

INTRODUCTION TO TCA

WELCOME:

We thank God that you have joined the TCA family. Our goal is to “train up a child in the way that he should go and when he is old he will not depart from it.” (Proverbs 22:6) This demands a concerted effort by the home, church, and school-the TCA team. The nature of a Christian School such as TCA makes it imperative that close harmony be maintained between the members of the TCA team to effectively meet all the needs in our students’ lives. The necessity of this closeness is seen when we begin to define our classroom as any place where structured learning experiences are occurring. In this context, everyone is a teacher.

PURPOSE OF THE HANDBOOK:

The Student Handbook provides students, parents, and staff with a clear, concise statement of the basic policies, procedures, and philosophy of TCA. Although the Handbook is not intended as a definitive statement on these subjects, it is written to answer the most frequent questions asked about the policies and procedures of the School. In the Handbook, no attempt has been made to explain the rationale for each policy or procedure, but it is important to realize that our policy and procedures are formulated as one way to implement our goals in Christian education as well as to provide for a safe, orderly, efficient, and consistent approach to problems. Commitment to these policies and procedures by students, parents, and staff enables TCA to run on a smooth, orderly basis. Consistent support of them, however, will produce even more significant and lasting accomplishments for the students. We believe that Christian education involves encouraging and training students for responsible action. These policies and procedures are basic guidelines which should be viewed as one way we encourage and train students to recognize and assume responsibility for their actions. Therefore, the ultimate purpose of this book is to allow parents, students, and teachers to be “of one mind” in the great privilege we have of training children to honor God with their whole lives. The Board, which approves all major policies and procedures of TCA, reviews policies as needed. Your written questions or recommendations to the Administrator by January 31 for the coming year are appreciated.

GENERAL PHILOSOPHY:

The opportunity for educational training, from pre-kindergarten through high school, is provided from a distinctive biblical foundation and perspective. The true nature of life, the study of every subject, and all extracurricular events are viewed in relation to God and His inerrant Word. TCA adheres to a standard of excellence in providing Christ-honoring education reflecting a commitment to God’s Word and academic excellence. The educational process is measured by the criteria stated in Luke 2:52.

The School's educational process and commitment, both in and out of the classroom, is directed to the development of Christian students to enable them to translate the different facets of their educational experience into Christian living. Although the primary emphasis is to provide an educational opportunity for Christian students, enrollment is not limited to Christian students. Evangelism, through proclamation of the gospel to students and parents, is an important part of the schools educational process. TCA is also committed to advancing Christian education in our region.

Faculty and staff selection is based upon the criteria consistent with promoting the purpose and goals of TCA.

TCA believes in "Kingdom Education," a lifelong, Bible-based, Christ-centered process of leading a child to Christ, building a child up in Christ, and equipping a child to serve Christ. TCA views Christian education, not as an alternative to public education, but as a biblical mandate and fulfillment of Deuteronomy 6:7-9. Our desire is to 'assist parents' and be an extension of the home in the development of students spiritually, academically, physically, and socially. Students will think from a biblical worldview as they launch into God's plan and purpose for their lives.

HANDBOOK REVISIONS

This handbook is available by requesting additional copies from the administrative office. The policies set forth in this handbook are subject to change at the discretion of the administration. Typically, revisions are made in the summer prior to the start of the next school year. However, if during the course of the year, it becomes evident that a policy is needed or should be changed, TCA reserves the right to make the change at the discretion of the administration. Parents should review the handbook each August for revisions, but be aware that additions or changes to this handbook can occur during the course of the year without notice.

ADMISSIONS

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

PROCEDURE FOR ENROLLMENT:

Interested parents will be asked to follow the procedures listed below in order to enroll their children at any grade level at TCA.

1. Obtain an enrollment packet.
2. Complete application forms for admission and attach the non-refundable registration fee and tuition installment dependent upon the payment chosen. Acceptance of kindergarten students for the next year begins with distribution of new student applications the first week of March. All students must be able to take care of toileting needs independently. Note: All students must be able to consistently and independently use the restroom. Acceptance of students, grades 1-12, for the next school year begins upon completion of re-enrollment by our current school families the first week in February. TCA reserves the right to interviews, testing, and selective enrollment. No student has a right to acceptance. To attend TCA is a privilege, not a right. Students may be required to take an admissions test, provide current report cards and test scores, and complete a request for transfer of records. Students cannot be accepted until the application is completed. If the class is full, they will be placed in a waiting pool. Acceptance is not based on first-come, first-serve. Acceptance is based upon student academic needs, boy/girl ratio, principal recommendation, etc. In an effort to maintain a balanced boy/girl ration, TCA reserves the right to make placement in accordance with that balance.
3. Complete the children's medical report form and have a licensed physician complete his portion of the report (for the required grades.)

ADMISSIONS POLICY:

1. Previous Expulsion from another school: Generally, the school does not enroll students who have been dismissed from other schools or who have been in serious disciplinary trouble in a form school.

2. Parent of Guardian: TCA students must live with at least one biological or adoptive parent. Special exceptions may be granted by the board.
3. Birth Certificate: A copy of the child's birth certificate must be in the school records.
4. Immunization Records: Immunizations must be up to date by South Carolina law.
5. Wait Pool: A wait pool of prospective students is kept in the office. Parents will be notified as space is available. Acceptance is not based on first-come, first-served. Acceptance is based upon student with the right kinds of challenges. TCA students are safe and secure, able to concentrate on the thrilling adventure of learning.
6. Preschool Admittance Age: A K-3 student must be three on or before Sept. 30th. A K-4 student must be four on or before, September 30th. A K-5 student must be five on or before September 30th. Note: All students MUST be able to consistently and independently use the restroom.
7. Acceptance Policy: Students must score on grade level and complete the application process to be eligible for enrollment. Stanine scores must be in the 4 or higher range in math and reading. Students with IQ's of 90 or less are not accepted because of the difficulty they will have being successful in our program. TCA does not provide the enrollment to students whose special education, behavioral, or physical needs cannot be met by our existing programs, services, or staff. A student can be exempt from enrollment based on intelligence and/or disabilities (ADD, physical, mental, etc.) IEP's are a public school issue and have no right in a private school. The school has the right to impose religious requirements on their students.
8. Advancement of grades is not allowed at TCA. Children have to school in age-appropriate class. If a student has previously repeated a grade level they may not school in the age appropriate class.

STUDENT WITHDRAWAL:

A student is not considered withdrawn until the school office has been notified by the parent or in the case of dismissal, the parent has been notified and the parents have had an exit phone or office interview with the principal.

SIBLING ENROLLMENT:

Current students who have siblings who desire to attend the next school year will go through the enrollment process as do new students.

RE-ENROLLMENT: _____ Students attending TCA will be given the opportunity to re-enroll during the first week of February.

NEW STUDENT ENROLLMENT:

New student applications are available mid-March. However, new students in grades 1-12 will be accepted after March re-enrollment for our current students.

FINANCES:

1. Registration (K3-12th Grade): The registration fee is due upon application. Registration fees are non-refundable unless the student is placed in the wait pool and the parent requests a refund prior to an opening in a class.
2. Student Fee (K3-12th Grade): The student fee is due July 31st and is non-refundable. After this date, a late fee of \$25 per month will be incurred. This fee covers books, student insurance, certain student supplies, and classroom teaching supplements. The book portion of this fee is a pro-rated fee based on some books being consumable and some lasting more than one year. Students retain only consumable books at the end of the year. If a student withdraws prior to the start of the year, the resource fee or its equivalent is not refunded nor any books or supplies given to the student as compensation.
3. Tuition: Tuition is scaled according to grade level. Report cards and transcripts will be held if accounts are past due or until the account is paid in full. Parents will be contacted by the administrative office if the account is past due. Students may not attend class if accounts are more than 30 days in arrears. Extra charges such as lunchroom, etc. may not be permitted for any account that is thirty days or more in arrears.
4. Payments Plan:
 - a. 10 Month Plan: Tuition is paid in 10 equal installments with installment 1st by August 10th.
 - b. Withdrawal Fee: Students are considered enrolled for the entire year; therefore, budgets and teacher contracts are set accordingly. Students who withdraw anytime between August 1 and May 30 will be assessed a \$200 withdrawal fee. In addition, the full month's tuition is due for any month in which the student attends one school day. Official transcripts, report cards, and records cannot be released or sent to other schools with an outstanding balance remaining at TCA.

5. Late Fees: 1. A late fee of \$25.00 is assessed each month if student's fees, and/or tuition payments are not paid by the due date (10th of every month). 2. A returned check will result in a \$30.00 fee. 3. School dismisses at 2:00 pm. Late pick-up (2:10), the child will be taken to afterschool care where the charge will be \$5 per 10 minutes.

6. Tuition and Fees Reimbursement: A student is considered enrolled for the entire school year. Tuition is calculated on the basis of the entire year; therefore, no reduction can be made for vacations or school holidays. Tuition is not based upon daily attendance. Should a student transfer before the end of the school year, the parents are responsible for the monthly installments through the current month enrolled. In addition, fees, discounts, and incidental charges are neither pro-rated nor refundable and cannot be allocated to the accounts of siblings.

7. Donations: presently, tuition is not tax deductible, but cash gifts are. Also, from time to time parents might like to donate needed school equipment and supplies. Please see the administrator for a list of needed equipment and supplies. Donations to the general and capital improvement funds are appreciated.

8. Scholarships: TCA does not have a scholarship program. Funds occasionally are donated for scholarships.

PHILOSOPHY OF MINISTRY

MISSION STATEMENT:

Trinity Christian Academy exists to assist families by providing excellence in academics while instilling a Biblical worldview in student's lives so that they might come to a saving knowledge of Christ, grow in wisdom and understanding, and go impact their society for Christ.

VISION STATEMENT:

As TCA endeavors to fulfill its mission and realize its vision, our ministry is characterized by the following commitments:

1. The Scripture is recognized as the revealed Word of God and is taught as truth.
2. We strive to lead each student into a personal relationship with our Lord Jesus Christ.
3. A rigorous process of the integration of faith and learning in all academic disciplines is maintained.
4. A Christian administration and faculty model Christ in teaching and leading.
5. High academic standards are maintained with internal and external evaluation.
6. The curriculum and other programs are characteristically innovative.
7. The school community exhibits love, justice, humility, and service among the Board, administration, faculty, students, parents, and the larger community.
8. The organizational practices are thoroughly Christian: business, development, marketing, personnel, and government relations.
9. A thoroughly biblical philosophy of education should be implemented in all cultural contexts.
10. Students should learn how to process information and think initially in the context of a biblical world view.
11. The teaching of the Bible as a core subject is essential to the academic curriculum.
12. The biblical integration of every planned learning experience is crucial to effective Christian schooling.
13. The opportunity for Christian schooling should be accessible to families as a means of evangelizing, nurturing, and discipline students for a life of service to God and society.
14. TCA should be involved in a plan of consistent evaluation and assessment for continuous improvement.
15. The teach/learning process should reflect a Christ-like sensitivity, relevant to a diverse school community.
16. We believe that Christians must live honestly, responsibly; and we must emphasize this priority to our students.

17. TCA is committed to building the strongest possible relationship with our school families, the churches to which they belong, and the community in which we all live.

FAITH STATEMENT

This Faith Statement can never be altered to protect the integrity of Trinity Christian Academy as a Christian school: “The general nature and object of TCA shall be to conduct an institution or institutions of learning for the general education of youth in the essentials of culture and its arts and sciences, giving special emphasis to the Christian faith and the ethics revealed in the Holy Scriptures; prepare young people academically and spiritually to impact society; unqualifiedly affirming and teaching the divine inspiration of the entire Bible; the creation of man by the direct act of God; the incarnation and virgin birth of our Lord and Savior Jesus Christ; His identification of the Son of God; His vicarious atonement for the sins of all people by the shedding of His blood on the cross; the resurrection of His body from the tomb; His power to save mankind from sin; the new birth through the regeneration by the Holy Spirit; and the gift of eternal life by the grace of God.”

GOALS STATEMENT:

1. Christ-Center Purpose: TCA is a concept...a vision conceived in the hearts of parents in our community who saw both a tremendous need and an outstanding opportunity. TCA is a commitment...a desire for excellence, for achieving one's best, and for developing character that is pleasing to God. TCA is, above all, a community...a group of people who love God, who are committed to Him, and who have given themselves to the ministry of evangelism, discipleship, and education. It is a quest to achieve God's standard of excellence in all that is done; a commitment to raising and education children to love God and serve Him whole-heartedly.
2. Character Building: Character is frequently a neglected quality in education. We believe that a child's character ought to be molded by God's Word.. TCA is dedicated to shaping the lives of the students by teaching them the qualities which matter most—trust in God, honesty in word and deed, respect for authority, and kindness toward others. Central to our philosophy is the belief that a strong intellect alone is inadequate to face life's demands. There must be strong character, rooted in God's Word, for a fruitful life.
3. Home-Strengthening: Home and school should not be mutually exclusive or opposing influences in a child's life. In fact, the best school is one which supports the home and reinforces the values taught there. We desire for parents to be actively involved in their children's educational experiences: assisting leaders, sponsoring clubs and participating in field trips, as well as daily overseeing academics. TCA administration and teachers do not view parents as intrusive, but

as partners in the exciting privilege of providing children with the fullest, most well-rounded education possible.

4. **Outstanding Staff and Program:** Outstanding describes the faculty and staff of TCA. We seek qualified and experienced teachers who are certified or can be certified by an accrediting body and/or State of SC. The faculty members are exceptional both professionally and personally. Our approach to curriculum is outstanding. Our teachers are trained in various methods to add creativity, critical thinking skills, and understanding of one's learning style. TCA has a system of academic field trips from kindergarten through 12th grade that accents the classroom experience. Someone once said, "People remember more of what they do, see, and observe, than what they learn in a sterile classroom." Selection of texts is based upon how we might best prepare the student for advanced placement classes, the SAT, and college.
5. **An Oasis:** Sending our children into a world which exposes them to dangers unknown to previous generations is a legitimate concern of parents. An oasis is a place of refuge and refreshment. This is certainly an apt description of TCA, where girls and boys are greeted each morning with cheerful words and an encouraging spirit. TCA is a place where students are reminded of their significance, where they can relax in an atmosphere permeated with love and acceptance, and where they are spiced with the right kinds of challenges. TCA students are safe and secure, able to concentrate on the thrilling adventure of learning.
6. **Life Changing:** TCA seeks to have one of the finest academic programs possible, but gaining knowledge is not enough. Children need a Godly, personal, and loving influence to change their lives and allow them to be all that God intends them to be. The administration and faculty desire an educational experience that affects their entire life. We want the students of TCA not only to make a living, but to make a life.
7. **Lifestyle Statement-Biblical Morality Policy:** The biblical and philosophical goal of TCA is to develop students into mature, Christ-like individuals who will be able to exhibit a Christ-like life. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. Even though parents may personally believe differently, while enrolled at TCA, all students are expected to exhibit the qualities of a Christ-like life espoused and taught by the school and to refrain from certain activities and behavior. TCA's biblical role is to work in conjunction with the home to mold students to be Christ-like. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are counter to or in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, participating in, supporting, or condoning sexual

immorality, homosexual activity, or bisexual activity; promoting such activities; or being unable to support the moral principles of the school (Leviticus 20:12, Romans 1:27). As a parent or student, acceptance of admission means I have to read the school's biblical morality policy and agree to abide by it.

8. Parent and Student Commitment: The policies and procedures contained in the student handbook constitute notice to parents and students regarding the school's expectations and requirements. Moreover, they also constitute, at a minimum, terms of an implied contract for enrollment if a student is accepted at the school.

DRESS CODE

“I urge you therefore, brethren, by the mercies of God, to present your bodies in a living and holy sacrifice, acceptable to God, which is your spiritual service of worship. And do not be conformed to this world, but be transformed by the renewing of your mind, that you may prove that the will of God is, that which is good and acceptable and perfect.” (Romans 12:1-2)

RATIONALE FOR THE DRESS CODE:

There are two primary reasons for a dress code. The first is to insure modesty which the Bible encourages (1 Tim. 2:9). The second is to encourage a dignity that is appropriate for the school’s setting.

The dress code of Trinity Christian Academy impacts our school environment everyday. The appearance of our students communicates the Christ centered focus of our school and should be a valuable testimony in establishing our reputation as an outstanding school with superior students. The dress code is established to provide guidelines for parents and students on appropriate school dress.

A well-groomed, attractive student should come to school with an attitude that prepares him for neat, conscientious work. His attire should convey respect for himself, his fellow students, and his teachers.

POLICY STATEMENT:

The dress code applies to the school day and all events on or off campus in which Trinity Christian Academy participates unless otherwise stipulated. Students must always be neatly and modestly dressed. The staff is responsible for monitoring the dress code to assure reasonable fashions can be accommodated while minimizing as much as possible an over emphasis on clothes. Suggestions concerning the dress code may be addressed to the Administrator in writing.

When a student is observed by a teacher or the Administrator to be in violation of the following code, the parents or legal guardian may be called and the student may be sent home to make any needed alternations. If it is impossible for the student to go home to change, he or she may be held out of class for the remainder of the day. The student’s grade for each class will reflect his or her absence. Repeated offenses may indicate an issue of direct disobedience. Such students could lose certain dress privileges and be subject to disciplinary action from detention to dismissal.

Since this normally works a greater hardship on the parents or guardian than the students, parents are urged to supervise their child’s dress on a daily basis. If a student is judged in

non-compliance, complaints, or arguments based on what other students wear or how they appear will not be applicable. It is the student alone and his or her parents and guardians who are responsible for proper dress consistent with the spirit and the word of the dress code. Trinity reserves the right to determine the acceptability of clothing and hairstyles.

ELEMENTARY DRESS CODE (KINDERGARTEN-5TH GRADE):

SHORTS:

Boys and girl in kindergarten-5th grade may wear loose-fitting shorts. K3-2nd grade boys and girls may wear mid-thigh length shorts and 3rd-5th grade boys and girls may wear shorts of a modest length (3-4 inches above the knee).

SLACKS AND JEANS:

Boys and girls may wear slacks or jeans. All slacks should be appropriate in size and fit. Pants that are torn and/or faded from excessive wear or have separated seams are inappropriate. Wind pants are acceptable (grades K-5th grade). Girls should seek to purchase relaxed fitting pants. Girl's capris or cropped pants must be appropriate in size and fit.

DRESSES AND SKIRTS:

Dresses and skirts may not be worn with the hem line or any slit in the dress/skirt more than two inches above the top of the knee while standing. Shorts should be worn under dresses or skirts at all times. Dresses/skirts should not rise immodestly while seated.

SHIRTS AND BLOUSES:

Students may wear T-shirts, collared shirts, sweatshirts and sweaters which are modest and appropriate in size and fit. Girls' open back or low neck blouses or dresses are inappropriate. Halter tops and tube tops are inappropriate. Any blouse that leaves any part of the midriff bare is also inappropriate. A good test is if students raise their hand in class and the midriff is exposed, then the blouse is too short.

SHOES AND SOCKS:

Shoes should be worn at all times. Boys should wear socks at all times except with sandals.

HAIR:

Hair should be neatly groomed for boys.

HATS AND JEWELRY:

Hats and caps are inappropriate to be worn during school hours and should never be worn inside the building, whether before, during, or after school (except for special designated days). Girl's jewelry and make-up should be modest and tasteful. Boys may wear

necklaces under their shirts, but may not wear earrings or any other type of piercing. Pocket chains are inappropriate.

MISCELLANEOUS:

The above dress code should be maintained before, during, and after the school day while on the school campus. Extremes in styles that call undue attention are not appropriate and should be avoided. Examples of calling undue attention, which will not be allowed, are the piercing of visible body parts other than ears (girls only) or having a visible tattoo.

MIDDLE SCHOOL DRESS CODE (6th-8th)

PANTS, SHORTS, AND JEANS:

1. Girls may wear jeans, dress slacks or pants that are appropriate in size and fit. Slacks must be relaxed fit, in any color, plain or pleated front. Slacks must be regular length. Capri and cropped pants must be at least mid-calf and be appropriate in size and fit. Jeans that are torn and/or faded from excessive wear or have separated seams are inappropriate. Shorts may be worn that are modest length and fit.
2. Boys may wear pants or jeans at the waist and the length appropriate when worn correctly. Pants should be appropriate in size and fit without excessive flair or bell-bottoms. Baggy or oversized pants are not appropriate. Pants that are torn and/or faded from excessive wear or have separated seams are inappropriate. Shorts may be worn that are appropriate length and fit.

DRESSES AND SKIRTS:

Dresses and skirts, appropriate in size and fit, may not be worn with the hem line or any slit in the dress/skirt more than two inches above the top of the knee while standing. Dresses and skirts should not rise immodestly while seated. Girls should wear appropriate undergarments for modesty.

SHIRTS, BLOUSES, AND SWEATSHIRTS:

1. Boys may wear collared shirts that are polo, oxford, turtle neck or mock in style. The only T-shirts permissible are graphic or colored fitted T-shirts that are appropriate in fit and length. The graphics must be appropriate for a Christian school setting. Sweaters and sweatshirts are to be worn in good taste. Generally, jackets and coats should not be worn in classroom. Do not bring blankets to the classroom. Any writing or logos should be in harmony with the philosophy of Trinity Christian Academy.

2. Girl's blouses and/or sweaters are defined as blouses with a collar or with a non-revealing neckline; crew neck, jewel neck, or boat neck (no tank tops). Blouses should be modest in size and fit. The only T-shirts permissible are graphic or colored fitted T-shirts that are appropriate in fit and length. The graphics must be appropriate for a Christian school setting. Sleeveless blouses may be worn, but must be appropriate and modest. Thin-strapped shirts may be worn if over another shirt or if covered by a blouse with sleeves. Girls' shirts with long tails should be tucked in. Blouses should not be see-through material. Open back or low-neck blouses or dresses are inappropriate. Girls' open back or low neck blouses or dresses are inappropriate. Halter tops and tube tops are inappropriate. Any blouse that leaves any part of the midriff bare is also inappropriate. A good test is if students raise their hand in class and the midriff is exposed, then the blouse is too short. No coveralls should be worn. Sweaters and sweatshirts are to be worn in good taste. These may be worn as long as a shirt is worn underneath. Generally, jackets and coats should not be worn in the classroom. Any writing or logos should be harmony with philosophy of Trinity Christian Academy. Blouses or shirts with writing or logos are limited to appropriate personal monograms, school names, or manufactured logos.

SHORTS & SKIRTS:

Girl's shorts must reach the end of their finger tips and fit appropriately.

Any girls that wish to wear a skirt or dress must wear some type of shorts under them.

SHOES AND SOCKS:

Shoes should be worn at all times. Boys should wear socks at all times except with sandals. Flip flops are appropriate except for designated P.E. days. Athletic shoes must be worn for P.E. class.

HAIR:

Hair coloring for all students should be in good taste. Hair color that is extreme in the opinion of the administration must be corrected before the student returns to school.

Boy's hair should be neatly groomed.

HATS:

Hats and caps are inappropriate to be worn during school hours and should never be worn inside the building, whether before, during, or after school (except on designated days.)

JEWELRY:

Girls' jewelry and make-up should be modest and tasteful. Boys may wear necklaces under their shirts, but may not wear earrings or any other type of piercing. Pocket and wallet chains are not permitted.

MISCELLANEOUS:

The above dress code should be maintained before, during, and after the school day while on the school campus. Extremes in styles that call undue attention are not appropriate and should be avoided. Examples of calling undue attention, which will not be allowed, are the piercing of visible body parts other than ears (girls only) or having a visible tattoo.

DRESS CODE OUTSIDE OF SCHOOL (Extracurricular Activities)

For school sponsored or sanctioned activities, girls may not wear spaghetti straps, halter tops, tube tops, and blouses should not reveal bare midriffs. When slacks or jeans are worn, they should be in keeping with the general standards of good taste reflected in the school's dress code. Shorts, no shorter than three inches above the knee, may be worn on field trips if deemed appropriate by the sponsoring teacher or Administrator. Shorts can be worn to athletic competitions. Shorts (grades 5-8) should be relaxed fit and no more than three inches above the knee. Styles to avoid are athletic, sofie, training, spandex, and elastic-waist shorts. Shirts, jackets, coats, sweaters, or caps with symbols or writing which would be dishonoring to the school's standards are inappropriate.

CHAPEL DRESS POLICY:

Dress code for Wednesdays (Chapel Days) is church attire. Students are not permitted to wear t-shirts on these days. Any girls wearing dresses should wear shorts underneath.

DISCIPLINE POLICY:

Violations of the dress code result in detention and/or loss of class time. Repeated offenses can result in a suspension and even dismissal. If a student is a three-time offender in a semester where class time is lost and the student must go home to change or wait for a change, the headmaster will give the student unexcused absences for class missed. This is only in the event of a student being a three-time offender.

ACADEMIC SECTION:

“Study to show thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth.” II Timothy 2:15

EDUCATIONAL GOALS:

1. Academic excellence in a Christ centered environment;
2. Spiritual/character development in a caring, loving environment; and
3. Enrichment of their lives emphasizing creativity.

CURRICULUM:

The core of Trinity Christian Academy curriculum is based upon the ABeka Book Series. ABeka Book presents a strong Biblical worldview along with excellent educational materials. Secondly, Accelerated Christian Education curriculum allows students to study at their own rate and level of learning.

ABeka:

- A well-integrated language arts program providing highly effective instruction and review of foundational phonics skills.
- Reading and instructional material content reflects strong Biblical principles and encourages personal character growth.
- Provides instruction on a variety of ability levels that encourages student progression to the highest individual potential.
- Uses both word analysis and sight word memorization to maximize reading skill development.
- Bible Curriculum emphasizes the history of the Bible, salvation and Christian character development.

HOMEWORK AND TESTS:

General guidelines for homework are available from individual teachers. Time spent on assignments may vary depending upon the student's academic strengths and motivational level. Many families attend mid-week services at their churches. Therefore, tests generally are not scheduled for Thursdays. If tests are scheduled for Thursday, students are given advanced notice in order to make adequate preparation. Quizzes may be given on any school day. Homework modifications are usually made on days when special school functions are scheduled for the evening. Teachers may provide class calendars to facilitate communication regarding assignments, tests, quizzes, and special school functions.

ASSESSMENT OF STUDENTS' PERFORMANCE:

GRADING SCALES: The academic performance of students in grades K-12 in core subjects (e.g. language arts, math, science, Bible, etc.) are assessed using the following scale:

Percentage of Achievement

A+ 98-100	A 94-97	A- 90-93
B+ 88-89	B 84-87	B- 80-83
C+ 78-79	C 74-77	C- 70-73
D+ 68-69	D 64-67	D- 60-63
F 59 or below		

Performance of elementary students (grades 1-8) in enrichment courses (e.g., art, PE, band, etc.) is assessed using the following scale: Satisfactory (S) and Unsatisfactory (U). Conduct of elementary students (grades 1-8) is assessed in several areas, including work habits and interpersonal behavior.

INCOMPLETE WORK:

Students must complete any assignments that are missed due to excused absences within time frames established by the school. For each day of absence, two days are allowed for the completion of assignments. If long-term assignments are due, the two-day allotment may be exempted. For instance: A book report was assigned at the beginning of the quarter. If a student was absent the day before its due date, the student would be responsible for the report upon return or no later than the next day. Extensions may be granted in extenuating circumstances. Submitting late assignments will result in a grade of 0. Course work that is incomplete at the end of the semester may receive a grade of "I" for Incomplete. All such grades must be converted to a regular grade during the first week of the new reporting period or within 1 week of the end of the school year. Grades not converted will automatically be recorded as "F." The administration may grant exceptions in extenuating circumstances.

PROGRESS UPDATES:

Parents are informed of their students' progress in a variety of ways. This includes: a daily folder and parent-teacher conferences. In kindergarten through the twelfth grade, students' quizzes, tests, and other assigned work are sent home daily in folders. This procedure enables parents to receive continual feedback concerning progress of their student and/or areas needing improvement.

Mid-quarter progress reports are sent to every parent for grade averages. Parents are required to sign the progress reports. If a parent wishes to have a conference with a teacher, they must schedule a conference by contacting the office.

REPORT CARDS:

Report cards are sent home with the students each quarter. Parents must sign the report card and return it to the school on the next school day. All outstanding tuition and fees must be paid before a student's final report card is issued. Students leaving the school during the school year for any reason must have all tuition, fees, and fines paid through the month they withdraw prior to report cards being distributed or having permanent records transferred to another institution.

PROMOTION GUIDELINES:

Students must pass all major academic subjects before being promoted to the next grade level. Major subjects include English, math, science, reading, and social studies. If a student makes more than 2 F's or 3 D's in major subjects for the yearly average, the student is required to repeat the grade.

HONOR ROLL:

Students who have A's in all of their courses are placed on the A Honor Roll. Students who make A's and B's in all of their courses are placed on the A/B Honor Roll. During the end of the year Award's Assembly, students who have received A's in all of their courses each quarter receive a recognition certificate for the A Honor Roll. Likewise, students with A's and B's in all courses for each quarter receive a certificate of recognition.

DISCIPLINE POLICY

“Do not be misled. Bad company corrupts good character.” I Cor. 15:33

“These people honor me with their lips. But their hearts are far from me.” Mark 7:6

“....Discipline yourself for the purpose of godliness...” I Tim 4:7

“No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.” Heb. 12:11

The Bible clearly indicates that parents are responsible for the discipline (that is, training or instruction) of their children. The Christian school exists to assist parents in their God-given responsibilities. Therefore, TCA seeks not to assume the task which God gives to parents, but only to serve as the parent's appointed and authorized representatives in the child training process, in a limited way. In formulating a philosophy of education and discipline, the school has attempted to align itself as closely as possible with the Bible's instructions to parents so as to provide the utmost consistency for the child between training to be taught at home and training received at TCA. In that same spirit, the school likewise assumes parents will direct and discipline their children accordingly. If parents have chosen to follow a different course in directing and disciplining their children, then parents and students should realize that TCA may not be the choice in education that suits their needs. Discipline may be correctly viewed as both a process and a product. God expects parents or other authorities to discipline children so as to produce a child who consistently becomes a more self-disciplined adult, requiring less supervision as he matures. He, then as a self-disciplined adult assumes the role of training the next generation. God's ultimate purpose in charging parents with this task is to prepare children to enter into and mature within His spiritual family, and to respond to Him with respect and obedience on the basis of their former training by their parents. TCA's philosophy of education and discipline exists to serve and further this ultimate spiritual goal. God-given responsibilities in the discipline process exist not only for parents and teachers; they exist likewise for students. Students are to respond to school faculty and staff members with appropriate respect and courtesy. Any failure to maintain a biblical attitude of respect and obedience toward school authority which manifest itself in improper behavior or violated standards will result in disciplinary action appropriate for the violation. TCA expects that parents will support the administration in such disciplinary action by encouraging obedience and respectfulness to the action of the school. Only while operating within the above philosophy of discipline can the educational process reach its maximum potential is committed to the philosophy and principles of Christian education. Student conduct which works against philosophy will not be condoned. The guidelines listed in this book are based on Christian principles, appropriate standards of conduct, and common sense. Guidelines provide boundaries for security and freedom. We trust that our students would respond with positive attitudes and conduct.

CLASSROOM DISCIPLINARY GUIDELINES:

1. No talking in class without being recognized (raise your hand).
2. Do not leave your seat without permission.
3. Keep your hands, feet, and other things to yourself.
4. Be kind in what you say to others and to your teacher.
5. Accept and obey any instruction or discipline from a teacher.
6. Do not sit on desktops and tables in the facility as a matter of stewardship.
7. Do not prop outside doors open as a matter of security.

DISCIPLINARY GOALS:

1. Respect authority-Someone has said, “Consequently, he who rebels against authority is rebelling against what God has instituted and those who do will bring judgment on themselves.
2. Use their time wisely-“Teach us to number our days aright, that we may gain a heart of wisdom.” Psalms 90:12
3. Be considerate of others-“Do not let any unwholesome talk come out of your mouths, but only what is helpful for building other up according to their needs, that it was benefit those who listen. Be kind and compassionate to one another, forgiving each other, just as Christ God forgave you.” Eph. 4:29, 32

STUDENT BEHAVIOR:

To accomplish these goals, certain behavior by students cannot be tolerated and will result in action by the administration and/or the teacher. Examples are:

1. Use of physical force or verbal intimidation
2. Leaving school property without permission
3. Defacing any property of the school or another student (damage caused by the student will be paid for by the student)
4. Bringing to school any article that distracts another (i.e. cell phones, electronics, etc.)
5. Being disrespectful toward fellow students, teachers, or staff, in attitude, words or actions
6. Using profanity or vulgarity
7. Lying, cheating, or stealing
8. Inappropriate public display of affection toward members of the opposite sex, such as kissing, hand holding, embracing, etc.
9. Involvement or the impression of involvement in immoral activities or activities that contrary to the philosophy of Trinity Christian Academy
10. Obscene body language
11. Chewing gum in school
12. Possession of their person, in their locker, or in their backpacks of any kind of weapon, fireworks, drugs, drug paraphernalia, cigarettes, alcohol, or pornography.

13. Blatant disrespect resulting in the student being asked to leave the classroom or school activity.

Trinity Christian Academy maintains the right to remove any student from its enrollment if TCA feels that the parent(s) are not in harmony with the philosophy of the school. TCA will cooperate with the home in the nurturing of the student(s). TCA reserves the right, that if at any time and at the schools sole discretion, if the school can no longer assist the family in the nurturing of their child(ren), the school can remove the student(s) from their enrollment.

METHOD OF DISCIPLINE:

1. K-4th Grade: Students in kindergarten-fourth grade will be treated fairly and reasonably. Discipline will be based on careful evaluation of the circumstances for each case. Factors that will be considered will include seriousness of the offense, the student' age, frequency of misbehavior, and the student' attitude.
2. 5th Grade-12th Grade: Teachers will make a phone call if a discipline note is sent home. There are three levels of disciplinary reports. Each level represents greater consequences. However, the principal may, at their discretion, circumvent the process due to a students multiple offenses, the gravity of the offenses, and/or the attitude of the student and/or parent.

SPECIFIC RULES:

1. TCA reserves the right to suspend or dismiss a student for misconduct on or off the school campus, and without regard for whether the form of misconduct is identified specifically herein, and without regard for whether it is specified as improper off campus. While TCA has no control over student activity off campus which is not TCA sponsored, and does not supervise student conduct off campus during an activity which is not school sponsored, misconduct during such activity may come to the attention of school authorities and may result in the administration of discipline, including suspension or expulsion.
2. School property shall be protected. Defacing or damaging school property which is malicious or careless in nature, and which results in destruction or damage will result in both appropriate disciplinary action, and the replacement of such property by the student and/or his parents or legal guardian as deemed by TCA.
3. Conduct and attitude shall be respectful. Disruptions in class, unruly behavior, or repeated violations of prescribed TCA policy will not be allowed. Three referrals will result in 1 day suspension.
4. Respect for authority is expected of each student for any staff member at any time either in or out of school. Any student who is disrespectful to a staff member or other student will be subject to disciplinary action which may include suspension or expulsion.
5. TCA reserves the right to invite the Georgetown County Narcotics Team, or an appropriate narcotics search group, to visit at any time during the school year to

search for drugs. It also reserves the right to search any property, including automobiles, brought onto school premises. Any alcohol, drugs, or drug paraphernalia found in backpacks, cars, or other items under the student's control will constitute possession.

SUSPENSIONS:

Trinity Christian Academy reserves the right of suspension or dismissal at any time during the school year at the discretion of the administration. Any pupil who persistently neglects work, who fails to meet academic or other standards or qualifications or who exercises poor citizenship, one who fails to cooperate, or whose parents fail to cooperate, may be asked to withdraw from the school. Suspensions may be given for a period of up to five days. A suspension is an unexcused absence from school. A student that is suspended is automatically placed on disciplinary probation.

Examples for which suspension may be given are:

1. Fighting,
2. Flagrantly abusive language and/or disrespectful conduct,
3. Cheating on any test or assignment (0 given for test or assignment),
4. Skipping class or leaving school without permission,
5. Repeated detentions,
6. Possession, use, supplying or selling of tobacco products, and
7. Possession of pornography and computer/ internet use for pornographic, defiant, or vicious purposes.

DISMISSALS:

The school reserves the right of suspension or dismissal at any time during the school year. Any pupil who persistently neglects work, who fails to meet academic or other standards or qualifications or who exercises poor citizenship, one who fails to cooperate, or whose parents fail to cooperate, may be asked to withdraw from the school. Dismissal will be administered by headmaster with the advice and approval of the Board. Appeal of a dismissal may be made in writing to the Chairman of the board within three days of the dismissal. A student may not attend classes during request for an appeal. A student who has lost the privilege to attend TCA may not be permitted to attend school related events.

Dismissals may occur when any one of the following take place:

1. Possession or use of drugs of any kind, or the misuse of any prescribed drugs of any kind, on or off Academy property,
2. Selling or supplying prescribed or illegal drugs on or off campus,
3. Possession, consumption, supplying or selling of alcohol on or off campus.
4. Repeated violations of discipline that have resulted in suspensions,
5. Failure of parents to cooperate with the school in discipline of their children,

6. Assault or battery of staff or students,
7. Sexual misconduct-Physical conduct and/or contact of a sexual nature, verbal abuse of a sexual nature, sexual innuendoes and gestures, or other serious sexual misconduct,
8. Moral Misconduct-Pregnancy or the causing of pregnancy, computer/internet use for immoral purposes, or other serious misconduct,
9. Lying,
10. Stealing,
11. Possession or use of a knife in a threatening or dangerous manner, which is perceived to be capable of inflicting physical harm,
12. Possession, transfer, sale, or discharge of any gun (including a starter gun or pellet gun), firearm, or any other explosive device, of any type, whether loaded or unloaded, on or off campus.

DRUGS AND ALCOHOL:

Trinity Christian Academy believes that buying, selling, or other transfer of drugs and/or alcohol cannot be tolerated and will result in dismissal of the offending student or students. Consumption of drugs or alcohol is neither compatible nor permissible within the wholesome Christian environment we provide at TCA. Situations that warrant restoration will be given due consideration by the administration. The administration of the school reserves the right (as per the safety of that student or any other student) to require random drug testing with the understanding that confidentiality will be maintained. If the parents and/or student refuse, then the student's privilege to attend the school will be revoked.

GUNS AND WEAPONS:

Trinity Christian School does not allow guns, knives, weapons, or their facsimiles on campus. Violation of this policy will result in the dismissal immediately of the participating student or students with the exception of facsimiles which may result in suspension or dismissal at the discretion of the Administrator.

SEARCH AND SEIZURE:

To maintain order and discipline in TCA and to protect the safety and welfare of students and personnel, school authorities may request a search of a student, student lockers, or student automobiles under the circumstances outlined below and may seize illegal, unauthorized, or contraband materials discovered in the search.

1. Personal Searches: A student and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. Students may be asked to empty their pockets, pocketbooks, wallets, book bags, etc. without the parent's permission or the student's permission. Registration of the child constitutes parental consent to such searches. If the

student refuses and the school feels a personal search of the student's person or belongings are required (as per the safety of that student or any other student), then the parents will be phoned and must come to the school to perform the search. If the parents fail to come to the school to perform the search in a reasonable time (one hour) and/or the student refuses to empty his/her pockets or remove from his or her person what is suspected, then the student's privilege to attend this school will be revoked.

2. Automobile Searches: Students are permitted to park on school premises as a matter of privilege, not a right. TCA retains authority to conduct routine patrols of student parking lots and inspection of the exteriors of student automobiles on campus. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, without parental consent, and without a search warrant.
3. Seizure of Illegal Materials: If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to the proper legal authorities for ultimate disposition.

DISCIPLINARY PROBATION:

1. Purpose: This is to prevent the possible dismissal of a student due to behavioral issues that are beyond the scope of our school and to create a viable, tangible incentive for the student and parents to seek out behavioral and spiritual reform. Students receiving a suspension will automatically be placed on disciplinary probation.
2. Criteria: This program should be initiated at the discretion of the Administrator in concert with the board. It is to be administratively subjective. Some criteria to direct the administration in making this decision are:
 - a. If the student has manifested a physical threat to other students or faculty.
 - b. If the student has become a negative influence on their peers to the extent of drawing their peers into similar actions (i.e. smoking, disrespect, impacting the learning environment negatively, inappropriate behavior, etc.)
 - c. If a student has been a habitual offender of the disciplinary policy of the school; at the discretion of the respective principal, the student can be placed on the disciplinary probation.
 - d. If the student has accumulated 6 discipline referrals forms in a semester.
 - e. If the student has received an automatic suspension for serious behavioral offenses; use or possession of tobacco, alcohol, drugs or weapon (s); Sexual and or physical harassment; or an offense deemed as suspendible by the administration.

3. Program: A written notice of a student bordering on the need for a disciplinary probation will be initiated by the Administrator and will notify the parents of the possibility of the probation. As the Administration's discretion, a conference will be held with the parent and student in regard to disciplinary problems. Based on that conference, the Administration will decide on whether or not this particular student merits a probation or expulsion. If the Administration deems it beneficial to place the student under a disciplinary probation, a Disciplinary Probation Contract will be drafted for the student outlining:
 - a. The behavioral guideline that the student is expected to maintain
 - b. The duration of the probation
 - c. The consequences of fulfilling the probation or failing to fulfill the probation.
4. Procedure: The Disciplinary Probation Contract is to be seen and signed by all parties involved (i.e. Student, Parent(s), Board, and Administrator). Copies are distributed to all respective parties. It will be the responsibility of the Administrator in concert with the respective Administration to insure that the contract is being upheld. Violation of the contract on behalf of the student will be communicated to the parents by the Administrator, and written consequence will be followed through by the Administrator. Grounds for expulsion will be communicated to the Board by the Administrator.

RESTORATION:

Trinity Christian Academy reserves the right to deny re-admission to any student whose actions demonstrate that it is in the school's best interest to not allow re-admission. The request for re-admission should be in writing to the Chairman of the Board. Restoration at a Christian school is always a difficult matter. Students who have been expelled from TCA or other schools must present evidence of genuine repentance and carry out a school-designed restoration program. If a student has been dismissed or asked to withdraw, been given due consideration, and desires reinstatement, the student must wait a full calendar year before re-applying. During that time, the student must be involved in a program of church attendance and youth group involvement as well as student, parent, and group counseling. During the restoration period, academics must continue at another school or home school. Upon completion of the re-instatement restoration program, recommendations by the student's pastor, youth pastor, and school-designated counselors will be considered by the Headmaster and administrative staff to determine the student's re-instatement. Students returning will be on disciplinary probation for one year.

RE-ADMISSION:

Any student dismissed from Trinity Christian Academy, or allowed to withdraw, will not be allowed to apply for readmission for at least one calendar year. Requests for re-admission should be made in writing to the Chairman of the Board. The school reserves the right to deny re-admission.

CONTINUED ENROLLMENT:

Trinity Christian Academy reserves the right to deny continued enrollment to any student whose actions and/or attitudes demonstrate that it is not in the best interest to allow re-enrollment. Students who have demonstrated through detentions, progress reports, and poor attitude a lack of interest in being at TCA will be interviewed by the Administrator. A poor attitude may be reflected through a lack of compliance with the dress code, response to discipline, respect for authority, etc. After this interview, a conference with parents will be scheduled. Students may be placed on disciplinary probation with enrollment for the following year withheld until a review of the student's progress has been evaluated.

GENERAL INFORMATION

ATTENDANCE:

All students are expected to attend school regularly. We believe that regular attendance in classes is essential to the success of a student's school experience. One can never really make up or compensate for absence from class. Any work done to make up what was missed during an absence is primarily an effort to bridge a gap in classroom experience. Students in kindergarten-12th grade are allowed 10 absences per year. Absences in excess of 10 per year may result in the student being denied promotion to the next grade at the discretion of the board and headmaster. When a prolonged illness is documented by a physician, the administration will make the final decision as to whether or not a student will pass or fail. *If a student (grades 6-12) has more than 5 absences per semester, excused or unexcused, the student will not be exempt from exams.* A student must be in school 3 hours to receive credit for the day. Students must be at school by 9:30 a.m. in order to be counted present. Unless it is school business, students must be in attendance at least half the class period to be counted present.

EXCUSED AND UNEXCUSED ABSENCES:

1. Absences are excused for:
 - (a) Illness, with Dr. excuse
 - (b) Injury, with Dr. excuse
 - (c) Death in the family,
 - (d) Medical or dental appointments that cannot possibly be made outside of school hours, (one week's notice)
 - (e) Family reasons pre-approved by the administration (one week's notice),
 - (f) Marriage in the immediate family,
 - (g) One morning in order to obtain their drivers license if the student has no test scheduled during the period of the absence,
 - (h) Educational trips of an educationally redeeming nature,
 - (i) Business trip where both parents are required to be out-of-town and the children are too young or have no other place to stay,
 - (j) Help at home of an emergency nature will also be given consideration,
 - (k) Special situations where a student may have the opportunity to represent his church, scout troop, a civic organization or some such group will be considered by the headmaster based on the student's grades, previous absences, etc.

- (l) Students participating in school-sponsored activities during the school day,
- (m) College days for juniors and seniors per the guidelines in the academic section. Seniors have two excused days and juniors have one excused day.

Except for illness, injury, and death in a family, prior notice of the absence should be given one week in advance. Otherwise, students must bring a note explaining their absence on the first day of their return. **Students have 3 days to return a note or the absence will be unexcused.** No more than five academic days will be excused for trips. Remember more than 5 absences in a semester will result in loss of a student's exam exemption. Homeroom is an important part of the day because of attendance, announcements, and handouts. **If a student has 3 unexcused tardies it will equal 1 unexcused absence. Subsequent tardies in the same nine week period could result in disciplinary action.**

2. Absences are unexcused for:

- (a) All of the above listed excused absences if not requested in writing and approved in advance of the absence
- (b) Oversleeping
- (c) Hair Appointments
- (d) Shopping excursions
- (e) Automobile repairs
- (f) Working on a class assignment
- (g) Unapproved personal trips
- (h) Tardiness
- (i) Parent notes without any explanation
- (j) Failure to bring a note in the three day grace period, or
- (k) Suspension
- (l) Truancy: This occurs when a student has 10 or more unexcused absences within the school year. A student who is truant must be turned into the State of South Carolina with possible disciplinary action.

3 Makeup Work: Students will be required to make up all missed work, including homework, tests, and/or quizzes. Failure to make up the assignment within the allotted time results in an automatic zero. It will be necessary for missed work, including makeup tests, to be made up during the class missed, before school, or after school. If a student has been approved for an absence and wishes to take a test or turn in homework before the absences, this matter is left to the discretion of the teacher. In cases where the test is available, it is advantageous to both the student and the teacher to take the test early rather than late. It is the parent's/student's

responsibility to schedule a time for makeup work. All work missed must be made up within two times the numbers of days the student was absent. This applies only to excused absences relating to illness, injury, and death in the family. Students absent for other reasons, such as educational trips, college days, appointments, etc., do not have this number of days for makeup. In general, students are expected to have assignments ready for class upon return to school or within a reasonable time frame determined by the teacher. If the homework or test were assigned prior to the absence, the student is responsible for the test or homework upon returning to school.

4 Extracurricular: If a student is absent from school immediately prior to or following any school activity, that absence may be interpreted as unexcused. This applies specifically to any student who is absent in the morning following participation in any activity the previous night, or any student who is absent the afternoon (day) prior to an activity that evening. Students involved in extracurricular activities may not participate in that activity (practice or event) if he is absent the day of the activity. In order to be eligible to participate, a student must be in school 4 hours.

TARDINESS:

Students are expected to be on times for their classes. Elementary teachers are responsible for handling their students' tardiness. In K-12th grade, three unexcused tardies at the beginning of the school day (8:00 a.m.) are considered to be an unexcused absence and loss of perfect attendance for the year. Unexcused absences due to unexcused tardies do affect their exam exemption. A note for tardy to class or school should be brought the day of the tardy. If a student does not bring a note within three days of the tardy, it will be unexcused. Parents will not be allowed to go to the classrooms after 8:00.

1. Examples of unexcused tardies:
 - (a) Oversleeping,
 - (b) Arriving late for any reason not in keeping with reasonable prudence
 - (c) Any tardiness in getting to class during the school day.
 - (d) Not bringing a note within three days of a tardy.

2. Examples of excused tardies:
 - (a) Student or parent automobile delays or breakdowns in route to school (unless habitual),
 - (b) Detainment by the office or another teacher,
 - (c) Temporary illness.

SCHOOL HOURS:

Check with the school office for school hours and designated areas for early arrival. Students should not arrive on TCA's campus earlier than one half hour before the start of school because there is no supervision. Upon arrival, students are to report to designated areas of supervision, no one is allowed in the school building before or after school hours except for faculty and administration.

LATE ARRIVAL POLICY:

All students at TCA are to assume the responsibility of being punctual. Students are encouraged to be in their designated area five minutes prior to the start of school. Students in who are late should report to the school office.

TRAFFIC PATTERNS:

Our car pool system is designed to provide safety, order, and supervision for each student's arrival and departure. The traffic pattern at TCA is designed for maximum safety for our students. Parents are asked to observe all traffic flow patterns. Since safety of students is involved, please give wholehearted cooperation in observing these regulations. Designated drop off/pick up zones are clearly marked. Please advance far enough so that other cars may pick up their riders. Please do not leave cars unattended in the car line and park in designated areas only. Please watch your speed. Traffic pattern information can be obtained from the school office.

1. Students should only be dropped off in designated areas.
 - (a) K3- 12th students will be dropped off next to the office. Please use the lane closest to the buildings and pull up to the designated stop. Students should use the entrance next to the office.
2. If it is necessary to enter the building for school business, drop your students off at the designated area, park in the visitor parking area and enter through the office entrance.
3. Parents working as volunteers, room mothers, or assisting for field trips/class parties should drop off their students, park in the visitor parking area, and enter the office entrance.
4. Cars going through the line should pull all the way up to designated area.
5. Please have your students ready to exit the car when you enter the designated area.
6. Do not park and leave your cars in the car pool line at any time.
7. Parents will be given identification signs for pickup in the car pool. Please display these while in the pickup line.

EARLY MORNING ARRIVAL: A teacher will be on duty at 7:30 in the designated waiting area. Students dropped off should be unloaded in the designated area.

RELEASE OF CHILDREN:

Students of TCA will only be released to persons listed on the pick-up list. Students, released during car line, will only be allowed to leave with persons having the car tag given by the school. If someone does not have the car tag, present a valid picture id which will be checked against their permission to pick up form.

If a student is released early, a valid picture id must be presented before the child will be released. The id will be checked against the permission to pick-up form. A student will not be released to anyone who is not listed on the form or persons unable to present a valid picture id. If you wish for someone to pick up your child who is not on the list, a written, signed note must be sent to school with the child.

If an intoxicated/impaired parent or authorized individual arrives to pick up their child, we will make every effort to prevent the parent/person from taking the child.

Recommended steps will be followed that are provided in the teacher handbook. If no other adult can be contacted to pick up the child, an adult from the center will stay with the child until law enforcement arrives. These types of situations will not be tolerated, and if need be, we will notify law enforcement.

SIGNING STUDENTS OUT OF SCHOOL:

Detailed records for students will be kept in the office regarding signing in and out of school. Students showing an excessive number of sign-outs or sign-ins will have the situation reviewed in a conference between parents or legal guardian, student, and Headmaster. Students may not be signed out between 1:45 and 2:00 pm.

ILLNESS:

For the well-being and health consideration of all our students and staff, parents are asked to keep home any student with fevers and contagious illnesses. Students need a signed note from the parent stating the reason for missing school. It is a policy that a student must stay home with: (24 hours free)

- | | |
|--------------|-------------------------|
| Fever | Colored nasal discharge |
| Flu Symptoms | Persistent cough |
| Diarrhea | Strep Throat |
| Pinkeye | Vomiting |

IMMUNIZATIONS:

South Carolina state law requires TCA to have on file current immunization and medical records for each student. Please keep your child's records up to date with the school office.

INFECTIOUS DISEASES:

Any child who is diagnosed as carrying a disease classified as "communicable" is not allowed to become or remain a student at TCA as long as the disease is present. Once the school has written verification from a physician that such a child has become disease free, he may be considered for enrollment or re-enrollment at TCA. The policy applies to, but is not limited to, all diseases that may be sexually transmitted, including Auto Immune Deficiency Syndrome (AIDS). For school purposes, any student testing positive for antibodies to the AIDS virus is considered to be infected with the virus. Trinity Christian Academy believes that these measures serve to minimize the further spread of diseases.

MEDICATIONS:

All medications (prescription or over-the-counter) must be administered by the school office personnel. The parent must furnish the medication and provide a note indicating the date, dosage, and time to be administered. Medications must be in original packaging or in a labeled zip-lock bag with instructions. A medication release form must be signed by the parent/guardian and returned before medication will be administered.

EMERGENCIES:

If your child becomes ill at school, you will be notified immediately. Emergency information is required on the student application. If there is a change in this information, the parent is responsible for contacting the school office in writing. An emergency contact person and number to call, (if you cannot be reached), is very important. Please make sure your emergency contact has written permission to obtain medical treatment for your child in case of an emergency when you are not present.

STUDENT INSURANCE:

In the event of a school-related injury, TCA carries student insurance on each student. Parents should file with their insurance first. Upon doing so, contact the school office for the necessary forms in obtaining excess insurance.

FIELD TRIPS:

When taking field trips, the student must ride with their parent/guardian or authorized faculty. This is due to insurance purposes.

There will be "closed" field trips where the parents will not be allowed to attend. This will be at the teacher's discretion. Two TCA employees will attend field trips when needed.

PUPIL AND CUMULATIVE RECORDS:

All student records are kept in the office. All records are confidential. Teachers use discretion in reviewing a student's record. When a student withdraws during the year, a withdrawal form must be completed. A request for transfer of record must be completed by a parent or guardian before records are released. *Student accounts must be current or records and report cards will not be released.* A transcript of a student's grades will be provided upon request to the student's parent or guardian. Transcripts given to a parent or student are unofficial copies. Records and transcripts will not be released when a student's tuition and/or fees account are not paid in full at the end of school year, or if an account is delinquent during the school year.

INCLEMENT WEATHER CLOSINGS:

TCA may or may not follow Georgetown County Public Schools in school delays or closings. Announcements will be made on the TCA facebook page and website.

INCLEMENT WEATHER EARLY DISMISSALS:

In the event inclement weather necessitates the closing of school before the end of the regular school day, the following procedure will be followed:

1. The decision will be made by the Administration.
2. Faculty will be notified immediately.
3. Parents/Guardian will be notified. If they cannot be contacted, the permission to pick-up form will be used for contact.
4. Alternate pickup for students may be arranged by parents calling the office.

PHONE POLICY:

Students may use the office telephone with permission of the office staff. Calls to students during the school hours are to be limited to emergency messages. Teachers must not issue a phone pass unless it is an emergency. Parents may leave a message with the administrative assistant which will be delivered at the next break in educational time (eg. lunch, breaks, etc.)

CONTACT OF TEACHERS AND RESOLUTION OF PROBLEMS:

Teachers at TCA are professionals and expect to be treated as such. If a conference is needed, please schedule an appointment with the teacher by calling the teacher or office. Parents should use discretion when contacting teachers at their home. Teachers have an option of making their home telephone number available. Be considerate of their time away from school. Occasionally during the course of the year misunderstandings or problems can arise between the teacher and a student, teacher and a parent, parent and the school, or any one of several possible areas. This is often the result of lack of

communication between those involved. Complaints or problems will be considered in no other way than prescribed as stated:

1. All questions, problems, or complaints should be brought directly to the teacher first before anyone else is involved.
2. If the situation is not cleared up at this level through direct contact, (95% of them are!) it should then be brought to the administrator.
3. If it is still not resolved at this level, it should then be presented to the Chairman of the Board.

CAMPUS VISITORS:

A campus visitor is anyone who is not currently enrolled as a student or employed as a staff member. All campus visits should be pre arranged with the office staff.

PARENTAL CAMPUS VISITS:

All parents are welcome to visit the classroom during the school day, if scheduled. Parents should check in at the school office before going directly to a classroom if they have scheduled an appointment with the teacher for a planned activity, party, etc. Classroom observation by parents is welcomed, but should be arranged and scheduled by the administrator at least 24 hours prior to the visit. Campus visits should be kept to no more than 1 hour. All visitors should go to the school office and sign in. Parents may not go to a classroom without preapproval from admin.

STUDENT CAMPUS VISITS:

Visitors may attend classes during the school day with a 24 hours advance notice. TCA students may have visitors at lunch with written parental and administrative approval (24 hours in advance). Student visitors must be in dress code.

LUNCH POLICIES: The lunchroom is for all students; therefore, everyone must take care of it. Students are responsible for using good manners which include clearing off tables. Lunches from home cannot be heated; please package lunches accordingly.

SNACK POLICIES:

A snack is to be provided each day from home.

BIRTHDAYS:

If you wish to help your child celebrate their birthday at school it should be arranged in advance with the teacher. We will be glad to allow you to furnish refreshments and/or favors for the party. Items brought in should be store bought or from another DHEC certified source. Please inquire of student allergies before making food/candy purchases. For outside parties, please do not hand out invitations in class unless the entire class or all members of the same sex are invited.

LOST AND FOUND:

Students are encouraged to have all personal belongings labeled. If an item is lost or misplaced, students are to check the Lost and Found. Items not claimed will be donated to charity. Lost and found items not claimed by the end of the year will be donated.

FIRE, TORNADO, AND CRISIS MANAGEMENT DRILLS:

Students are informed about fire/safety, tornado, and crisis management procedures at the beginning of the school year. Fire Safety drills are conducted monthly, tornado drills and crisis management are conducted semi-annually.

SOLICITATION:

Solicitation is prohibited at TCA. This policy will include selling of any item, distribution of political or religious materials, and the circulation of petitions.

STUDENT RECORDS:

Student records are confidential and will not be released to anyone or another school without the written permission of the parents and the administration.

TEXTBOOKS AND SUPPLIES:

Textbooks and supplementary books will be provided to each student. It must be emphasized that these books must be taken care of properly, including appropriate protective covering. Deliberate mutilation or loss of any of these materials will result in full replacement price being assessed to the parents or legal guardian. Students may retain possession of “consumable” books. Supplies are not furnished by TCA. Students are required to provide their own pencils, pens, paper, notebooks, and other such supplies and materials that may be required from time to time for individual teachers. Some classes may require the purchase of calculators, novels, art materials, etc.

EDUCATIONAL TRIPS:

Continuity is important in the progress of your child’s success. Families are encouraged to plan family vacations during non-school times. However, if your child must be out of school for educational trips, parents should make arrangements with the admin prior to the trip for the scheduling of make-up class work, homework and tests. Trips that are not preapproved will results in unexcused absences.

DISTRACTIONS:

TCA seeks to provide an environment free of distractions for student safety, liability, and protection of personal property. Students should not bring cell phones, iPods, iPads, etc.

to school. Any devices brought to school can be placed under lock and key in the office until the end of the day.

INTERNET-PUBLIC DOMAINS:

TCA, in an effort to serve as a witness to Christ to the community, may issue students a suspension or dismissal if they are involved as a host or participant in content on the internet that devalues or disrespects persons, institutions, or biblical values (ex. Facebook or Twitter). Any pornographic, profane, or morally questionable material submitted online may result in detention, suspension, or dismissal.

TCA PARENTS:

Social media is not an acceptable place to air grievances with or about TCA or faculty, this includes parent and/or students. This is grounds for immediate dismissal of student.

HOMEBOUND STUDENTS:

TCA does not provide teaching for homebound students.