum of three courses in order to attend TCA. Students are required to submit to the same admissions process as full-time students. Please note that part-time students are not eligible to graduate from TCA.

### **Physical & Immunization Forms**

Florida law requires all new students entering all grade levels (K2-12) to present certification of the following:

- Original birth certificate (we will make a copy)
- Copy of social security card on file
- Original, current immunization form #DH680
- Original, current physical form #DH3040

All physical examination forms must be completed by a Florida physician within twelve months prior to entering a Florida school.

### **8. APPEARANCE AND DRESS**

- Trinity Christian Academy maintains that there is a close relationship between positive academic achievement and the neatness and appropriateness of student dress. Having dress standards maintains an optimum learning environment throughout the school day and at all school sponsored activities.
- TCA represents a conservative culture. Students should strive for neatness and good grooming. Their dress should reflect Christian standards. Dress should be modest, neat, and void of a sloppy or careless appearance. The administration reserves the right to interpret or revise these dress guidelines at any time, at its sole discretion.
- The school uniform for all students will consist of a TCA polo shirt; TCA pants, jumpers, skorts or shorts; plain black or brown belt; socks and totally enclosed shoes. **Shorts and skorts must be no more than 4" above the crease at the bend of the back of the knee and cannot be rolled up.** TCA pants, skorts, shorts, jumpers, polo shirts, sweatshirts, jackets, athletic sweatshirts and sweaters must be purchased through the school uniform store (no hoods will be worn on the head in school). A TCA polo shirt must be worn at all times, even under jumpers, sweaters, and sweatshirts. Only TCA uniform items in dress code standards are allowed on campus except as approved by administration. Students without the appropriate uniform will be charged for the purchase of the new uniform item if the parent cannot be reached through the phone numbers provided or if they are unable to bring the item to the school. The student will not be allowed to return to class until the issue is resolved.
- Please refer to the Preschool section regarding guidelines for the Preschool uniform.
- TCA pants, jumpers, skorts or shorts must be black or khaki in color.
- TCA polo shirts should be burgundy, black, and grey.

#### **Miscellaneous Dress Code & Appearance**

These dress code rules apply to all students on campus during school hours, whether they are checked out or not.

- Boys may have well-groomed facial hair that present a professional appearance, at the sole discretion of the administration.
- Hair for both boys and girls should be clean and well-groomed. It must not be a distraction in the classroom and must stay out of the eyes.

- Extreme colors, haircuts, inappropriate symbols and wording are unacceptable for TCA standards, at the sole discretion of the administration.
- **Boys may not wear earrings. Hole protectors must be clear and flush with the earlobe.**
- Girls may not wear bars, chains, or anything other than conservative, normal earrings. Large hoop earrings are prohibited because they may pose a safety hazard.
- Body piercings and gauges are prohibited for all students.
- Jewelry and accessory items with offensive symbols, such as peace symbols, pentagrams, etc., are unacceptable, and subject to the sole discretion of the administration. This includes lunch boxes and backpacks. No fake tattoos are permitted.
- All tattoos visible when dressed in classroom or athletic uniforms, as well as exposed during participation in any other extra-curricular activity, must be covered.
- Any student who has an offensive tattoo, as determined at the sole discretion of the school administration, must cover it at all times, including during attendance of any school-sponsored activities.
- Any shoe with open toe or open back is unacceptable. Shoes must have substantial soles and cannot have heels higher than 3 inches. Bedroom slippers are not allowed.
- Elementary students are required to wear athletic shoes for P.E. and recess. Middle and High school students are required to wear athletic shoes for P.E.
- Hats, hoods, sweatbands, bandannas, and headphones cannot be worn by boys or girls during school hours, either inside or outside the building.
- Hair beads are not permitted on boys.
- Non-TCA outerwear is permissible during transport to and from school and during outdoor activities only.
- Blankets are not allowed inside the building.
- **All clothing must be in good condition; no ripped or torn clothing. Clothing that is too baggy, too small or too tight will not be allowed.**
- Students may wear full-length leggings and tights under shorts or jumpers. They must be in solid colors of white, gray, burgundy or black. Socks must be worn with leggings.
- Only plain, solid, **hoodless t-shirts** in white, gray, burgundy or black may be worn under TCA polo. The t-shirts may be short or long-sleeved.
- Polo shirts must be tucked in. Students caught with shirts untucked will be issued a warning on their first offense. Second offenses will be classified as an intermediate offense; In School Suspension (ISS) issued and points assessed will be at the discretion of administration.
- Girls' spandex shorts for athletic activities must have an inseam that extends 5 inches.

#### **Dress Code for School Spirit Friday:**

All students may wear either a TCA or Trinity Church activity shirt or approved hoody, or an approved Christian t-shirt and TCA uniform pants, skorts, or shorts (shirts must be approved by administration no later than Thursday).

Middle and high school students must purchase their Christian shirts through the school uniform store. TCA activity shirts include athletic, band, performing arts, or other shirts approved by administration. Students abusing school spirit day dress by wearing clothing that is too tight, baggy, short, wrong shirts, etc. will lose their privilege for one full quarter. Spirit Friday shirts do not need to be tucked in.

#### Field Trip Attire:

Field trip attire will be TCA uniform dress unless the sponsoring teacher receives administrative approval for some other attire no later than one week prior to the trip.

#### Homecoming, Prom and Graduation Attire:

These are formal events; no immodest attire will be tolerated. Boys should wear jacket, shirt and tie, long pants, and dress shoes. Girl's formal attire should not show excessive cleavage, bare tummies, high slits, bare backs, use sheer material, or be excessively tight. Length must not be more than 4" above the crease at the bend of the back of the knee. Modest open backs, spaghetti straps and bare shoulders are acceptable as long as they look modest and lady like. All dresses must be approved by administration prior to the event and will be evaluated both standing and sitting. All undergarments, crinolines (if used), shoes, etc. must be worn during approval. This rule applies to both TCA students and their guests. All outside guests must complete the guest approval form and be pre-approved by administration.

Boys' and girls' dress must be modest and neat at all school events. If there are any questions about attire, please check with TCA administration before the event. Students who abuse this policy will be required to have their outfits approved prior to the event, or they will not be allowed to attend. Administration reserves the right to deny entry to any school event for dress code violations or lack of adherence to TCA policies. Any violation of this policy will result in an intermediate infraction.

#### Senior Graduation Attire:

- Girls should wear a dress which is light in color with nothing see-through, tight, or revealing. No strapless dresses, but spaghetti straps are allowed as long as they are a minimum of two fingers wide. Dresses should not extend below the length of the gown. Shoes or sandals must be white.
- Boys should wear a white dress shirt, tie, and slacks with black or brown dress shoes.

### **9. ARRIVALS & DEPARTURES**

- The Elementary School day begins at 8:00 a.m. and ends at 2:45 p.m. Parents are asked not to drop students off before 7:45 a.m. unless they leave them in pre-care, which is available from 6:30 a.m. every morning. Students who are not picked up by 3:10 p.m. will be taken to extended care. Extended care charges start at 3:15 p.m. Please note that any time your child is in pre-care or extended care, you will be charged for this service. There will be no exceptions.

- The Middle and High School day begins at 7:50 a.m. and ends at 3:05 p.m. Parents are asked not to drop students off before 7:45 a.m. unless they leave them in pre-care, which is available from 6:30 a.m. every morning. Students will be released at 7:40 a.m. to their homeroom. Students using extended care must report between 3:15 p.m. and 3:30 p.m. Remaining students must either be under the direct supervision of a coach or a teacher. Students unsupervised will face disciplinary consequences. **Please note that any time your child is in pre-care or extended care, you will be charged for this service.** Please see "Section 22: Extended Care & Pre-Care" for exceptions.
- Students who have not left campus or reported to extended care, athletics or tutoring will receive administrative consequences. Additionally, students found in unauthorized areas or hiding in various locations instead of reporting to extended care will also receive administrative consequences.

### **10. AWARDS** *"And now abide these three faith, hope and charity" 1 Corinthians 13:13.*

Trinity's awards program is based on this scripture. We have 4 awards that students compete for throughout the year. All awards are scored by the faculty using objective criteria, and are awarded quarterly in the elementary school and semi-annually in the middle and high school.

- The **FAITH AWARD** is awarded to the student who best exemplifies the fruit of the Spirit: love, joy, peace, gentleness, goodness, faith, kindness, meekness, and self-control (Galatians 5:22-23).
- The **HOPE AWARD** is awarded to the student who is the highest achiever in the elementary classes and to the student with the highest grade point average in the middle/high school. To be eligible for the Hope Award, a student must be at least half time enrolled on-campus.
- The **CHARITY AWARD** is awarded to the student who demonstrates a servant's attitude and heart. Jesus said, "He who would be the greatest among you, let him be the servant of all." (Matthew 23:11)
- The **DILIGENCE AWARD** is awarded to the student who has shown great effort and/or improvement in the previous semester. The Bible commands us to "abound...in all diligence" so that we may "abound in grace" (II Cor. 8:7).
- The **STUDENT OF THE YEAR** is the culminating award. The three students who win the most awards and exemplify TCA standards are awarded the Student of the Year. Students can also earn teacher awards, athletic awards, letters and pins, as well as the annual athlete of the year awards.

### **11. BIBLE**

- Bible study is recognized at Trinity Christian Academy as being of fundamental importance and is a required subject. It augments all academic fields of study, and without it a student can hardly be considered educated in the truest sense. The Bible gives the best light for



this life and the only hope for the life to come. There is no book that can so enrich the minds and hearts of men as God's Word. The Bible is the Word of God, Jesus is the Word, a relationship with Him and continual study of the scriptures is one of the greatest assets. "In the beginning was the Word, and the Word was with God, and the Word was God" (John 1:1).

- Character development is the most important work of a school. No other course offered in the school affords so great an opportunity for laying the foundation for good and sound character.
- Prayer is part of our ministry to TCA students; therefore, teachers can be expected to pray with and for students on a daily basis both corporately and individually.

## 12. BUILDINGS & GROUNDS

All school property has been provided through the sacrificial gifts and labor of the members of Trinity Church and belongs to the Lord. Since visitors to the church and school could appear on the premises at any time, it is of the utmost importance that we keep our property looking clean and in good condition. Please observe the following guidelines:

- Put all trash into the trash containers provided. Pick up any trash, even if you did not put it there.
- Protect the shrubbery and lawns. Walk on the sidewalks whenever possible.
- Help keep the property in good condition by never defacing or damaging it; report anything damaged or broken to the office.

## 13. CHECKING OUT OF SCHOOL

The criteria for determining an excused checkout shall be the same as for excused absences. For students who drive, a signed note from their parent or guardian must be turned into the school office upon arrival, stating check-out time and reason. **Emailed notes are not permitted.** However, a fax, emailed photo, or scanned copy with the parent or guardian's signature is permissible. For students who do not drive, parents must come into the school office and sign them out. Students will only be released to persons listed on the pickup list. Seniors checking out early must have transportation to depart school property. If not, they will be scheduled for a full school day.

Students are not permitted to leave campus for any reason unless approved by administration and we have written parental permission. Any student leaving to go to the store or a restaurant, for example, would be considered skipping school and receive an automatic in-school suspension.

## 14. COMMUNITY SERVICE

**In order to receive a diploma from Trinity Christian Academy, students in grades 9-12 must satisfactorily complete a total of 75 hours of approved and documented community service. These hours must be completed by April 1<sup>st</sup> of their senior year unless approved by administration.** Entering seniors may complete 25 hours for graduation from TCA. Failure to

complete service hours puts graduation in jeopardy. Please note that only the Florida Academic Scholars Award for Bright Futures requires 100 hours.

- Community service forms are available at the reception booth located in the school building.
- A maximum of 25 community service hours may be completed at the school after school hours.
- A maximum of 50 community service hours may be earned from any one source.
- Community service hours are those in which the student does not receive pay, does not benefit the student or their family. Examples may include but not limited to Sunday school teacher, missions trips, junior coach, hospice, etc.

## 15. COURSE CHANGE

A course may not be dropped or added without administration's written consent. If a student desires to drop or add a class, he or she must obtain a Drop/Add Course Form from the office, complete the form noting the reason for the change, **obtain a parent's signature on the form**, and return it to the school office. Administration will contact the student as soon as possible to discuss the matter. The student must stay in his or her original class until written permission from the administration is granted to change the class. Teachers will not allow a student to change classes without official permission. **Any course dropped after the first two weeks of the semester will be recorded as an "F" unless the change has been recommended by the administration. No course may be added or dropped after the third week of the current semester.** Unless unusual circumstances prevail, a student will retain the courses on his or her course schedule the entire semester and/or school year. Some courses, such as band, dance, chorus, drama, and yearbook, are annual courses. Students electing to take these courses **will not be allowed to drop them after the second week of the year; even at the semester break.**

## 16. CURRICULUM

The Christian curriculum series from Bob Jones University Press is primarily utilized in all grades. Any supplemental curriculum used will be thoroughly reviewed before selection and utilization.

### MIDDLE SCHOOL GENERAL TRACK

<u>7<sup>th</sup> Grade</u>	<u>8<sup>th</sup> Grade</u>
Bible	Bible
English	English
World Studies	Amer. Republic
Life Science	Earth Science
Math**	Pre-Algebra
Wheel**	Wheel**
	Spanish 8

### MIDDLE SCHOOL ADVANCED TRACK

<u>7<sup>th</sup> Grade</u>	<u>8<sup>th</sup> Grade</u>
Bible	Bible
English	English
World Studies	Amer. Republic
Life Science	Earth Science
Pre-Algebra	Algebra 1
Spanish 8	Spanish 1
Wheel**	Wheel**

- \* The wheel consists of art, chorus, drama, weightlifting, and physical education. All non-band students will cycle through the wheel.

The following is a sample only, individual schedules may differ.

### HIGH SCHOOL CURRICULUM

<u>9<sup>th</sup> Grade</u>	<u>10<sup>th</sup> Grade</u>
Bible	Bible
English I	English II
World History	Geography
Physical Science	Biology
Algebra I	Geometry
Spanish I	Spanish II
1 Elective	1 Elective

### HIGH SCHOOL CURRICULUM

<u>11<sup>th</sup> Grade</u>	<u>12<sup>th</sup> Grade</u>
Bible	Bible
English III	English IV
American History	Amer. Gov. /Econ
Marine Biology, Physics or Chemistry	Marine Biology, Physics or Chemistry
Algebra II	Pre-Calculus, Calculus, or Math for College
Electives	Readiness 3 Electives

- \* TCA offers numerous honors classes. Enrollment in these classes will be dependent on course availability and GPA (3.0 minimum).
- \* All students are required to complete an online course with a minimum of 0.5 credits prior to graduation.

## **17. DISCIPLINE/BEHAVIORAL EXPECTATIONS**

- The school and home must be parallel in disciplinary outlook for moral training to be effective. Only a philosophy and practice based on the revealed Word of God is acceptable.
- Parents should understand that while administration is open to their input at any time, administration must be trusted to make a decision that is, at their sole discretion, the best for the situation. Parents will be expected to accept and cooperate with administration's decision.
- The following guidelines will help as we build toward such an outlook. The responsibility and authority to discipline comes from God. Discipline has moral content. The foundation is our amenability to God and

the revelation of His standard of conduct, which is both positive and negative. Disobedience is the core of sin. Christian love is at the heart of all discipline. Correction and chastening are an essential part of the firmness of love; they must be balanced. Firmness minus love becomes harsh; whereas love without firmness is sentimentality. Both errors produce, instead of solve, problems. "For the Lord corrects those he loves, just as a father corrects a child in whom he delights" (Proverbs 3:12). **We do not use corporal punishment.**

- All discipline is designed to show the child's sinful will and to lead him to trust Christ and become a self-disciplined person who wants to do God's will. We hope to cooperate with the home in forming good habits in the student, such as cheerful obedience to authority and school regulations when the person in authority is not immediately present. Such obedience should be willing and immediate. With this in mind, the following is a progressive pattern of discipline encounters and their most probable disposition.
- Code of Conduct – a TCA student is bound by our code of conduct 24 hours a day, on or off campus. Off campus behavior or statements that are communicational or coercively illicit, immoral, profane, illegal or inconsistent with Biblical standards may be dealt with within our discipline system and may result in dismissal. Students are also expected to uphold the rights and well-being of others. Behavior which is coercive, either explicitly or implicitly, or which violates a student or teacher's fundamental rights, will not be tolerated.
- Sexting Policy - In keeping with the school's responsibility to provide a moral and safe learning environment for all students, the board has established the following policy regarding the issue of "sexting." Sexting is the act of sending, receiving, or forwarding sexually explicit or suggestive message, photos, or images via cell phone, computer, or other digital device—is prohibited on or off school property. Students engaged in such activities are subject to state laws and school discipline. Sending, sharing, possessing, or viewing pictures, text messages, or e-mails that contain sexual messages or images is a violation of this policy. Any such violation will result in school discipline up to and including expulsion and the notification of local law enforcement. Students are required to immediately report any such activities to a teacher or school administrator.
- Social Media – Students should be aware that social media entries reflect their character and are used by schools, colleges, and employers for admissions and employment decisions. Therefore, posts which are considered inappropriate, at the sole discretion of administration, will be dealt with under the discipline system.
- Students can not initiate or open a social media page on behalf of that represents the school. School sponsored clubs and athletic teams may do so via written request, completed and submitted by the club

sponsor or coach for administrative review and approval. Any pages not approved by the school or ground to be inappropriate will be investigated, reported and submit to the discipline system at the sole discretion of administration.

- A student may be dismissed or expelled from school or asked not to return the following year if he/she is out of harmony with the Statement of Faith, the spirit, or the policies of the school whether **on or off property** as determined in the sole discretion of the administration. Social media entries may be used to aid in making this decision. Readmission considerations following dismissal will be determined on a case-by-case basis.
- Expulsion offenses: The following offenses are inconsistent with attendance at TCA and will likely result in expulsion. If a student commits one of these offenses he/she will be automatically suspended pending review for expulsion. The offense will be investigated and reviewed by administration, and the parents notified of the result. Parents may request a review by the school board at its next scheduled meeting.
  - Possession on campus or at a school sponsored event of tobacco, illegal drugs, alcohol, or vaping materials.
  - Preconceived violence—that is, violence that was preconceived off-campus or on social media and performed on campus or at a school sponsored event.
  - Sexual activity on-campus or at a school sponsored event.

Classroom Discipline – Each teacher will be responsible for listing their classroom rules which are to be followed with rewards given for good behavior and consequences given for inappropriate behavior. Each teacher will be responsible for the administration of his or her own classroom. If a student shows a consistent pattern of misbehavior, the teacher will contact the parent and document such behavior. If the student continues to persist in inappropriate behavior after correction by the teacher and parent contact, then the teacher has the option to present the student with a discipline referral to the administration. The student will then be dealt with in the discipline system.

- Discipline at Trinity Christian Academy is done with firmness and love, based on Colossians 3:25: “He who does wrong will be punished, and there is no respecter of persons.” Our approach involves emphasis on the student’s responsibility in choosing how he/she will behave. Consequences are a natural result of choice on the part of the student.  
**Responsibility and cooperation in all areas of school life are expected of students and parents.**

Discipline Point System – Before referrals are written to have points assigned for minor acts of misconduct, the teacher is to carry out the stages outlined on the referral form. A referral may be issued immediately for misconduct outside the classroom.

- Minor Acts of Misconduct – (1 – 2 discipline points per referral). Minor acts of misconduct interfere with the orderly operation of the classroom or school activities.

Examples of minor acts include, but are not limited to: disorderly behavior, unprepared for class, tardy to class, dress code violation, cell phone violation, excessive talking, note writing or passing, personal grooming, consumption of candy, gum, food or drink in non-approved areas, inappropriate language, and favoring, reacting to, or liking inappropriate material on social media.

- Intermediate Acts of Misconduct – (Automatic referral and 3 – 5 discipline points per infraction). Intermediate acts of misconduct will result in an administrative conference, parental contact, suspension, detention, or ISS. Examples of intermediate acts of misconduct include, but are not limited to: bullying, destruction of property, disrespect for teachers and staff, disrespect for peers, insubordination, repeated minor acts of misconduct, a second cell phone violation, skipping class, leaving without permission, profanity, plagiarism, vulgarity, cheating on tests and quizzes, lying, public display of affection, and creating inappropriate material on social media.

Horseplay is an automatic referral with a minimum of 3 points and automatic ISS. Dress code violations may also earn an immediate referral. Usually, a student is given a warning at the first offense and an ISS after the second infraction.

- Major Acts of Misconduct - (Automatic referral and ten (10) or more discipline points per infraction). Major acts of misconduct will result in an administrative conference, parental contact, suspension, and report to proper law enforcement agency (if appropriate). Examples of major acts of misconduct include, but are not limited to: honor code violations; immoral conduct; sexual activity (including “making out”); sexting; teasing or disrespect of anyone regarding race, gender or individuality; stealing; lying to administration; violent threats; fighting; biting; kicking; spitting; repeated intermediate acts of misconduct; vandalism; carrying, using, selling, buying or possession of illegal tobacco, vaping material, alcohol, or drugs on or off campus; carrying a firearm or knife or anything construed as a weapon; tampering with safety equipment; and commission of a felony on or off campus.
  - Physical Contact/Immorality - Demonstrations of romantic involvement between students on school property are forbidden. Behavior should be above reproach. In accordance with the ministry’s statement of faith and in recognition of Biblical commands, no immoral conduct will be tolerated. The Bible strictly forbids such conduct which includes immoral actions as well as advocating for sinful behavior. The following will not be tolerated in any form and will constitute grounds for expulsion: any actions or identifying statements concerning fornication, adultery, homosexuality, lesbianism, bisexuality, or pornography. (Gen. 2:24; Gen. 19:5, 13; Gen.

26:8-9; Lev. 18:1-30; Rom. 1: 26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4).

- *Definition of "immoral act"* - Bodily contact, actively undertaken or passively permitted, between members of the opposite sex or members of the same sex for the purpose of satisfying sexual desires and any bodily contact that a reasonable person would understand to demonstrate a propensity or intent to engage in an immoral or homosexual act.
- *Definition of "identifying statement"* - A statement that a student is a homosexual, bisexual, transgender, or otherwise immoral, or words to that effect or language or behavior that a reasonable person would believe is intended to convey the statement that a student engages in or has a propensity or intent to engage in immoral and/or homosexual acts.
- *Examples:* "I am gay," "I am homosexual/transgender," "I have a homosexual orientation." Homosexual conduct, defined as acts or identifying statements, is incompatible with enrollment at TCA and is a basis for dismissal. All students must be treated with dignity and respect, free of threats or harassment.
  - Depending on severity, and at the sole discretion of the administration, a major act of misconduct may result in either an out-of-school suspension or immediate dismissal. Students receiving an out-of-school suspension will be warned that a second infraction of that nature may result in dismissal. Also, at the discretion of administration, a student may be placed on a three strike system following a major infraction. The major infraction would be the first strike. Subsequent intermediate level or higher infraction would result in second and third strikes. Second strike infractions may result in a three day suspension and third strike in dismissal.
- Sexting - the act of sending pictures or messages of a sexual nature between cell phones or other electronic media. Trinity Christian Academy explicitly prohibits "sexting". Students will not create, use, send, download, share, or display obscene, threatening, harassing, or otherwise offensive messages or pictures, including pornography, to internal or external users, websites, social networks, or blogs. School administrators may search electronic devices at any time they suspect that a search will reveal a violation of school rules. If an administrator confirms "sexting", the following steps will be followed:
  - Contact the parents of all students involved
  - Each student will receive a 3 day OSS and 10 discipline points

- Each student will be placed on the three strike program, with this infraction being strike one
- Students will complete the sexting program as outlined in the agreement letter.

*The Point System includes, but is not limited to:*

▪ <u>Biting</u>	<u>10 pts</u>	<u>Major</u>
▪ <u>Bullying</u>	<u>3-5</u>	<u>Intermediate</u>
▪ <u>Carrying a firearm, knife, weapon, or anything construed as a weapon</u>	<u>10</u>	<u>Major</u>
▪ <u>Carrying, using, selling, buying or possession of illegal tobacco, vaping material, alcohol, or drugs on or off campus</u>	<u>10</u>	<u>Major</u>
▪ <u>Cell phone violation 1</u>	<u>1-2</u>	<u>Minor</u>
▪ <u>Cell phone violation 2</u>	<u>3-5</u>	<u>Intermediate</u>
▪ <u>Cheating on tests or quizzes</u>	<u>3-5</u>	<u>Intermediate</u>
▪ <u>Classroom Disruption (repeated)</u>	<u>3-5</u>	<u>Intermediate</u>
▪ <u>Commission of a felony on or off campus</u>	<u>10</u>	<u>Major</u>
▪ <u>Consumption of candy, gum, food</u>	<u>1-2</u>	<u>Minor</u>
▪ <u>Creating inappropriate material/social media</u>	<u>3-5</u>	<u>Intermediate</u>
▪ <u>Destruction of property</u>	<u>3-5</u>	<u>Intermediate</u>
▪ <u>Disorderly behavior</u>	<u>1-2</u>	<u>Minor</u>
▪ <u>Disrespect for peers/faculty</u>	<u>3-5</u>	<u>Intermediate</u>
▪ <u>Dress code violation 1</u>	<u>1-2</u>	<u>Minor</u>
▪ <u>Dress code violation 2</u>	<u>ISS</u>	<u>Automatic</u>
▪ <u>Excessive talking</u>	<u>1-2</u>	<u>Minor</u>
▪ <u>Fighting</u>	<u>10</u>	<u>Major</u>
▪ <u>Honor code violations</u>	<u>10</u>	<u>Major</u>
▪ <u>Horseplay</u>	<u>ISS</u>	<u>Automatic</u>
▪ <u>Immoral conduct</u>	<u>10</u>	<u>Major</u>
▪ <u>Inappropriate language</u>	<u>1-2</u>	<u>Minor</u>
▪ <u>Insubordination</u>	<u>3-5</u>	<u>Intermediate</u>
▪ <u>Kicking</u>	<u>10</u>	<u>Major</u>
▪ <u>Leaving without permission</u>	<u>3-5</u>	<u>Intermediate</u>
▪ <u>Liking inappropriate material/social media</u>	<u>1-2</u>	<u>Minor</u>
▪ <u>Lying</u>	<u>3-5</u>	<u>Intermediate</u>
▪ <u>Lying to Administration</u>	<u>10</u>	<u>Major</u>
▪ <u>Note writing</u>	<u>1-2</u>	<u>Minor</u>
▪ <u>Personal grooming</u>	<u>1-2</u>	<u>Minor</u>
▪ <u>Plagiarism</u>	<u>3-5</u>	<u>Intermediate</u>
▪ <u>Profanity</u>	<u>3-5</u>	<u>Intermediate</u>
▪ <u>Public display of affection</u>	<u>3-5</u>	<u>Intermediate</u>
▪ <u>Repeated intermediate acts of misconduct</u>	<u>10</u>	<u>Major</u>
▪ <u>Repeated minor acts of misconduct</u>	<u>3-5</u>	<u>Intermediate</u>
▪ <u>Sexting</u>	<u>10</u>	<u>Major</u>
▪ <u>Sexual activity (including making out)</u>	<u>10</u>	<u>Major</u>
▪ <u>Skipping class</u>	<u>3-5</u>	<u>Intermediate</u>
▪ <u>Spitting</u>	<u>10</u>	<u>Major</u>
▪ <u>Stealing</u>	<u>10</u>	<u>Major</u>
▪ <u>Tampering with safety equipment</u>	<u>10</u>	<u>Major</u>

- Tardy to class                    1-2        Minor
- Teasing or disrespect of anyone regarding race, gender, or individuality        10        Major
- Unprepared for class            1-2        Minor
- Vandalism                            10        Major
- Violent threats                    10        Major
- Vulgarity                            3-5        Intermediate

## 18. **DISCIPLINARY MEASURES**

### Levels Of Discipline Intervention

Level 1 – The accumulation of five (5) discipline points will result in:

- Letter sent to student and parents
- Conference with student

Level 2 – The accumulation of ten (10) discipline points will result in:

- Phone conference with parents
- Conference with student
- Appropriate disciplinary action

Level 3 – The accumulation of fifteen (15) discipline points will result in:

- Parent/Student conference with administration
- Conference with student
- Appropriate disciplinary action
- Travel ban (See below)
- Student will automatically be placed on disciplinary probation for the following school year

Level 4 – The accumulation of twenty (20) discipline points will result in:

- Parent/Student conference with administration
- ISS - \$25 fee
- Student will be placed on the three strike system

Level 5 – The accumulation of twenty-five (25) discipline points will result in:

- Parent/Student conference with administration
- Out-of-School suspension
- Probation

Level 6 – The accumulation of thirty (30) discipline points will result in:

- Parent/Student conference with administration
- Any referral will result in a strike. Students will be dismissed at strike three

Disciplinary Probation – There are two types of disciplinary probation, both usually last one semester. The first is a **three strike system**; any intermediate level or higher infraction will result in a strike. At strike three, the student's record will be reviewed by administration for dismissal. The other is the **strict three strike system**; any infraction will be a strike. At strike three, the student's record will be reviewed by administration for dismissal.

Dismissal – When a student has been dismissed, they are banned from the school campus and all school activities. If they are seen at the campus or an activity, they will be asked to leave. If they refuse, authorities may be called to escort them from the campus or activity.

Out-of-School Suspension (OSS) – OSS is assessed for major infractions, or accumulation of 30 or more discipline points. It is intended as a message to the student and his/her parents that he/she is coming dangerously close to

dismissal. When an OSS is assessed, the first out of school day is the following day. For example, if a student was given 3 days of OSS on a Tuesday, the count would start on Wednesday; he/she would be out on Wednesday, Thursday, and Friday, and would return on Monday. Any student issued OSS will receive an unexcused absence and zeros for all assignments and tests missed during their absence. When a student is on OSS he/she may not come to the campus or to any school activity until the period of the OSS is over. This includes pickup or drop-off of siblings or friends. If they come to campus, they will be considered insubordinate and disciplined as an intermediate level infraction.

In-School Suspension (ISS) – One of our most effective consequences is ISS, during which students will do school work and manual labor. Any student that receives an ISS will be required to report to work and be charged \$25. The \$25 goes to pay for the staff that must be here to supervise them. Any student, who has been issued an ISS and is absent unexcused, will be given 2 ISS's and the charge doubled. If the student fails to report to the 2<sup>nd</sup> ISS, the student will receive an out-of-school suspension, but the fees will not be waived. Please note: students and/or parents are responsible for the cost of an ISS.

Three Strike System – This system works as a warning to any student who has reached the appropriate level in our discipline system. Students may be placed on the three strike system for the following reasons:

- Any student who accumulates 15 or more discipline points will automatically be placed on disciplinary probation the following year.
- New students transferring to TCA from another school with excessive amounts of referrals may be placed on three strikes for the first semester they attend.
- Any student who reaches 20 or more points in one academic school year.
- Any student who has been suspended for any reason during the school year is automatically placed on three strikes, and strike one will start with their suspension. Any intermediate or major level of misconduct that follows will count as a strike.
- Once a student has reached strike three they, along with a parent/guardian, will meet with administration about possible dismissal.
- Occasionally, new or returning students with extensive discipline records are placed on the strict three strike program. When the student is admitted or readmitted, it is explained to him/her that administration expects to see a complete change in his/her behavior. Therefore, on this program, any and all referrals are counted as a strike, with the discipline consequences of the three strike program being assessed (both suspensions and point levels). At the third strike, the student is automatically dismissed.

Travel Ban – Throughout the school year, students have the opportunity to participate in various extracurricular activities, such as sports, field trips, concerts, or places off campus, etc. We want the students to be able to participate as much as possible; however, any student who

accumulates **15 or more discipline points** during any part of the school year **will not be able to participate** in any extracurricular activities held off campus without administrative approval. Any Middle/High School student with a cumulative 2.0 GPA or below will be placed on a travel ban (to include the senior trip). Any student with 20 or more absences will be placed on travel ban. Money cannot be refunded if a student is removed from a trip due to travel ban. Any exceptions must be approved by administration.

Repeal of Travel Ban – If a student with 20 discipline points or less desires to have travel ban repealed, he/she must submit to the following program and complete it:

- Student must complete the repeal of travel ban program which is outlined separately.
- The student must maintain a clean discipline record for the remainder of the school year. Any referral will reinstate travel ban.
- The program will be available to a student only once in grades 7<sup>th</sup>-9<sup>th</sup> and once in grades 10<sup>th</sup>-12<sup>th</sup>.

Working Lunch – Working lunch is given primarily for minor offenses, and usually starts the day after the offense. Students will report directly to the cafeteria staff to eat their lunch and receive their work assignment. Failure to accomplish working lunch satisfactorily (at the sole discretion of the lunchroom monitor) will result in two more working lunches. Continual failure to accomplish working lunch satisfactorily will result in a referral and be treated as an intermediate act.

## 19. SCHOOL RULES

- There is to be absolutely no gum chewing on school grounds. Students caught chewing gum will automatically be placed on work detail, most likely scraping gum.
- Students are not allowed in the school building without teacher supervision before 7:00 am and after 3:30 pm.
- Students are not allowed in the classrooms without the presence of a teacher or coach.
- Loitering outside the buildings after school hours is prohibited.
- **The locker rooms and gymnasium are off limits to students before, during, and after school unless they are under the supervision of a teacher or coach.**
- The restrooms are not to be used as locker rooms.
- No food or drink, except water in a clear, sealable container (such as a water bottle) is allowed in classrooms, hallways, or gymnasium.
- All students must remain in the cafeteria the entire lunch period. No one may leave the building for lunch.
- Students are to clear their tables of trash and place it in the proper receptacle when leaving the cafeteria.
- The sanctuary, front hallway, front restroom and church office areas are off limits to students unless under teacher supervision.
- Students out of class during class time without a pass will receive a referral.

- Students are to report to class as assigned. Class cutting is a serious matter and disciplinary penalties will be handled through administration.
- Students are not allowed to sell anything at school without administrative approval.
- If a student wishes to see an administrator for any reason, they should first tell the school receptionist of their desire. If that administrator is busy, then they should fill out a request form and the student will then be contacted as soon as possible.
- Students are not allowed to rollerblade or skateboard in the church building, Family Life Center, or school parking lot.
- Students are not allowed to use CD players, iPods, MP3 players, handheld game systems, computer games, or other electronic devices during school hours without administrative authorization. These items are permitted during extended care and must be stored in student lockers during school hours. TCA is at no time responsible for any lost or stolen items.
- Students desiring to use iPad's, laptops or tablets must first obtain administrative permission.
- Cell Phone Policy – Cell phones are permitted to be carried. They may be used in class for educational purposes only, at the discretion of the teacher. Students may use cell phones while standing at their lockers or during their lunch period. Cell phone use is not permitted in other locations, such as while walking in the hallway, in restrooms, or in the locker room. During extended care students must first have teacher's permission to use their phone.
  - On the first offense of this policy, the phone will be confiscated and returned to the parent only
  - On the second offense, the phone will be confiscated; parent may pick up the confiscated phone. The student will receive the consequences under intermediate level acts of misconduct.
  - Students abusing the cell phone policy again will receive the consequences under major acts of misconduct.
- Any student leaving the school campus during the school day **without permission from the administration** will receive administrative disciplinary action. Students are not to roam in the parking lot and are not allowed to rest in or on cars in the parking lot.
- Plagiarism or Academic Cheating - Plagiarism means any act of using, without acknowledgement, the ideas, writings, or inventions of another, either word for word or in substance and representing them as one's own. For example: quoting without using quotation marks, failing to use citations and a bibliography to indicate material used directly or substantially from other sources in written or oral reports. Plagiarism or academic cheating will not be tolerated and will warrant disciplinary action.

## 20. DUAL ENROLLMENT

This program is shared with an accrediting University and operates as state law and policy permits. It allows qualifying students at Trinity to take courses through the college for college credit and to advance towards a college degree while still in high school. To be eligible for this program, a student should be in their junior year, pass the college entrance test, be able to maintain a 3.0 average, be recommended as a proficient writer by his/her English teacher, **be approved by administration and attend a mandatory meeting**. If a student receives a grade less than a "C" in a dual enrollment class, he/she will be removed from the program for one semester and re-evaluated for reentry at the end of that semester. Dual enrollment students should not take college classes off campus which may be offered on campus. Student affairs will provide guidance on what should be taken. Discipline records will be taken into account. Students will be responsible for purchasing their own college textbooks. With administrative approval, students may be permitted to leave campus to take additional dual enrollment classes. **Parents are responsible for any academic fees charged by the college, these fees will be collected by TCA.** Students will be required to be enrolled in a Bible class and must attend chapel weekly.

## 21. ELECTRONIC INFO. SERVICES GUIDELINES

The Electronic Information Services Guidelines (E.I.S.G.) issued to all middle and high school students during their enrollment in a computer course is considered part of our student handbook. The E.I.S.G. are to be followed in the same manner as all school policies and carry the same importance as the rest of the handbook despite being printed and distributed separately.

## 22. EXAMS

Semester exams or projects are given at the end of each semester. All students are required to take exams unless exempted by administration.

## 23. EXTENDED CARE & PRE-CARE

No middle or high school student is allowed to roam the hallways after 3:30 p.m. At 3:30 p.m., all students are to report to extended care. Elementary students are taken to extended care at 3:10 p.m.

- Extended care is available for elementary students before and after school from 6:30 a.m. to 7:45 a.m. and 3:15 p.m. until 6:00 p.m. Elementary students should not report to their class from pre-care until picked up by their teacher.
- Extended care is available for middle and high school students before and after school from 6:30 a.m. to 7:45 a.m. and 3:15 p.m. until 6:00 p.m. Students failing to report to extended care will face disciplinary action.
- Students participating in athletics, Title I Tutoring, clubs or other school activities will not be charged for extended care prior to their practice, activity, game, or if their practice, activity, game is cancelled. Using

extended care after any activity or practice will be charged.

- School policies apply in pre-care and aftercare services. This is a privilege and can be revoked for serious or repeated misbehavior.

## 24. FIRE & DISASTER DRILLS

Due to the possibilities of fire and/or local disaster, the school has organized several types of drills applicable to the existing situation. Further information will be given to each student in his/her classroom.

## 25. GRADING SCALE

A/O	=	100-89.5
B or G	=	89.4-79.5
C or S	=	79.4-69.5
D or N	=	69.4-59.5
F or U	=	Below 59.4

Teachers may not lower any grade that the student has earned, such as tests and quizzes, because of disciplinary problems (but may give a zero for daily grade that day). If a student is caught cheating or plagiarizing, he/she may receive a zero on that test/project as well as appropriate disciplinary action.

## 26. GRADUATING WITH HONORS

Grades earned during the years of high school are used in compiling honors for commencement, grade point average, and class rank. Graduating seniors must have maintained Principal's List or Honor Roll averages all eight semesters of high school to qualify for Honor Graduate status at commencement.

- Valedictorian Award – This award will be granted to the senior with the highest combined grade point average and college placement score who has been enrolled in Trinity Christian Academy for at least 2 years and is enrolled full time or is dual enrolled.
- Salutatorian Award – This award will be granted to the senior with the second highest combined grade point average and college placement score who has been enrolled in Trinity Christian Academy for at least 2 years and is enrolled full time or is dual enrolled.

## 27. GRADUATION REQUIREMENTS

### GENERAL DIPLOMA

<u>CREDITS</u>	<u>SUBJECT</u>
4	Bible
4	English
4	Algebra 1, Geometry & 2 others
3	World History, US History, Amer. Govt. / Economics
3	Science ( <u>Biology 1 required</u> , 2 must be w/labs)
2	Foreign Language
0.5	Fine Arts
1	Physical Ed. / Health
1	<u>Practical Art</u>
1.5	Electives
<b>24</b>	<b>TOTAL CREDITS</b>

<u>COLLEGE PREPARATORY</u>	
<u>CREDITS</u>	<u>SUBJECT</u>
4	Bible
4	English
4	Algebra 1, Geometry, Algebra 2 & Pre-calculus
3	World History, US History, Amer. Govt. / Economics
4	Science ( <i>Biology 1 required, 2 must be w/labs</i> )
3	Foreign Language (same language)
0.5	Fine Arts
1	Physical Ed. / Health
1	<i>Practical Art</i>
3.5	Electives
<b>28.0</b>	<b>TOTAL CREDITS</b>

- State of Florida law requires a minimum of 2.0 GPA for graduation. GPA requirement for honors classes is 2.50.
- Please note: 75 hours of community service are required for graduation for all students.
- TCA participates in the Bright Futures Program. *Please refer to the Bright Futures website. Additional scholarship information is also located on our TCA website.*
- All students are required to complete a full online course prior to graduation.
- Students are required to take a College Board entrance exam (such as the SAT or ACT) prior to graduation.

## 28. HALL PASSES

Written passes must be in the possession of a student who is out of class during a class period. In middle and high school, the agenda pass must specify the name of the student, where he is going, the time leaving and/or returning, and it must bear the signature of a teacher, administrator, or school office designee. Any student found in the hallways for whatever reason without the proper hall pass may receive a referral.

## 29. HOMEWORK

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid students in advancing their studies.

Homework—students may have up to twice the number of days missed to make up assignment.

- Make-Up Work

**When students have an excused absence, it is the student's responsibility to make up the work missed to include missed quizzes and exams.**

The student will be given a reasonable amount of time to make up the work missed which should not exceed twice the number of days missed. **It is the student's responsibility to schedule make up work (tests/quizzes) with the teacher.**

For example, if he/she were absent one day, the work should be made up completely within two days. Work

turned in within the time limit set by the teachers will be graded as full credit. Grades will be lowered on late work. Work not turned in will receive a grade of zero. Work assigned prior to the absence should be submitted upon return.

- Tests, Quizzes and Presentations

Any of these assigned prior to the absence should be ready to be taken within two days of return. (Exceptions will be made after absence of two or more days, but still must be completed within a week of returning).

## 30. HONOR ROLL & PRINCIPAL'S LISTS

### ELEMENTARY

#### PRINCIPAL'S LIST

No grade lower than a "A" on "A, B, C" scale.  
No grade lower than "S" on O, G, S scale.

#### HONOR ROLL

No grade lower than a "B" on "A, B, C" scale.  
No grade lower than "S" on O, G, S scale.

### MIDDLE AND HIGH SCHOOL

#### PRINCIPAL'S LIST

Above 3.5 GPA & no "D"s or "F"s for the quarter.

#### HONOR ROLL

3.0–3.5 GPA & no "D" s or "F"s for the quarter.

Elementary students must make honor roll or the principal's list all four quarters to qualify for the award at the end of the year. MS/HS students must make honor roll or the principal's list both semesters to qualify for the annual award. High school students must make honor roll all eight semesters to qualify as an honor graduate. Honor roll / Principal's list will be posted on the announcement board in the lobby.

## 31. INSURANCE

Student insurance is purchased for all students and is part of their annual activity fee. This insurance is secondary to the student's primary health insurance.

## 32. LOCKERS

- Middle and high school students are assigned a locker each year. Students may not trade lockers without written permission of the administration. A locker assignment list is maintained in the school office. Periodic locker checks will be made.
- Lockers are to be kept as neat and organized as possible and **locked at all times** when not in use. Lockers are to be free of loose papers and prohibited articles. A student is not permitted to enter another student's locker or to put a lock on another student's locker that does not belong to him/her. Books, notebooks, and class notes are personal possessions which may not be indiscreetly "borrowed." Entering or taking something from a locker will be dealt with by the administration.
- **Personal locks may not be used on a student's locker. There is to be absolutely no switching locks to other lockers without administrative approval! Any student caught switching locks may lose his/her locker privilege.**



- PE lockers are only to be used for PE. No students are allowed to keep their books or backpacks in the PE lockers. Students are expected to keep their lockers locked at all times.
- TCA is not responsible for items stolen, lost or damaged which have been left on school property.
- Tops of lockers and empty lockers are not to be used for storage. Property found will be confiscated, and the student will be issued a detention.
- Lost or stolen locks will be replaced, and a \$10 charge will be incurred. Excessive lock replacement will result in loss of locker privileges.
- Students who share locker combinations and are issued a new lock will be charged a \$10 processing fee.

### 33. LOST AND FOUND

Lost and found articles are kept in the containers located *next to the locker rooms*. Uniform items will be disposed of and textbooks will be returned to teachers for reissue. Be sure your student checks there for ANY missing items.

### 34. LUNCHES

**Except for special occasions**, food from outside vendors is not permitted in the cafeteria. Lunches may be brought from home or may be purchased at the school. Drinks may also be purchased at the school. Ice cream can be purchased no later than 5 minutes before the end of lunch. Tables and surrounding areas need to be clean before the student leaves. No food or drinks are allowed inside the classrooms. **Please note: Elementary students may charge lunch through their teachers on an emergency basis only! Middle and high school students may only charge one lunch per month.**

### 35. MEDICATIONS REQUIRED FOR STUDENT WELFARE

- **Students are not permitted personal possession of any medicine while at school.** All medicine (prescription or non-prescription) brought to school must be in appropriately identified containers and must be brought to the office.
- Prescription medication must be in the prescription container with a doctor's note indicating the dosage and the time it is to be taken.
- For non-prescription medications, please bring them to the front desk with a note from the parent outlining dosage and times to be administered. Non-prescription medicine shall include, but is not limited to: all forms of pills, tablets, capsules, liquids, creams, etc. that may be taken internally or applied to the body. **Students will not** be given any medication that is not requested by the parent. Any student carrying any type of medication will be dealt with under the discipline system.
- Students with asthma may be authorized to carry their inhaler medication with doctor authorization and parent permission. Authorization must be turned into the school office and approved by administration prior to carrying inhaler medication. On school trips, medication will only be dispensed by approved personnel (typically

school staff), unless students are 16 years or older and understand how to administer their own medication.

### 36. NATIONAL HONOR SOCIETY

Trinity Christian Academy has a chapter of NHS. Sophomores, juniors, and seniors with a 3.5 grade point average are eligible for possible induction based on NHS criteria.

### 37. PARENTAL SUPPORT

The staff desires a harmonious relationship with parents. If parents have a question about a school policy or an event that involves their child, they are to notify their child's teacher or an administrator. An effort will be made to resolve any differences and maintain excellent communication between parents and ministry staff.

Parents are prohibited from approaching or speaking directly to any student, other than their own, regarding conflicts occurring on or off campus. Please direct concerns of this nature to administration..

Parental support is an essential part of the educational process. If, in the sole discretion of the administration, a parent has failed to support the Administrator or ministry staff or the standards articulated in the ministry's Statement of Faith, the administration reserves the right to deny the student continued enrollment in the school.

At TCA we partner with you, the parents, in our students' spiritual and academic education. Therefore, it is critically important that parents trust and pledge to cooperate with administration in all areas. TCA administration pledges to communicate with parents and follow the guidance in the student handbook.

As part of the admissions process, parents must agree to the following pledge:

"We as parents pledge to cooperate with administration at all times. While TCA's doors are always open to parents, we the parents understand that there may be times that we must agree to disagree, and that we will cooperate with decisions of the administration as long as our students are enrolled. We pledge to be honest and forthright in all dealings with TCA (to include absence and tardy excuses) and to remit any balances due (to include tardy and extended care charges). We pledge to uphold the school and administration in prayer and together we will do all we can do to make the students' experience a positive, Christ-like experience."

### 38. PHYSICAL EDUCATION

All TCA students in grades 7-12 must wear the current TCA gym uniform which is available through the school store. Each student is required to take care of his/her equipment and to make sure his/her uniform is ready to wear each time the class meets. Failure to appear in proper apparel will result in a zero for the class. Continued failure to dress out will be dealt with within the discipline system. Students

should make sure that all belongings are secured in their locker before going to class.

### 39. **REPORTING & REPORT CARDS**

The purpose of reporting is to give parents and students an indication of the progress which is being made. **Parents are encouraged to ask for a conference at any time they feel it necessary.** The teacher welcomes such opportunities. Report cards will not be issued to any student whose account is not current unless prior arrangements have been made. Report cards go out every nine weeks.

- My School Worx - Parents are issued a login based on their email address. This account allows the parent instant access online to their student's grades and assignments. For more information, inquire at the school office.
- Summer School – Middle/High School students failing a full year of one core course will need to make up the core course in summer school or some other accredited source approved by administration.
- Retention –
  - Elementary students who fail a full year of one core course or more will be retained in their grade level. English, math, science, Bible and history are considered core courses.
  - Middle School students who fail a full year of more than one core course will be retained. English, math, science, Bible and history are considered core courses.

### 40. **RESOURCE – EXCEPTIONAL STUDENT EDUCATION**

The resource/consultation services entail accommodations on some of the homework assignments and assessments done in the classroom. At TCA we exercise a total inclusion model; all of the students are in the regular classroom, meeting the least restrictive environment for our exceptional learners. TCA's Resource Department is a special program dedicated to meeting the needs of our exceptional learners. Here at TCA we want students to receive the best education they deserve. Through our resource department, students will become more successful in the classroom and have more confidence in their abilities. Once enrolled in the resource program, an Academic Improvement Plan (AIP) is created for each student. Parents must attend an AIP meeting at least once a year to review student's progress. The goals for academic achievement and functional performance set for each student are the core of the AIP. The AIP team (which includes parents) develops academic and functional goals based on the student's present level of performance. Reports from the parent(s) and the teachers, as well as evaluations and performance on standardized testing, provide the basis for deciding areas to focus on for each student. Students in middle and high school are included in developing these goals as well. Once goals are established, research-based interventions are chosen based on individual needs. Trinity Christian Academy uses the Measures of Academic Growth (MAP) assessment to

monitor students progress in the areas of reading math, and language.Data from these assessments along with data collected through interventions and regular classroom teacher assessments help us determine the intensity of services needed for the student's academic success. Due to the extra expense incurred to provide these services, parents will be charged \$1,000 annually over and above tuition. Parents of students with McKay scholarships need to be aware that they still need to re-enroll each year.

Entrance into the resource program is by administrative referral and/or upon entering with a current IEP, 504 Plan from a former school or a full-battery of testing clearly identifying a learning disability. Students who have received any exceptional educational services in the past, such as IEP/504's/Service Plans, must submit full applications and current ESE documents for an extensive review by the ESE Director. Final decision concerning acceptance into our school will be delayed until all current documents requested by the ESE Director have been received. While it is our desire to admit and service every student who applies, our resources and personnel limit the type and amount of services we can render. Therefore, the following is an explanation of the limits of our program. TCA only accepts those students who are ambulatory with no severe motor-control dysfunctions, including toileting. Depending on severity, hearing or vision impaired students may not be accepted. Students must have average intelligence with no emotional disorders or limited intellectual functions (such as Autism, Asperger's, Down's syndrome, etc.). Academically, students must be able to read no more than two years behind their peers. Students must be able to work independently in the regular education setting with minimal assistance from the regular education teacher and require no more than 225 minutes of exceptional educational services rendered by specially trained personnel as listed on back of the IEP. All students at TCA are accepted by administrative approval only after a thorough review of their application.

Parents should be aware that, in some cases, graduation requirements are different for resource students. For details, please contact the Student Affairs office.

### 41. **SECURITY**

- For security reasons, all visitors must sign-in with the receptionist and wear a visitors badge while on campus.
- All exterior doors will remain locked and visitors must enter through the front doors.

### 42. **STUDENT ATHLETE GUIDELINES**

All FHSAA required paperwork needs to be turned into the athletic department before the first day of practice for that particular sport.

**Background Checks** – Parents will be required as on and off – campus volunteers to submit to a background check under VECHS at their cost through the school office.

**Football** – all prospective football players are encouraged to advance enroll before July 1 with the proper application forms.

**Sports Fees** - The sport fee *for TCA students* is \$135 per student per sport and must be paid prior to competing in that sport's first regular-season contest – NO EXCEPTIONS. There is a \$25 reduction in athletic fee for the second, third and fourth sports. (For example, \$135 football, \$110 basketball and \$85 track and field.) TCA operates under a NO PAY NO PLAY policy as it pertains to Athletic fees. Those who have not satisfied their obligation prior to the first regular season contest will not be allowed to participate. All parents are required to serve at least 10 volunteer hours in support of their child's chosen athletic activity or pay the equivalent of the time to the athletic department.

- A student athlete earning at least a 2.0 GPA is eligible to participate in all sports.
- Any student athlete identified as having a "D" or "F" will be required to be placed in study hall.
- Any two (2) "D's" or an "F" grade at any time automatically puts the student athlete into the "system" of consequences.
- Any student athlete earning a GPA under 2.0 automatically puts the student in the system of consequences.
- The "system" of consequences is as follows:  
(Student athlete earning any grade of two (2) "D's" or an "F")

**First Week:** Probation warning. The student athlete has 1 week to bring the grade to the appropriate level. He or she may continue to practice, travel and play during that week.

**Second Week:** The student athlete will NOT be able to play or travel with the team for one full week. (The week runs from the following Monday to Saturday). The athlete is required to attend all practices. The athlete will become eligible when there are no more than one (1) "D" nor any grades of "F", and the overall GPA is 2.0 or higher.

**Third Week:** The athlete will be ineligible to play, travel, or practice until all failing grades are raised and the overall GPA is 2.0 or higher (The student athlete becomes eligible immediately upon written proof of all grades above "F" with no more than one (1) "D").

**Fourth Week:** The student athlete will be dismissed from the team for the **REMAINDER** of the sports season.

Middle school students who are in the system in the 1<sup>st</sup> semester will be restored to play at the beginning of the 2<sup>nd</sup> semester. However, grades will be closely monitored, and if performance continues to be below 2.0 or grades of two (2) "D's" or an "F" will be removed from the team.

High School Athletes – All incoming freshmen or transfer students must register with the NCAA – at their cost – at [www.eligibilitycenter.org](http://www.eligibilitycenter.org), in order to be properly signed up with the NCAA Clearinghouse,

which clears prospective student-athletics for college participation.

Also, all incoming freshmen or transfer students must register with [www.playnaia.org](http://www.playnaia.org), which also governs the athletic requirements for the National Association of Intercollegiate Athletics.

**Incoming students must be accepted and successfully enrolled before practicing with any athletic program.**

In accordance with Florida State Statutes (9.3.2.3), a student may not participate in a sport if the student participated in that same sport at another school during that school year, unless the student meets one of the following:

- (a) Dependent children of active duty military personnel whose move resulted from military orders
- (b) Children who have been relocated due to a foster care placement in a different school zone
- (c) Children who move due to a court-ordered change in custody due to separation or divorce, or the serious illness or death of a custodial parent
- (d) Authorized for good cause due to extenuating circumstances involving the family and having relation to one's faith and core values.

Any of these options are acceptable for potential new enrollees as well as those cases involving transfer students in accordance with F.S. 1006.15(3)(h).

Students will exhibit satisfactory conduct in order to retain eligibility to participate in extracurricular activities in Trinity Christian Academy. Students attending an Alternative School cannot participate in extracurricular activities.

Students referred to the Hearing Office or TCA School Board are not eligible to participate in athletic or extracurricular events until completion of the hearing and the completion of any consequences issued by the hearing office from the date of the offense until completion of the disciplinary action.

Students entering TCA from another school district or charter school must complete any disciplinary actions from the previous school district before the student is eligible to participate in any interscholastic or intrascholastic school activity within TCA.

#### **Special Note: Athletic Policies**

- A student not currently suspended from interscholastic or intrascholastic extracurricular activities, or suspended or expelled from school, pursuant to TCA school board's suspension or expulsion powers provided in law, including ss. 1006.07, 1006.08, and 1006.09, is eligible to participate in interscholastic and intrascholastic extracurricular activities.
- A student may not participate in a sport if the student participated in that same sport at another school during that school year, unless the student meets the criteria ins. 1006.15(3)(h).
- A student's eligibility to participate in any interscholastic or intrascholastic extracurricular activity may not be affected by any alleged recruiting violation until final disposition of the allegation pursuant to s. 1006.20(2Xb). The following includes a list of examples, such as, but not limited to,

which may be considered for exclusion as eligibility standards to participate in extracurricular interscholastic or intrascholastic activities:

- School attendance policy that may prevent a student from participating
- Alcohol/drug related behavior
- School/classroom discipline issues
- Social Media issues
- Bullying
- Sportsmanship
- Dress Code Policy
- Four Year Limit of Eligibility
- Age Limit — 19 years 9 months (seniors) or 19 years on or after September 1 (all others)
- Physical Evaluation (EL2) and Consent and Release from Liability Certificate (EL3)

Academic Eligibility/Ineligibility is for a Semester. A student who is academically eligible at the beginning of a semester will continue to be academically eligible for that entire semester. Likewise, a student who is academically ineligible at the beginning of a semester will continue to be academically ineligible for that entire semester, except as provided in Bylaw 9.4.5.1.2. The student's academic eligibility for each successive semester will depend upon his/her cumulative GPA at the conclusion of the previous semester. 9.4.1.3 Attendance During Previous Two Consecutive Semesters Required. A student cannot be academically eligible if he/she has not attended school and received grades for all courses taken during the previous two consecutive semesters. (See High School Gateway Conference Bylaws and FHSAA Bylaws)

All District High Schools shall be members of the Florida High School Athletic Association, Inc., (FHSAA) and shall be governed by the rules and regulations adopted by FHSAA. Students who participate in athletics shall meet eligibility requirements by FHSAA and the school board.

- Homeschool students wishing to participate in Athletic programs must see the "Athletic Program Guidelines for Homeschoolers" requirements and fees.

#### 43. **STANDARDIZED TESTS**

- Trinity Christian Academy schedules standardized tests three times per year. It is required that students take the school-wide tests.
- Students testing below grade level may be required, at the sole discretion of administration, to take remedial courses.
- All sophomores and juniors are required to take the PSAT test. It is imperative that students do their best on these tests.
- Sophomores and Juniors who are anticipating attending a four-year college are encouraged to take the SAT or ACT in order to meet college entrance requirements. Application forms will be made available through the guidance counselor's office, but each junior is responsible for scheduling his/her own test. Students should check with the intended colleges to see which test is preferred prior to entrance. **All seniors are required to take the SAT no later than December of**

**their senior year.** The Guidance Counselor will contact each senior regarding times and places of the SAT tests.

#### 44. **STUDENT ACCOUNTS POLICY**

If a student has made reservations for a trip (e.g., the annual DC trip, and/or senior trip), and his or her account is not paid up to date, any payment received which is designated to the above mentioned activities will be credited to the student's unpaid account first, until it is made current. Then credit will be given towards the DC trip or senior trip.

- **Tuition/Fees**

An account is delinquent when any payment is not made within 30 days of the time such payment is due. When any account is delinquent 30 days, the parent(s)/guardian(s) will be advised by documented contact of said delinquency. Penalties for 30 days delinquency will be as follows:

- 30-days

Once the account is delinquent 30 days, the parents will be notified by documented contact that the student cannot return to the classroom until a payment or suitable arrangement has been made. The parent will also be advised that they have 30 days to resolve the financial situation in order for the student to return to the classroom.

- 60-days

At the 60 day point of the account being delinquent, ( 30 days delinquent from original due date and 30 days of student not in attendance), if compliance has not been met, the student will be withdrawn from Trinity Christian Academy at the direction of the Board of Directors.

- **Extended Care**

Delinquency on ancillary accounts (such as extended care): Student will not be allowed to participate in ancillary activities until payment is made.

- **Clearing of Accounts**

Tardy fees and all other outstanding charges must be cleared at the winter break or the student will not be permitted to resume attendance in the new year. In all cases, accounts must be cleared before a student can be readmitted for the subsequent school year.

- **Report Cards**

Report Cards are distributed four times throughout the year. In order for a student to receive their report card, the balance for their combined accounts (cafeteria, athletics, and school account) cannot exceed ten dollars. All tuition and ancillary charges must be paid up to date. Thirty day grace periods are not applicable.

- **Withdrawn or Dismissed Students Accounts**

Student report cards or transcripts will not be released to accounts with outstanding balances.

#### 45. **STUDENT AGENDA**

One student agenda is given to each Preschool and Elementary student at Trinity Christian Academy at the beginning of the school year. A \$10 replacement fee is charged for additional copies.

**46. STUDENT ID BADGES**

One ID Badge is given to each Middle and High School student at Trinity Christian Academy at the beginning of the school year. A \$10 replacement fee is charged for additional copies.

**47. STUDENT PARKING**

Students who drive themselves to school must park in the designated student parking areas. Senior parking is located in the two front rows by the baseball field. Junior parking is located in the two back rows. Parents and visitor parking is located directly in front of the school building.

**48. STUDENT PICTURES**

Student pictures will be taken in the fall and may be purchased by the students. Group and personality pictures will be taken in the spring and may also be purchased. Please refer to the school calendar for specific dates.

**49. TARDINESS**

Appointments with the doctor's office or other professionals will be excused only with evidence the student was there (note or receipts from office). These absences will not count as tardies.

Elementary Students

- Elementary students should report directly to their class and parents must sign them in at the front desk. For Students who are continuously tardy, Administration will schedule a conference to discuss the issue. Students are expected to be in class and seated by 8:00 a.m.
- Only three (3) tardies are allowed each quarter, regardless of the reason. The fourth tardy, and all subsequent tardies, will be unexcused, and parents will be issued an email from the office and a \$5 fine will be assessed. Email updates will be sent on a weekly basis and the student's account will be charged quarterly.

Secondary Students

- Students who arrive tardy must report to the school office for an admit slip.
- Only three (3) tardies are allowed each quarter, regardless of the reason. The fourth tardy, and all subsequent tardies, will be unexcused, and parents will be issued an email from the office and a \$5 fine will be assessed. Email updates will be sent on a weekly basis and the student's account will be charged quarterly.
- Students are required to come to class on time with materials and be ready to learn. If a student is tardy to class without the appropriate excuse, any missed work, to include test and quizzes, cannot be made up. Students will be given a "0" for missed work.

Classroom Tardies

- A tardy is defined as arriving to class less than five (5) minutes after start time. After five (5) minutes, the student is considered skipping class.
- Upon the third tardy to a specific class for middle and high school students, the student will be given a detention. For the fourth tardy, and all subsequent tardies, the student will be given an additional detention. This count will reset quarterly.

- Detentions are served every Tuesday and Thursday from 3:10 p.m. – 3:30 p.m. Students who fail to attend their detention will be issued an ISS.

**50. TELEPHONES**

Students cannot be called to the office during school hours to receive outside phone calls, but emergency messages will be taken at the office and forwarded to the students. School office phones are not available for student use. ONLY Emergency phone calls may be made by office personnel. Please finalize all pick up or after school plans with your child before they come to school. There is a phone at the front desk that students may use for emergencies.

**51. TEXTBOOKS**

Lost textbooks may be replaced according to the following policy; students must notify their teacher immediately upon losing a book. Student is responsible for the replacement cost of the book. Abused textbooks will be charged to the students.

**52. TRANSCRIPTS**

Transcripts can be requested by students at any time using the appropriate form available from the reception desk or the school website. Transcripts will generally be available within two weeks from the date of request.

**53. VISITORS TO THE SCHOOL**

- Parents wishing to visit the school must arrange for it ahead of time so they can be escorted at all times. If you wish to talk with your child's teacher, please arrange a private conference by calling the office or the teacher's voice mail box.
- Students may not bring visitors to school without first gaining permission from Administration at least 24 hours in advance of the visit. Guests and visitors will come to the office first. If this policy is not complied with, visitors will be asked to leave.
- Prospective students may "shadow" a student of the same grade level. Shadows must be requested in writing by the student's parent at least 24 hours in advance. No student may shadow more than once.
- Nonparent visitors are only allowed during lunch period and are not to visit classes or any portion of the campus unless approved by administration.
- For security reasons, parents, guardians, or authorized persons on registration cards are asked to show their driver's license when picking up their child until they are recognized by staff. A student may recognize many people other than those whom you have authorized for pickup and be very willing to go with them. **A student can only be released to people who are authorized on the pickup list. No student will be released to anyone under the age of 16, including staff children. This is for the safety of your children.**

#### **54. VOLUNTEERS IN THE SCHOOL**

Based on current laws, adults must be background screened *at their own expense* via the VECHS system and complete a volunteer application prior to volunteering in the classroom, accompanying students on field trips, or any time they have unsupervised access to students. At administrative discretion, an interview may be requested. *The entire process may take two weeks. Please plan in advance.*

#### **55. WITHDRAWALS**

- Withdrawal and transfer forms are obtained from the business office. Parental consent to the withdrawal or transfer must be given to the business office in writing before the forms can be issued. Students transferring to another school and having attended one day or more of any academic month will be charged for the full month's tuition. If a student is withdrawn or is transferring to another school and has attended one day or more of any academic quarter, and has chosen option 1 or 2 for payment, the discount previously given will be forfeited. All accounts must be cleared and all books returned before records will be released and forwarded.
- Final transcripts, records and report cards will be available no later than two weeks from final date of attendance.



# Preschool Handbook

## Table of Contents

Absences	24	Hallway Rules	28
Accreditation	24	Playground Rules	28
Admissions Procedures	24	Health Policy	28
Arrivals & Departures	25	Health Records	29
Attendance	25	Medications for Student Welfare	29
Authorized Pick Up	26	Open Door Policy	29
Tuition/Payments	26	Progress Reports	29
Biting Policy	26	Toilet Training	29
Change of Address	27	Uniform/Dress Code	29
Christian Character/Discipline Policy	27	Lunches	30
Communication	28	Termination Policy	30
Emergency School Closing	28	Parent Support	30
Fire & Disaster Drills	28	Visitors to the School	30
		Withdrawals & Transfers	31

*“Train up a child in the way he should go: and when he is old, he will not depart from it.”*

*Proverbs 22:6*

## 56. PRESCHOOL

### ● ABSENCES

- Return Policy - Your child may return to school when the child is fever free for 24 hours and is without symptoms or on medication, or has written permission from a doctor stating the child is no longer contagious and can return to school. If your child is well enough to attend school he/she must be well enough to participate in all activities including outside playtime.
- Absent Credit - Trinity Christian Academy Preschool wants your child to be at home if they are ill therefore, we will give 50 % credit for a prolonged illness of 6 days or more, confirmed by a doctor. Please bring a doctor's note stating the nature of the illness, the length of time he/she recommended your child be absent from school, and when they will no longer be contagious. **NO NOTE-NO CREDIT.**
- Verifying your child's attendance & absence follow up – Daily signatures are required (2 signatures every day) using our Brightwheel application in order for the school to be paid. This must be signed for ELC to make payment for your child. A parent/Guardian of each child is expected to walk into the classroom each day to sign in on the iPad. Attendance records will be monitored by the business office and available to parents upon request. The Early Learning Coalition will be notified in writing if a child enrolled in School Readiness is absent for five (5) consecutive days. Teachers will be notified when there is a concern of cumulative absences nearing the maximum allowance

### ● ACCREDITATION

Trinity Christian Academy Preschool is accredited by the Florida League of Christian Schools with the capacity to give care to all children ages two years old through five years old (FLOCS #4567).

### ● ADMISSION PROCEDURE

- Following a tour of our facility, parents may choose to admit their child based on availability. An opening will be extended by the director and will be considered accepted only after a registration fee has been paid. All children are admitted on a thirty (30) day probationary basis, during which time the director reserves the right to dismiss the child without notice. **Trinity Christian Academy Preschool does not discriminate against children, families and staff on the basis of race, national origin, ethnic background, or sex, but does reserve the right to refuse admittance to children whose behavior is detrimental to our Christian atmosphere.**

- **Hours of Operation** - Our Preschool is open Monday – Friday from 6:30am-6:00pm. Academics run from 8:00am-3pm for our preschool. VPK has two different sessions, the first session runs from 8am-11am and the second session runs from 12pm-3pm. The Preschool is open throughout the summer months. The extended care supervisor can be reached at (386) 789-4515 Ext. 350.
- **Physical & Immunization Forms**  
**Florida law requires all new students entering all grade levels (2yr olds-12th grade) to present certification of the following:**
  - **Original birth certificate (we will make a copy)**
  - **Copy of social security number on file**
  - **Original, current immunization form #DH680**
  - **Original, current physical form #DH3040****All physical examination forms must be completed by a Florida physician within twelve months prior to entering a Florida school.**
- **K-2 Criteria**
  - Child does not have to be potty trained to enter K- 2, but they should be in the process.
  - Child must be able to feed them self.
  - Child must be able to sit in a chair for 20 minutes, (especially during lunch and story time)
  - Sippy cups, bottles and pacifiers are not allowed.
  - Child does not have to nap, but needs to be able to be quiet during this time.

Small receiving blankets are allowed, no pillows, pacifiers, bottles or stuffed animals are permitted.
- **K3 Criteria**
  - Child must be completely competent with independent restroom use. (No pull-ups, must be completely toilet trained)
  - Child must be able to communicate his or her needs to the teacher.
  - Child must be totally weaned of the bottle and pacifier.
  - Child must be able to follow simple directions.
  - Child must be able to eat independently.
  - Does not have to nap, but needs to be able to be quiet during this time.
  - Child should be able to refrain from aggressive behavior, such as biting or hitting other children.
  - We realize that accidents happen on occasion, but if it becomes frequent your child will need to be picked up and possibly asked to be brought back at a future time when they are completely potty trained.



- Parents must bring blankets and change of clothes daily.
- Children may bring breakfast from 6:30am to 7:30am only.
- **Pre K & VPK Criteria**
  - Child must be able to separate from parent and parent from child.
  - Child must be completely competent with independent restroom use, including wiping themselves and washing hands properly. Child must not wait until the last minute to go the bathroom.
  - Child must be able to communicate his or her needs (bathroom, drink, etc.) to the teacher.
  - Child should be able to put shoes on properly and button, snap and zip clothing.
  - Child must be able to understand and follow simple directions.
  - Child must be able to eat independently.
  - Child must be able to refrain from aggressive behavior such as biting, spitting or hitting other children. The school has a "zero" tolerance policy to this kind of behavior.
  - Child must be able to sit quietly for a reasonable amount of time (for example the length of a story).
  - Child should be able to sing or say the ABC song correctly.
  - Child should be able to recognize all their colors & shapes.
  - Child should be able to count up to 10.
  - Child should be able to put on and take off a sweater or jacket without help.
  - Child should be totally weaned of the bottle or pacifier.
  - Child must be able to repeat a short sentence given by an adult. We use this to test short term memory.
  - **Parents must bring a change of clothes daily for full-time students.**
  - **Children may bring breakfast from 6:30am to 7:30am only.**

**Note:** Although we realize an occasional bathroom accident does happen, if it becomes frequent, your child will need to be picked up and pulled out of Pre-K until totally trained.

- **VPK Attendance Policy** – Daily attendance in the VPK program is necessary for optimal learning. Your child is allowed to be absent 3 days per month. Each child is allowed to miss 20% of the VPK Program, anything over 20% results in your child not receiving the funding for the program. If excessive absences occur, your child may be terminated from the VPK Program, ultimately losing VPK funding. Arrangements may be made for your child to continue in the classroom under a private pay

basis. Note: 20% of the 540 hours program = 108 hours.

- **Verifying your child's attendance & absences** – Daily signatures are required by the state (2 signatures every day) in our Brighwheel application in order for the school to be paid. The Attendance Verification Form must be signed at the end of each month for ELC to make payment for your child. A parent/Guardian of each child is expected to walk into the classroom the last day of each month to sign these forms. Attendance records will be monitored by the business office and available to parents upon request. Teachers will be notified when there is a concern of cumulative absences nearing the maximum allowance. If your child exceeds the maximum number of allowed absences, your child may be terminated from the VPK Program or you will be given the option to enroll as a private pay family.
- **VPK Tardiness** - Arrival for the VPK Program is 8:00. The instructional day starts at 8:15am and all children are expected to be in place and ready to start the day. Arrivals after 8:15am are disruptive to the group in progress and difficult for the child arriving late, as well. We understand that it is occasionally unavoidable to be "running late."
- **ARRIVALS & DEPARTURES**  
Please be aware of our traffic flow plan. The crosswalk is not to be driven over under any circumstance. For Preschool drop-off and pickup please park in the parking lot in front of the building or on the side of the school by the youth building. Please do not park in the fire lane. This flow will keep our children safe when crossing from the Preschool to Elementary buildings and when going to the playground. Do not park at the curb. You must bring your child to his/her classroom and signed in daily. VPK parents must arrive on time due to the short 3 hour program that is offered in the morning (8 a.m.) and again in the afternoon (12 noon). **All classrooms will remain locked @all times. You will need to knock on the door for pick-up and be sure to have your I.D. at all times.**
- **ATTENDANCE**  
Please have your child attend school on the days your child is scheduled. You must have prior approval from the Director to bring your child on a different day. Please do not assume that it is automatically acceptable to switch days without approval. Another part time child could be scheduled on this day when your child is not here. Attendance one day or more per week still requires the full tuition. If a child is absent for

two weeks without notice, his or her position will automatically be terminated.

- Trinity Christian Academy Preschool allows two weeks per year only for vacation time for those parents who have chosen the 12 month option plan. The vacation must be taken in full week periods. We ask that you please notify the business office or teacher two weeks prior to your vacation so your account will be charged accordingly.
- The Preschool closes on the following days: Independence Day, Labor Day, Day before Thanksgiving, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, Day after Christmas, New Year's Eve, New Year's Day, Martin Luther King, Jr., President's Day, Good Friday and Memorial Day. Full tuition is due even if the holiday occurs during the week.
- Students need to be in the classroom no later than 8:15 a.m. The only exceptions that a child would be admitted after that is if they have a doctor's appointment and a doctor's note stating that he/she were at the appointment during that time.
- Children under the Riyla Wilson Act 39.604 that are absent from the program on their regular scheduled day must be reported absent by parent or guardian by the end of that day. If the parent or caregiver fails to report the absence, the absence is considered unexcused. All unexcused absences or seven consecutive excused absences will be reported via email to the Family Safety Program Office and or Case worker in charge of the case.
- **Tardy - Preschool students who arrive late to school will need a signed pass by the director to allow them into class. This pass can be obtained through the preschool office. 8:00 for VPK and 8:15 for K2/K3.**

- **AUTHORIZED PICK-UP**

Only those people indicated on your child's application may pick up your child. If you plan on someone else picking up your child, you must inform the school office in writing, inform your child's teacher and or update information in the Brightwheel application. Please have that person prepared to show identification. (Adults only- 16 years or older can drop off & pick up your child). Siblings are not allowed to pick up or drop off your children if they are under 16 years old. Children are to be picked up in their classroom or extended care. Please notify the teacher if they are to be picked up early.

- Trinity Christian Academy Preschool cannot withhold a child from a parent or legal guardian unless written legal notification is presented from the court on behalf of the custodial parent or guardian. See the Director for more details.

- **Pick up for VPK AM/PM** - If a child is not picked up by 11:10 AM, or 3:10 PM your child will be transferred to our extended care program. Daily fees will apply.
- **Pick up for K-2, K-3 Pre-K/ VPK Wrap** – Though we understand things may come up unexpectedly and may cause you to be late picking up your child, our program does not allow late pickups. Any time your child is picked up late you will be assessed a fee of \$1.00 per minute after 6:00pm.

- **TUITION/ PAYMENT**

- Weekly tuition payments are due in advance by Friday of the preceding week. Late payments will be assessed a \$5.00 late fee if not paid by Monday. If an account becomes delinquent after one week, the student cannot return to class until the account is brought current. A yellow admit slip will be issued to the parent by the business office which will allow the student back into the classroom.
- Monthly tuition payments are due by the 5<sup>th</sup> of each month to avoid a \$20.00 late fee. Students with delinquent accounts will not be allowed to attend class after the 10<sup>th</sup> on the month.
- Returned checks, rejected recurring credit cards, and rejected auto withdraws are charged a fee of \$25.00. After two returned checks, Trinity will no longer accept checks from the payer and an alternative payment method will be necessary.
- All payment options are based on our annual tuition, not on daily attendance. Long term illness will be charged at a 50% rate. (6 consecutive school days or more; confirmed by a doctor.)
- Acceptable payment methods are cash, check, money order, Visa, MasterCard, Discover and Amex. Checks or money orders can be accepted through the drop box in the door to the business office before/after hours; please **no cash**. Trinity Christian Academy also offers the option of taking payments by phone with a minimum of \$50.00.
- All school payments must be made in the business office, Please do not give any form of money to your student's teacher or place in your student's book bag or agendas. All teachers are advised not to take payments. If any money is sent in the agenda or book bag, it will remain there to be returned to you.

**The business office hours are Monday-Friday, 7:30am - 4:00pm.**

- **BITING POLICY**

Trinity Christian Academy Preschool has no tolerance for biting. The policy for habitual biting is as follows:

- The first time a child bites another child the parent will be called by the teacher and informed of the incident.
  - The second time a child bites another child, the parent will be called immediately and the child will have to go home for the rest of the day. Furthermore, a conference with the Preschool Director, teacher and parent will be required.
  - If a child bites for a third time the child will be suspended for two days and a conference will be arranged to discuss continued placement.
- **CHANGE OF ADDRESS / PHONE NUMBERS**  
It is the parent's responsibility to make sure the office has the correct and current information regarding you and your child. Please notify the office immediately if any changes occur. You may also update your student's information in the Brightwheel system under your child's profile. A Change of Address form can be dropped off in the school office at any time. Up-to-date information will help us handle emergencies effectively. **Please notify the preschool office and your child's teacher immediately if any changes occur.**
  - **CHRISTIAN CHARACTER/ DISCIPLINE POLICY**  
Trinity Christian Academy Preschool is a private organization. Your child will be provided a non-denominational "Good Moral Character Building" Bible based learning experience. This will include Bible stories, Bible memory work, and teaching children the importance of asking a blessing before mealtime. Our intent is to incorporate a healthy respect *for* God and His Word.  
TCA has the policy to provide a positive environment and uses positive discipline that focuses on age-appropriate behavior for children. During the process of activities, children experience frustration understanding the concept of sharing, working together with others, following directions and rules, expressing himself/herself to other children/staff and others. The following disciplinary actions will be implemented for appropriate and inappropriate behavior.
    - All appropriate behavior is rewarded. Rewards can come in the form of verbal praise, stickers, treats or prizes, accumulated point charts, or a "good news" notes from teacher or staff.
    - Our staff will be responsible to follow the procedures mentioned below when an inappropriate behavior occurs.
      - First Step: "Verbal Correction". The staff will talk to child in his/her language level and will explain that what he/she has done is not acceptable what he/she can do to behave better. The staff will give the child the opportunity to continue with the current activity.
      - Second Step: "Time to Think" This time is determined by one minute for each year of child's age. If the behavior continues, the staff will talk to the child again and will direct the child to a quiet area of the classroom for a "time to think" to let the child think about what he/she did and until he/she feels they may return to the group upon indicating a desire to play with the other children and be willing to follow the classroom rules and directions.
      - Third Step: "Loss of Privilege" If the staff does not see any results in the child's behavior, they will take away the privilege to choose a reward for the day. A child will be removed from the classroom and be supervised in a safe area, if the child is unable to regain control. Depending on the situation, the staff will call the Parents or Legal Guardians or an authorized person to pick up the child immediately. The staff will complete an incident report and give it to the Parents or Legal Guardians indicating the child's behavior. This report needs to be signed by the Parent or Legal Guardian. The incident report will give the opportunity to the Parents or Legal Guardian to talk with the children and help them to improve their behavior the next time.
      - Fourth Step: "Parent or Legal Guardian Conference" When two or more incidents occur frequently, the staff or the Director of TCA will request a conference with the Parents or Legal Guardians to discuss the incidents and to establish or develop a behavior plan to help the child. If the child's behavior does not improve, TCA reserves the right to withdraw the child. The center might provide Parents or Legal Guardians with resources in the community that will help them with his/her child's need.
    - TCA reserves the right to withdraw your child for the following actions:
      - We will not accept uncontrollable behavior such as violence, destructive behavior as breaking and throwing equipment or others, inappropriate language, hitting, biting, pushing, poking, spitting, scratching, etc. If the staff tries everything they can and has no control of your child over his or her behavior, we will call you to pick up your child immediately and we reserve the right of withdrawing admission.
      - We will not accept the children to pretend to play the following: fist fights, wrestling, karate, guns, swords, or any form of physical violence which could be copied from a cartoon, or any other media.

- We do not allow a Parent or Legal Guardian to discuss any issue with another parent about their child's behavior or discuss any situation with another child. Only the personnel staff of the center will handle the situation. If the Parent or Legal Guardian's personal behavior is disrespectful, inappropriate or out of control, we will ask the Parent or Legal Guardian to leave the center immediately and your child will be withdrawn from the center immediately.
  - Parents or Legal Guardians: we expect respect towards our staff as well as our staff towards the Parents. We do not permit any Parent or Legal Guardian to raise their voice, scream, or speak profanely to any staff or any child. If you have a complaint, we encourage you to communicate with the Director of the center personally, by calling, or via e-mail. The Director will gladly take care of the situation promptly.
  - We expect that any authorized person to pick up your child comply with these regulations mentioned above as they will also apply to them.
  
- **COMMUNICATION**

From the time a personal crisis may occur in the life of your child, although it may not be school related, this may adversely affect the attitude or work habits of your child while in school. It is not our purpose to invade anyone's privacy, but should such an event take place, a brief note or phone call could make us aware of the situation and allow us to respond to the special need of your child during this time.
  
- **EMERGENCY SCHOOL CLOSING**

In the event of a natural disaster, such as a hurricane or severe storm, Trinity Christian Academy Preschool may be closed. There are several ways in which parents may be informed of any school closings to include the following: signs will be posted on doors, notifications on TV or Radio, TCA Website, TCA Facebook page as well as broadcast messages sent via text messages and Brightwheel messaging. Do not assume that the school is closed because of other school closures in the area. If the school is open and your child is not here, you will be charged.
  
- **FIRE & DISASTER DRILLS**

Fire Drills are conducted in accordance with the Florida Departments of Children and Families' rules and regulations. We will be conducting a minimum of 12 fire drills per year with not more than 1 drill every 30 days. Fire Drills are to be practiced at various times of day, including rest, to prepare our children for an emergency situation. Due to the seriousness of our practice drills, we ask that you kindly do not sign your child in or out during our fire drills.
  
- **HALLWAY RULES**
  - Children must walk behind one another when walking in the hallways.
  - No talking, running, or pushing.
  - All classroom rules apply.
  
- **PLAYGROUND RULES**
  - Children are to go down the slides feet first, on their bottoms.
  - No pushing other children on the swings or playing in the front or back of the swings.
  - All classroom rules apply (except raising their hands)
  
- **HEALTH POLICY**

We are a "Well Child Facility" and have no provisions or facilities to care for sick children. For the protection of all our children, the following will be strictly enforced. If symptoms develop at school, your child will be monitored for a time by a staff member. If symptoms continue, you will be called and asked to pick up your child immediately. Please do not bring your child to school if they have any of the following symptoms: Children must be on medicine for 24 hours before returning to school.

  - **Fever - temperature shows a sudden spike or 100 degrees or higher. Children must be free of fever without medicine fever reduction medicines 24 hours before returning.**
  - Respiratory - wheezing, difficulty breathing or strong constant cough
  - Diarrhea - must have doctor's note if related to medicine.
  - Vomiting - signs of illness or continuing to vomit.
  - Rash - undiagnosed rash other than a mild diaper or heat rash. Rash relating to medicine should be brought to the teacher's attention so that they will not be alarmed.
  - Sore Throat - sore throat that needs culturing because other signs are present. A heavy nasal discharge or green in nature.
  - Chicken pox - All lesions are dry and crusted, and cleared by doctor
  - Impetigo - (Blisters covered with honey-colored crusts.) At least 24 hours after the start of medication. If there is not improvement in 48 hours, the child should be reassessed by the physician.
  - Conjunctivitis-(Pink-eye/redness of the eye with burning and thick purulent discharge) - Students with eye drainage are allowed to return 24 hours after the start of medication and a doctor's note.
  - Lice - A child identified as having head lice shall not be permitted to return until the following day and only provided that treatment has occurred and has been verified. Verification of treatment may include a product box, box top, empty bottle, or signed statement by a custodial parent or legal

guardian that treatment has occurred. Child will be checked upon their return to ensure there are no active lice.

- Scabies- following medical treatment, child must be examined and cleared by a physician before the child can be readmitted.
- Pinworms - at least 24 hours with no signs of pinworms after treatment.
- Hepatitis - Physician's statement required for child to be able to return to school.
- Strep throat - no sooner than 48 hours after the start of oral medication or 24 hours after injection.

- **HEALTH RECORDS**

Our licensing agency as well as the State of Florida requires we have complete and current immunization records or Exemption form (some children in care may not have current Immunizations), a health exam certificate and a birth certificate for your child. These forms are required before your child begins attending Trinity Christian Academy Preschool.

- **MEDICATIONS FOR STUDENT WELFARE**

Medication - A "MEDICINE FORM" must be completed indicating the type of medicine to be given to your child, the exact dosage, and times your child requires the medication. This form can be picked up at the school office. Please write your child's name on a zip lock bag, and place the medicine along with a medicine spoon inside. You need to hand the medicine to your child's teacher. **Do not leave medicine of any kind in your child's backpack or diaper bag.**

- Over the counter - non-prescription medication must be labeled as to proper dosage. If your child is younger than the recommended age for the least dosage, we must have a doctor's note stating the proper dosage for your child. We will not give aspirin, Motrin or acetaminophen to mask a temperature. We will give medicine for pain with a doctor's note. **Do not allow your child to keep any medication on his/her person, including cough drops.**
- Prescription Medicine - your child's prescription medication must be in the original container with the name of the doctor, name of the child, and the dosage information clearly on the label. A "PERMISSION TO ADMINISTER MEDICINE FORM" needs to be filled out and given to your child's teacher before a teacher can do anything. This form can be picked up at the school office.

- **OPEN DOOR POLICY**

Trinity Christian Academy Preschool is open and available for a visit any time during business hours. All parents or visitors must "sign in" at the preschool office and be assigned a visitor's badge. The badge must be returned as you "sign out" and leave the building.

- **PROGRESS REPORTS**

A progress report for each preschool child will be completed twice a year. They must be signed and returned to TCA within one (1) week. **We also have Parent/Teacher Conferences twice a year. For our VPK program our VPK instructors administer "A VPK assessment" through Florida Department of Education 3 times a year.**

- **TOILET TRAINING**

We have found that waiting until 2 ½ and going right to underwear is the best route. A child can be trained younger, but tends to have more accidents and regressions. If you decide to begin toilet training with your child, please inform their teacher. The teachers can be very helpful in this area. They will work with you and your child to help this process go as smoothly as possible. It is so important to follow the same routine at home as they do in the classroom.

**Some things to consider when toilet training:**

- During this time please try and dress your child in easy to remove clothing.
- Buttons buckles, or belts can become very frustrating to a child.
- Your child needs to be able to pull their own shorts and underwear up & down.
- If you have a boy, teach your child standing up.
- We do not recommend using store bought "potties" or "potty seats".
- Extra clothing needs to be available in your child's backpack.

- **UNIFORM / DRESS CODE**

Trinity Christian Academy Preschool children are required to wear a uniform during the school year. Dress code is required by all preschool students during the August – May school. The uniform consists of your choice of either a black, gray or burgundy colored polo shirt or a TCA Preschool T-Shirt these need to be purchased in the Eagle's Nest Uniform store. Uniform pants, skirts or shorts can be purchased anywhere as long as they are black, khaki or navy uniform style. **Girl's uniform skirt cannot be too short.**

- Closed-toe Shoes and socks are required at all times; athletic shoes are required for PE and recess, slip-ons, sandals, platform shoes, heels, boots, or shoes with open toe/back are not allowed. Shoes must fit properly. If they are too big or too small it is considered a safety issue.
- During the winter months, children can wear any color jacket to school. For extra warmth, a long sleeve, solid colored shirt or turtleneck can be worn under the Trinity shirt. Sweaters and sweatshirts must be purchased in the bookstore. **Solid leggings and tights permitted during these months.**

- Boys are not allowed to wear earrings or band-aids over their earlobes to hide their earring or earrings, and nail polish is not allowed on boys. Jewelry and accessory items with offensive symbols, such as pentagrams, or peace sign, etc. are unacceptable for both boys and girls. **No dangling earrings for girls for safety reasons.** Fake tattoos, extreme hair colors or cuts are not permitted. Boys' hair is not to hang over the collar, neither is it to be below the eyebrows or extend beyond the bottom of the earlobe. At no time will ponytails be acceptable on boys. **Any and all hair accessories must be secured for safety of the children (beads, bows, ribbons, rubber bands).**
- **Christian T-Shirt** –Preschool students may wear either an activity shirt from TCA or an approved Christian T-shirt with **long** blue jeans on Friday (no jean skirts, jean shorts or jean capris). TCA activity shirt would include athletic, band, performing arts or other shirts approved by administration. The Christian T-shirt needs to have a Christian logo or Christian words only. For Example; “God keeps His promises,” “Noah’s Ark”, “Veggie Tales”. No hearts or Angels please. Shirts may be purchased in the school bookstore.
- **CHANGE OF CLOTHES** - All children need to keep a set of “Dress Code” appropriate clothes in their backpack at all times. If your child comes to **school out of dress code, or does not have a change of clothes in their backpack when needed, you will be called to bring a change of CLOTHES. If you do not have a Christian t-shirt, full “dress code” uniform is required on Fridays.**

### LUNCHES

Food from outside vendors is not permitted. Lunches may be brought from home or may be purchased through the school. Drinks may also be purchased at the school. If packing lunch, please be sure to have an ice pack to keep items cold **If your child is eating food that needs to be warmed, it is best if you heat at home and put in a thermos. However we will warm your child’s food but we will not cook any food (example if you make macaroni & cheese at home we will warm it up but we will not cook easy macaroni & cheese).**

- **SNACKS-** Snacks will be provided in the preschool office. Candy or Soda is not permitted. If your Child does not have a snack for extended care, one will automatically be given to him/her.
- **BIRTHDAYS-** Your child’s birthday is certainly a very special day, and we will recognize it as such. You are welcome, but certainly not required, to send in special treats to make it a celebration. Please talk to your child’s teacher in advance and decide if morning or

**afternoon would be best. You may use the following list for suggestions:**

- Store bought cupcakes with thin icing
- Cookies
- Napkins, utensils (if needed)
- Hats
- Also we request no “company” for parties unless you are taking the child with you as you leave. Please do not request to have siblings pulled from other classrooms because it may disrupt child’s learning environment. Also, the cafeteria is available for special orders for parties.

- **TERMINATION POLICY**

**In the event that our facility is to be shut down, we will inform all families 30 days prior to the facility’s closing. Upon the decision to close the center, TCA will do this.**

- Notify parents in writing.
- Transfer student records to the parent or legal guardian.
- Maintain incident reports for a minimum of 180 days.
- Maintain all state documents (I.E. fire drill records, inspection reports, attendance, etc...) for a minimum of 365 days.
- Forward records to the FLOCS office if they cannot be maintained by the center.

- **PARENT SUPPORT**

The staff desires a harmonious relationship with parents. If parents have a question about a school policy or an event that involves their child, they are to notify their child’s teacher or an administrator. An effort will be made to resolve any differences and maintain excellent communication between parents and ministry staff.

Parental support is an essential part of the educational process. If, in the sole discretion of the administration, a parent has failed to support the Administrator or ministry staff or the standards articulated in the ministry’s Statement of Faith, the administration reserves the right to deny the student continued enrollment in the school.

- **VISITORS TO THE SCHOOL**

**Based on current laws, parents must be background searched prior to volunteering in the classroom. Parents wishing to visit their student’s class must “sign in” at the preschool office and be assigned a visitor’s badge. If you wish to talk with your child’s teacher, please arrange a private conference by calling the preschool office.**

- **WITHDRAWALS & TRANSFERS**

Withdrawal and transfer forms can be obtained through the Preschool office and must be turned into the Preschool Director. Please see the Preschool Director regarding any withdrawal or transfer matters. The Business Office strictly handles any financial matters regarding your student's account.

***Handbook Revision Procedure:** This handbook is revised annually by a committee consisting of administration and representatives from the school board, student government, PTF, and lower and upper school faculty. Revisions are approved by the School Board before implementation and are denoted by being both underlined and in italics.*