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**PARENT/STUDENT**

**HANDBOOK**

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This Student-Parent Handbook supersedes all previous policy manuals and memos that may have been issued from time to time on subjects covered herein. The administration and staff reserve the right to waive or modify the policies set forth in this handbook as the situation may permit or require in their informed judgment and at their sole discretion. This handbook does not contractually bind Trinity Academy. In order to serve the families of Trinity and keep pace with the changing culture of TA and the world, the handbook is updated accordingly. It is the expectation that all students and families will carefully read everything in this handbook to prepare for a successful year at Trinity Academy. Changes will be effective on the dates determined by TA. After those dates, all superseded policies will be null. Acceptance by students and parents with the provisions of this Student-Parent Handbook is deemed to have occurred upon the enrollment of a student at Trinity Academy. Failure to know the rules will not serve as a defense.

**Meet The Team**

**Corey Wade**

*Head of School, Middle School Bible*

**Candice Whitson**

*Assistant Administrator, Kindergarten*

**Casha Mayberry**

*Administrative Assistant*

**Kristie Smith**

*K-4th Bible, Art, Music*

**Ashley Boyett**

*K 3*

**Kendra Wilson**

*K 4*

**Rebekah Mullinax**

*1st Grade*

**Kira Leonard**

*2nd/3rd Grade*

**Anna Marie Juarez**

*4th Grade*

**Denise Andrews**

*Middle School ELA*

**Emily England**

*Middle School Math, History, Music*

**Nichole Baton**

Middle School Science

**Marines Curlett**

Middle School Spanish

**Karyn Wade**

*Middle School Art*

**THE TRINITY WAY**

**ENGAGE** students in heart, soul, mind and strength.

**EQUIP** students with academic excellence, Godly character, and a biblical worldview.

**EMPOWER** students to live out their calling for the glory of God and the good of others.

We aspire to reach students across the three spectrums of head, hands, and heart.

**MISSION STATEMENT**

To glorify God by preparing students academically and spiritually so they may become life-long followers of Christ while impacting the world for His kingdom.

**CORE VALUES**

#### The key to education is building strong relationships that find their foundation in Christ. (1 Cor. 13:4-7).

* Students learn best when they can interact with the content and put it into action (James 1:22).
* Learning benefits from utilizing academically excellent curricula that have stood the test of time and teaching students to measure knowledge through a biblical worldview (Job 8:8-10).
* We should understand our heritage and be proud of the contribution that Christianity has made in our nation and world (Heb. 12:28-29).
* Building a biblical community between home, church, and school puts students in a position to shape culture and not be shaped by culture. (Deut. 6:4-5).
* All students are different in ability and skill but all should be held to the standard of doing their best unto the Lord for His glory (Col. 3:17).
* A life that reflects the heart of Christ is a life of service to others (Galatians 5:13–14)

Trinity Academy is a member of the Association of Christian Schools International. ACSI is the largest organization of its kind with members in all fifty states, all ten Canadian provinces, and sixty-three other nations.

**STATEMENT OF FAITH**

Education is discipleship. Therefore, Trinity Academy makes no distinction between faith and practice. All teachers, administrators, school board members, volunteers and parent(s) enrolling their children declare unconditional acceptance of the following beliefs as declared in the Statement of Faith.

We believe the Bible to be the only inspired, infallible, authoritative and inerrant Word of God as found in the 39 books of the Old Testament and the 27 books of the New Testament (II Timothy 3:16; II Peter 1:20-21).

We believe there is one God, eternally existent in three persons – Father, Son, and Holy Spirit (Genesis 1:1-2; Matthew 3:16-17, 28:19; John 10:27-33).

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We believe in the deity of Jesus Christ as the eternal existing creator, His virgin birth, sinless life, miracles, vicarious atoning death on the cross, bodily resurrection, and ascension to the right hand of the Father. He intercedes for His church, rules over all things on her behalf, and remains present among His people through the Holy Spirit. (John 10:33; Matthew 1:23; 1 Peter 2:21-22; John 2:11; 1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9; Romans 10:9-10; Ephesians 4:8-10; Acts 1:11).

We believe that individuals are justified solely on the basis of the death and resurrection of Jesus Christ. Salvation is exclusively offered as a gift by God’s grace and received through faith alone in Jesus Christ alone as our Savior and Lord. This faith accomplishes the complete forgiveness of sin and regeneration by the Holy Spirit to ensure that we are saved and preserved by the power of God unto eternal salvation (Genesis 6:5, 8:21; John 3:16-19, 3:36, 5:24; Romans 3:23, 5:8-9; Ephesians 2:1-10; Titus 3:4-5).

We believe in the resurrection of both the saved and the lost: they that are saved unto the resurrection of everlasting life, and they that are lost unto the resurrection of everlasting damnation (John 5:28-29).

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We believe in the spiritual unity of believers in our Lord Jesus Chris which comprise the universal Christian church. The Church is the body of Christ and Jesus is the head. Those considered members of His Church are individuals who have embraced their identity as children of God through faith and the acknowledgment of Jesus as their Savior and Lord. (Matthew 18:15-17; Ephesians 4:11-13, Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28).

We believe that commitment to a local biblical church is essential for: healthy Christian community, service to fellow Chrisitans, spiritual growth and maturity, and participating in the mission of the Gospel (Matthew 18:15-17; Ephesians 4:11-13,

1 Corinthians 12:14-27; Hebrews 10:24-25).

We believe in the present ministry of the Holy Spirit which involves: convicting the lost world of the Gospel, converting sinners to new life, baptizing all believers into the body of Christ, sealing all believers in ownership by God, and permanently indwelling all believers to enable them to live a godly life, minister to the church, and bear witness of the Gospel (Romans 8:13-14; I Corinthians 3:16; Galatians 5:16-26).

We believe the biblical view of marriage as the lifelong union between one man and one woman. Sexual intimacy is intended exclusively for married couples. Marriage forms the bedrock of a stable society. Any form of sexual immorality, including adultery, fornication, homosexuality, pornography, transgenderism and other behaviors contrary to biblical teachings, is considered sinful. (Matthew 15:18-20; Genesis 2:18-25; 1 Corinthians 6:9-10; Hebrews 13:4; 1 Corinthians 7:2).

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We believe God creates individuals as either male or female, each reflecting His image. While equal in dignity and personhood, men and women are distinct and complementary in their roles (Colossians 3:12-14; Luke 6:31; Genesis 1:26-27).

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We believe all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, born and unborn, and life begins at conception. Every person, being made in God's image, deserves compassion, love, kindness, respect, and dignity. Since all humanity is descended from Adam and Eve, all races are equally created in the image of God. As a result of these convictions, we are therefore called to defend, protect, and value all human life (Psalm 139; Jeremiah 1:5). ​

We believe that God created the world and all things out of nothing by His powerful Word, all for His own glory. Adam and Eve are historical persons created by God in a special formative act, and not from previously existing life forms. (Genesis 1:1; Exodus 20:8-11)

**STATEMENT of Final Authority for Matters of Belief and Conduct​**

### **​**

At Trinity Academy, our beliefs extend beyond our Statement of Faith. The Bible, as the inspired and infallible Word of God, has ultimate authority on truth, morality, and human conduct. The Board of Directors serves as the definitive authority for interpreting and applying the Bible in our faith, doctrine, practice, policy, and discipline at Trinity.

**ADMISSIONS AND FINANCIAL POLICIES**

Enrollment is a privilege, not a right. Trinity Academy reserves the right, as a private school not receiving federal assistance, to deny admission to any applicant for any reason other than race, color, gender, or national origin. In keeping with the stated goals and objectives, Trinity Academy reserves the right to use appropriate selection and dismissal criteria in order to fulfill its goals and objectives.

Trinity Academy does not discriminate on the basis of race, color, gender, or national and ethnic origin in the administration of its educational policies, admission policies, and other school programs.

**Admissions Process:**

The admissions process for Trinity Academy is structured in such a way that allows the school and prospective families to explore a potential partnership for the education of their students’ hearts, minds, souls, and strengths. This process should be a prayerful, Christ-led experience to determine if Trinity Academy and the family are fit for a promising, long-term relationship. Each family should have a clear understanding of the Biblical philosophy and functioning of Trinity Academy. At least one custodial parent must be a Christian and each family is expected to be in regular attendance at a Bible-believing church. Each family must read the Statement of Faith and accept that it constitutes the doctrinal beliefs of the school and agree to have their children taught in accordance with the Statement of Faith.

Parents must understand the school’s commitment to parental responsibility for their

child’s education and discipline. Parents must be actively engaged in the education and

discipline of their children. Families must be committed to fully cooperating with the

policies of Trinity Academy.

**Steps of the Trinity Academy Admissions Process are as follows:**

1. Complete the admission inquiry form online at tachargers.org by selecting “Admission Inquiry” under the “Enrollment” option.
2. Call Trinity Academy to set up a tour of the school.
3. Following the tour, we will email the “Application for Admission” to you, or you may receive a paper copy. Both parents should read the Trinity Academy
4. Parent/Student Handbook, in its entirety, prior to completing the application.
5. Submit all documentation requested in the “Application for Admission.” This includes the following:
   1. Completed Application for Admission (one per family)
   2. A copy of report cards from the three most recent grading terms for each student who is applying.
   3. A copy of an IEP, if applicable, for each student who is applying
   4. One Pastor Recommendation Form to be sent directly to us from the church (one per family)
   5. Copy of original birth certificate
   6. Immunization records
6. Schedule a parent/student interview. This will include a meeting with administration and a student skills assessment.
7. You will receive a letter of acceptance or denial by email.
8. Once accepted, pay a $500/student non-refundable facility and materials fee.
9. When enrollment is complete and all documents are submitted, we will contact you with a start date and further information.

All incoming Kindergarten students will be given a Kindergarten Readiness Assessment

as part of their admissions process. Students applying for Kindergarten must be five

years of age by August 15 th of the year starting Kindergarten. Exceptions can be made

by the Head of School to allow students turning five on or before September 30 th to

begin Kindergarten. The decision to allow early entry is based on the results of the

testing and evaluation demonstrating the student is emotionally and academically

mature enough to begin school.

Re-enrollment for returning students and siblings usually begins March 1 st for the

upcoming school year. Returning students and siblings must have materials and the

enrollment deposit submitted to the school office by the designated deadline to receive

priority placement on the class roll.

Open enrollment for new students usually begins one month after re-enrollment for the

upcoming school year.

At the beginning of the school year, fees and tuition must be paid to date in order to

attend the first day of class.

All past due accounts and the first tuition payment must be paid prior to the first day of

school in order for the student to start class. All fees must be paid on time, according to

schedule, in order for Trinity Academy to maintain a balanced budget. For mid-year

enrollees, the enrollment fee and the first month tuition payment must be made prior to

allowing the student to begin attending class.

Trinity Academy and the Board of Directors reserve the right to grant exceptions to the

admission policy and/or process as is deemed appropriate or necessary due to unusual

circumstances.

The administration reserves the right to decline enrollment if it determines the school

cannot adequately meet the needs of the student. In addition, the administration of

Trinity Academy reserves the right to dismiss any student based on attitude, character,

productivity, or inability to adapt to the standards set by the academy.

**Students with Special Educational Needs:**

Students with special educational needs, such as those with a learning disability or

those requiring an IEP (Individualized Education Program), may be admitted to Trinity

Academy with caution and careful planning. We are aware not every IEP or disability is

the same, nor is every student, nor family culture, all of which play a crucial role in that

student’s success. Trinity Academy is aware some students need more support through

either accommodations or modifications, which we will make if needed and available,

and if the required accommodations or modifications do not place undue stress or

demand on the teacher, administration, or disrupt the normal classroom environment. If

the student is unable to participate and thrive in a normal classroom setting without

extreme accommodations or modifications, the student will be declined enrollment as

Trinity Academy is not staffed to meet the needs of students with significant learning

disabilities.

**TUITION AND LATE FEES**

***A $500.00 facility and materials fee per child must be paid prior to admission.***

**Pre-K Tuition**

| 2 Days a Week (Tuesday/Thursday) | $3200 |
| --- | --- |
| 3 Days a Week (Monday/Wednesday/Friday) | $4100 |
| 5 Days a Week | $5600 |

**K-8th Tuition**

$6,500

**Sibling Tuition Discount**

| 1st Child | Full Price |
| --- | --- |
| 2nd Child | 10% off |
| 3rd Child | 15% off |
| 4th Child | 20% off |
| 5th Child | 30% off |

**\*\*Early enrollment discount is $250 off tuition and $100 off facility and materials fee.**

**DELINQUENT ACCOUNTS**

Late payments will be subject to a late fee. Accounts that are over 30 days delinquent will be emailed and students will not be eligible to participate in extracurricular activities. Accounts over 60 days delinquent will be mailed a letter stating the student will not be permitted to attend class after the 25th of that month until payment is made. If an alternate payment plan is needed, you must contact the office. Any default on the alternate payment plan would revert immediately to the student’s loss of class placement. Additionally, progress reports and transcripts will not be issued, and students are not eligible to attend class trips for delinquent accounts.

**RETURNED CHECKS**

A $30.00 return check fee will be assessed to ALL returned checks. After two returned checks, payment will only be accepted by certified check (cashier’s check), money order or cash.

**TUITION ASSISTANCE**

In the event that your family has financial need for the upcoming year, please reach out to Mr. Wade and he will direct you to our 3rd party financial aid screener BeneFaq in order to begin that process. Financial aid applications should be completed before May 1st, 2024.

**WITHDRAWALS**

In the event parents find it necessary to withdraw a student, these procedures should be followed:

1. In order to establish a date of withdrawal, the parent will submit a Withdrawal Form, obtained from the office or requested by email, a minimum of sixty (60) days prior to the proposed withdrawal date. The reasons for withdrawal must be stated on the form.
2. Payments: All fees and tuition are non-refundable. When a student is voluntarily withdrawn from school for any reason,the remaining tuition payments will be required through the end of the semester in which your child is enrolled. When the Withdrawal Form is submitted, a TA administrator will verify if all accounts are in good standing.
3. Grades and records will not be released until all financial obligations have been resolved and all textbooks returned to the satisfaction of TA.
4. Outstanding fee and tuition obligations will be subject to collections by an outside agency.

**FINANCIAL GIFTS**

Trinity Academy is deeply grateful for all gifts received. As a reminder, all gifts to TA are tax-deductible. Anyone considering giving a memorial, setting up a trust, establishing an endowment or donating a gift of cash or property to Trinity Academy is invited to contact the Administration or the Board of Directors.

**STUDENT RECORDS**

Academic Records will be kept in the administrative offices and are the property of TA. Requests and/or copies of records may be made at any time during regular school hours, but the administration has up to five (5) business days to respond.

**ACADEMICS**

**A Trinity Academy graduate should…**

**ENGAGE**

**Be a Spiritually Devoted Student by**:

* Honoring God with every aspect of their being.
* Having a personal relationship with Christ as their Savior.
* Becoming a lifelong follower of Christ.
* Pursuing ongoing spiritual development.
* Applying biblical world view to all aspects of life.
* Exemplifying Christ-like character and lead their lives according to Biblical standards of virtue and ethics.
* Demonstrating servant leadership.
* Respecting the worth of every individual as made in God’s image.
* Appreciating the natural environment and practicing responsible stewardship of God’s creation.

**EQUIP**

**Be an Intellectually Disciplined Student by being able to:**

* Work independently without need of supervision.
* Accept personal responsibility for their actions.
* Be productive and efficient in carrying out their tasks.
* Think logically and critically to ascertain truth and solve problems.
* Actively research topics and use appropriate resources.
* Communicate effectively.
* Discern truth through a developed biblical worldview.
* Pursue work with excellence for the Glory of God.

**EMPOWER**

**Be a Culturally Influential Student by:**

* Being an example and herald of the grace of God found in the Gospel of Jesus Christ.
* Impacting the world for His Kingdom.
* Seeking to improve the lives of those within their sphere of influence.
* Approaching cultural issues from a Christ honoring, biblically faithful perspective.
* Engaging in acts of service that are best suited to his/her own spiritual gifting and calling.
* Upholding a focus of the spiritual, physical, and emotional needs of humanity both locally and worldwide.

**ACADEMIC POLICIES**

**CURRICULUM**

Trinity Academy primarily uses Christian-based curriculum, ensuring that all subjects are taught from a Biblical perspective. All TA curricula are of the highest academic standards. The elementary curriculum includes reading and phonics, literature, language arts, math, science, social studies, handwriting, spelling, and Bible. Art and music are offered as enrichments and viewed as viable elements of an education. The middle school curriculum includes 4 core academic areas: English, History, Math, and Science. Middle school students also take Bible, PE/Athletics, music, and art. All curriculums are reviewed on a regular schedule making certain to provide the highest academic experience for our students.

**GRADING POLICIES**

* Electronic report cards are sent at the end of each 9-weeks grading period.
* Parents are encouraged to monitor their students' grades regularly on SchoolCues.
* Parents can schedule teacher conferences as needed.
* Please note that a family’s account must be in good standing in order for a report card to be issued.
* Grades are available on your SchoolCues account.

**GRADING SCALE**

Kindergarten-2nd Grade

| **E** | Excellent – Student demonstrates exceptional proficiency in this subject. |
| --- | --- |
| **S** | Satisfactory – Student meets the expectations and requirements. |
| **N** | Needs Improvement – Student does not meet expectations and requirements. |

3rd-8th Grade

| **A** | 93-100 |
| --- | --- |
| **B** | 85-92 |
| **C** | 77-84 |
| **D** | 70-76 |
| **F** | Below 70 – Failing |

**ACADEMIC PROBATION**

Students who receive failing grades on their report card will be placed on academic probation by the Dean of Academics and referred to administration for monitoring future progress. If the student brings all failing grades up to 70 or above by the end of the next grading period, he(she) will be taken off academic probation. If the student does not bring failing grades up to 70 or above, the matter will be referred to the Head of School and the student may remain on academic probation or risk termination of enrollment due to poor performance by the student. Students on academic probation may not participate in extracurricular activities.

**RETENTION POLICY**

A student may be recommended for retention at a grade level due to poor academic performance, test scores and/or attendance. Parents should monitor progress reports and report cards throughout the year, to be aware of possible failure. If a child is in danger of retention, the parents will be notified and called in for a conference with the teacher and Administration.

**HOMEWORK PHILOSOPHY**

We strive to promote growth spiritually, academically, physically, emotionally, and socially in a Christ-centered environment. Each area is equally important. Trinity works to find a balance between academic excellence and appropriate family time and extracurricular activities. Utilizing and optimizing time in the classroom to promote learning for the student is essential to achieving balance in and out of the classroom. Teachers teach bell to bell in order to be good stewards of instructional minutes. Likewise, students should use their time wisely in class and in study halls for intentional learning.

Homework must be turned in on time to receive credit. Failure to turn in homework in a timely manner will result in a reduced grade (which can be that of “F” or zero). It is felt that students must be taught the importance of meeting deadlines, a lifetime skill. The student will be required to do the assignment and may lose a privilege or as deemed appropriate by the teacher.

**AMOUNT OF HOMEWORK**

The general homework rule of practice is 5 to 10 minutes per grade level. Homework could include general curriculum items such as bible memorization, spelling words, math, reading, projects, and special assignments. If it is taking longer than 15 or 20 minutes more than their prescribed time, then please follow up with your child’s teacher(s) to discern the issue.

**LATE WORK POLICY**

Late work is defined as any classroom assignment missing the teacher's deadline without prior written consent.

A student’s academic work that misses their teacher’s deadline for any unexcused reason is considered late. Late work will receive a 10-point deduction per day the assignment is late. Students are encouraged to communicate with their teachers on a regular basis.

**ATTENDANCE**

**SCHOOL HOURS**

School hours are 8:00 a.m.-3:00 p.m.

Drop off will begin at 7:30 a.m. for all PreK-8th grade students.

**EARLY ARRIVAL**

Students should arrive at school NO earlier than 7:30 a.m. without prior approval.

**LATE ARRIVAL / EARLY DISMISSAL**

Students arriving after 8:00 a.m. will be considered late for school. Students leaving more than 15 minutes early will be considered tardy. See “Tardies Section for more information.

**LATE PICK-UP**

It is unacceptable for a child to remain on campus unsupervised outside of school hours. We understand that unforeseen circumstances may, on rare occasions, hinder your ability to pick up your child on time. Please notify the appropriate school office if you are delayed. Students will remain in the appropriate school office until parents arrive.

**DROP-OFF PROCEDURES**

* Drop-off for all students begins at 7:30 a.m.

**PICK-UP PROCEDURES**

* Students will only be released to those adults listed on the student’s Authorized Pick-up Release Form. Updates to the Release Form may be made in the TA office.

**SCHOOL CLOSING AND DELAY POLICY**

Weather closing or early dismissal will be evaluated individually by TA Administration. Please note that TA will make its own decision independently of other schools. When it becomes necessary to close school for inclement weather or other unexpected events, parents will be using the following outlets of communication:

* SchoolCues Text
* Email

**ATTENDANCE POLICY**

Regular attendance and punctuality are essential for success as a student. Attendance at school provides students opportunities to participate in class activities, to benefit from the synergy of their peers, and to receive direct instruction conducted by the classroom teacher. What transpires in the classroom cannot be duplicated or captured simply by reading and completing an assignment or reviewing material from a book or notes from a class. Therefore, parents should be advised that even when the schoolwork is “made-up,” absences might impact their child’s understanding of the material missed. Failure to attend school is an absence.

Absences in all grades will be recorded as a full-day or a half-day (11:30 a.m. is considered a ½ day absence). Each absence will be considered excused or unexcused. All absences and tardies (excused or unexcused) will be reflected on the student’s quarterly report cards as well as on the permanent school record.

**In accordance with TN state truancy laws, students are expected to be present and on time to class every day school is in session.**

**SHORT-TERM ABSENCES**

If a student needs to be absent from school for one or two days, for any reason, the parents should contact the school office by note or phone prior to the planned absences.

**LONG-TERM ABSENCES**

If a student needs to be absent for three or more consecutive days, the parents should notify the school in writing explaining the circumstances in order to receive excused absences. This is necessary so the office can inform the appropriate teacher(s) and to compile the necessary schoolwork, which the student would otherwise miss.

Notification should be made as soon as possible to limit the amount of missed assignments.

**EXTENDED ABSENCES**

We will gladly cooperate with families who need to take their children out of school for vacation time that does not coincide with normal school breaks. However, when extended absences are voluntary, versus emergency or illness, we expect the parents to submit a request in writing to the school office for prior approval a minimum of two weeks before the dates requesting leave.

**EXCUSED ABSENCE**

An excused absence is an absence due to the following:

* Personal illness
* Serious illness or death in the family
* A doctor’s appointment
* School sponsored field trips
* Church Sponsored / Ministry Events
* Approved Pre-arranged Absence

Parents are allowed 5 notes from home to excuse an absence. After parents have used their 5 notes, all absences will need to be excused by a doctor’s note or the absence will be unexcused.

Should a student be out of school for 5 or more consecutive days, a medical excuse is required if the time of absence is to be excused.

**UNEXCUSED ABSENCE**

Students are permitted up to 5 unexcused absences per semester. Based on state law, TA is required to report any student who has accumulated 5 unexcused absences in a year.

Once a student exceeds 5 unexcused absences in a semester, any further absences without a doctor’s note will be considered truant and the case could be turned over to the local truancy officer.

In the event a student is absent from a class, or from school, for more than ten days, without an excuse, during one quarter (for any reason), the student's parents will meet with the administrator (and teacher/s if necessary) to determine whether the student will receive a letter grade or a grade of P (pass) or F (fail) on his/her grade report.

**TARDIES**

Students are expected to be at school, settled, and prepared for class by 8:00 am promptly. Students are considered tardy if they arrive after 8:00 a.m. For every five tardies a student accumulates, it is equivalent to one unexcused absence.

In the event that the total number of absences, whether planned or unplanned, is equal to or exceeds fifteen days in one quarter, the student will not receive credit for that quarter.

Upon a written request from parents, the school board is authorized to waive academic requirements related to absences set forth in this policy. In doing so, it shall take into account the student's mastery in all subjects, attitude toward work and study, and disciplinary record at school, as well as the reason for why the waiver is being requested.

**MAKE-UP WORK**

**MAKE-UP WORK FOR ABSENCES**

The student and parent are responsible to see that missed work is made up. For multiple day absences, requests for assignments and materials can be made to the teacher(s) through email correspondence or by checking SchoolCues assignments per teacher instructions. When a student has an absence, he/she has one day per day of absence (not to exceed one week) to make up the work. Failure to complete any assignment will result in a “0.” If students miss a test or quiz day or a project due date, they should come prepared to take the test/quiz or turn in the project on the day they return. If a student misses the day before a test or quiz, they will have one day for review and will take the test/quiz the following day.

**PRE-ARRANGED ABSENCES**

For prearranged absences, parents are to complete an Anticipated Absence Request Form at least two weeks prior to the expected absence. This time frame allows the school administration ample time to approve or deny the submitted request. Teachers are also afforded the time to review the student’s current academic status, as well as prepare the necessary assignments for the student. Solid academic standing and the approval of the teacher(s) is encouraged for an excused absence approval. Parents should understand that submitting the appropriate form for the planned absence would provide the student with class work; however, it will not guarantee that the child will be where the class is academically when he/she returns. Such variances are the responsibility of the parents to cover. The school is not responsible to provide extra tutorial sessions when the family elects the absence.

**BEHAVIOR, CONDUCT and DISCIPLINE**

**Philosophy of Discipline**

Trinity Academy, a Christian educational institution, desires to foster a unified environment centered on the lordship of Jesus Christ, guided by biblical principles, to establish an atmosphere conducive to Christian growth and learning. Students are required to conduct themselves in a manner that aligns with these principles and to interact with staff and each other in a manner that glorifies Christ. Obedience, respect, responsibility, and honesty are key virtues that exemplify these principles. Obedience to rules and authority are essential for developing maturity (Luke 2:51, Hebrews 5:8). Respect for authority and for each other is necessary for developing meaningful relationships (Luke 10:36-37, Romans 12:18). Developing personal responsibility is a hallmark of growth and maturity and fosters a sense of achievement as students learn the principle of reaping and sowing (Galatians 6:7-8). Honesty in all matters develops integrity and interpersonal relationships (Proverbs 10:9, Proverbs 12:22).

**Discipline Policy Overview**

The purpose of discipline in a Christian school is two-fold: to nurture students toward maturity in Christ and to develop qualities of good citizenship. To achieve these objectives, standards of conduct are established, encouraging students to practice self-discipline guided by the Holy Spirit. Trinity Academy aims to partner with parents in instilling Godly character traits in students regarding obedience, respect, responsibility, and honesty, and wise use of time, talents, and materials. Trinity Academy seeks to instill the process of confrontation, restoration, and separation when necessary (Matthew 18). A rebellious spirit or negative attitude can affect other students. Continued disobedience or rebellion, persisting despite faculty intervention, can negatively impact the school environment and the school’s witness.

Under these principles, Trinity Academy’s goal through the disciplinary process is to:

* Collaborate with parents within the process of discipline, recognizing the responsibility of parents for the education of their children (Deuteronomy 6:6-9)
* Provide an environment of orderliness and respect that is conducive to learning
* Apply necessary and appropriate consequences for rule violations
* Guide in the restoration of relationships between Trinity Academy staff and students

As a rule, minor and moderate infractions to be dealt with by the classroom teacher include, but are not limited to:

* such as lateness of work
* lack of courtesy
* minor disrespectfulness and disobedience
* minor bullying
* minor bad language
* general disturbance
* careless behavior, such as running in halls and throwing things
* disruptive behavior that impedes the learning environment
* not listening
* not staying on task
* dress code violations (after one warning, parent will be asked to bring a change of clothes)
* failure to be prepared for class
* minor academic issues
* cell phone usage
* cheating/plagiarism (first offense results in a “0” on assignment)

Major infractions to be dealt with by administration include, but are not limited to:

* continued academic issues
* continued bullying
* continued bad language
* defacing of school property
* intentional harming of other students
* harming of self
* major disrespectfulness or disobedience to staff
* viewing of pornography or inappropriate content
* making of threats
* introduction of weapons of any type on school grounds
* cheating/plagiarism (second offense)

**Classroom and Administrative Discipline Policy**

Teachers at Trinity Academy have authority over their individual classrooms and may institute consequences as they see fit while adhering to Trinity Academy discipline guidelines. These consequences may include:

* Warning
* Personal conference with the teacher
* Time out in the classroom
* Loss of recess
* Lunch detention
* Janitorial duties
* Notification of parent
* Parent teacher conference
* Administration referral

Administration staff have authority over all of Trinity Academy and will institute consequences as they see fit while adhering to Trinity Academy discipline guidelines. Any referral to administration will include parent notification via a phone call or a letter home. These consequences may include:

* Parent-teacher-student-administration conference
* Janitorial duties
* Lunch detention
* In school suspension
* Out of school suspension
* Dismissal from Trinity Academy

Third office referral for any discipline issue may result in suspension or dismissal from

Trinity Academy

**Suspension**

An out of school suspension will be given for certain offenses. Students may make up any assignments or tests missed during this period, per teacher deadlines. A student who is suspended may be placed on behavioral probation. Suspensions will only be placed in a student’s permanent record if 1) a suspension is due to a serious act of violence or threat of violence or 2) three suspensions in an academic year for any offense.

Offenses that may result in a suspension may include, but are not limited to:

* Skipping school
* Vandalism
* Cheating/plagiarism (for second offense, first offense results in a “0”)
* Severe bullying or threats
* Racist slurs or jokes
* Theft
* Sexual harassment of any type
* Fighting
* Possession of a weapon of any type
* Smoking or vaping
* Viewing of pornography or inappropriate material
* Drug use/paraphernalia

**Dismissal**

Trinity Academy reserves the right to suspend or dismiss a student at any point in the school year. Any student who habitually neglects their work, fails to meet the academic or behavioral standards of Trinity Academy, has repeated suspensions, fails to cooperate with staff, or whose family fails to cooperate with staff, may be asked to withdraw from the school. Dismissal will be determined by the administration. A parent may appeal a dismissal to the Board of Directors.

**DRESS CODE**

Trinity Academy dress code sets standards for student dress that enhances the atmosphere of the school and reflect biblical standards of modesty and appropriateness.

Parents and students have the primary responsibility to understand and adhere to the dress code.

**The school logos are trademarked and the use of Trinity Academy logos requires prior approval.**

**SHIRTS**

All shirts worn in the classroom will be required to have the Trinity Academy logo.

* Polo Shirts may be short or long sleeves.
  + Navy
  + Carolina/Columbia Blue
  + White
  + Gray
* Layers such as undershirts or turtlenecks may be worn under uniform shirts. Layers may be with or without the logo since they are worn under another item with a logo, but must be school approved colors.
  + Navy
  + Carolina/Columbia Blue
  + White
  + Gray

**HOODIES, SWEATSHIRTS, AND SWEATERS**

All sweaters worn in the classroom will be required to have the Trinity Academy logo. Approved TA shirts must be worn under all sweaters, vests and cardigans.

* Crew Neck, V-Neck and Sweater Vests
  + Navy
  + Columbia Blue
  + White
  + Gray
* Cardigan sweaters and sweater vests
  + Navy
  + Columbia Blue
  + White
  + Gray

**PANTS**

* Leggings are not pants but may be worn as layers with approved dresses and skirts. Leggings worn with dresses and skirts must be solid colors only and in school colors.
  + Navy
  + Columbia Blue
  + White
  + Gray
* Pants
  + Khaki
  + Gray
  + Navy
  + Denim (Denim should be plain, blue, with no holes or acid wash.)
* Shorts- Shorts should not be shorter than 3 inches above the knee.
  + Khaki
  + Gray
  + Navy

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* Skirts, skorts, jumpers (For girls only)- Skirts, skorts, and Jumpers should not be shorter than 4 inches above the knee. Polo, knit and ponte dresses are allowed with the school logo.
  + Khaki
  + Gray
  + Navy
  + TA plaid

**OUTERWEAR**

All jackets worn in the classroom are required to have the Trinity logo.

Approved TA shirts must be worn under all hoodies, sweatshirts and jackets.

* Outerwear must have a dress code approved shirt underneath.
* Winter, rain and wind jackets with a zipper do not require a logo, but cannot be worn inside the classroom.
* Heavy outerwear may not be worn in the classroom.

**SHOES**

* Closed-toe

**HAIR**

* Extreme hairstyles or hair colors that are not natural are not acceptable

**HEAD**

* Hats, caps, kerchiefs, bandanas, hoods or other head coverings are to be worn outside only.

**ACCESSORIES**

* Jewelry or accessories which distract from the educational process or which present a safety concern will not be allowed.
* Body-piercing is not allowed except to the ears.
* Visible tattoos are not permitted.

**DRESS CODE ENFORCEMENT**

The administration of Trinity Academy expects that all students will comply with the expectations set forth regarding dress code. The purpose of a dress code is to motivate self discipline in the areas of modesty, neatness and appropriateness. It is the responsibility of parents to help ensure that their child’s attire conforms to these standards. It is the responsibility of the student to make proper choices which glorify our Lord Jesus Christ. It is the responsibility of teachers to enforce the dress code at TA.

**DRESS CODE VIOLATIONS**

When a dress code issue can be corrected immediately (i.e. sagging pants, etc.), the teacher will speak with the student concerning the issue and have the student make necessary corrections immediately. No further action will be taken. However, if the student continues to persist with these “correctable” issues, the teacher should send the student to the office where he/she will be subject to disciplinary steps. If the dress code issue cannot be corrected immediately (i.e. short skirt, inappropriate pants, etc.), the teacher will discuss the matter with the student and send the student to the office where the student will be subject to disciplinary steps. The student shall remain in the office until the infraction has been remedied. Any class time missed to correct a dress code problem will be considered unexcused absences. Continuous or blatant dress code infractions will result in the student receiving demerits.

**GENERAL CAMPUS INFORMATION**

**BIRTHDAYS**

Birthdays are an important time for students. If you would like to send some kind of simple refreshments on your child’s birthday, please notify the teacher in advance. The refreshments may be shared with the entire class during lunch, recess time or at a time designated by the teacher.

**COMMUNICATION**

We believe that effective communication is a very important part of having a successful partnership between your family and Trinity Academy. For that reason, we urge parents to confer directly with the child’s teacher.

* Every teacher will make an effort to return a parent’s call or email as soon as possible or within 48 hours.
* Conferences may be arranged at any time during the school year with the teacher.

Sources of information include the following:

* Student/Parent Handbook
* Teacher/Parent conferences
* SchoolCues Newsletter
* Report Cards
* Open Houses
* www.tacrossville.org

Sources of communication include the following:

* Emails or texts from teachers or administrators
* SchoolCues Newsletter
* Social Media Posts

**FIELD TRIPS**

In order to enhance and extend the education experience, students may participate in school field trips during the school year. The student costs for field trips are not covered in the tuition cost. Students are required to submit a signed permission slip in order to participate. (**Tuition and fees must be current for a student to attend class trips (subject to administration discretion).**

**PARENT INVOLVEMENT**

Parents are always invited to accompany the students as chaperones on field trips. Chaperoning parents will be responsible for any personal trip costs. Parents will be notified of the chaperone selection procedures, orientation process and trip costs through regular parent/teacher communication methods. Parents chaperoning an overnight trip will be required to undergo a Background Check.

**OVERNIGHT FIELD TRIPS**

Students in grades 5 through 8 may have an opportunity to participate in one extended field trip per year. These trips are educational in nature and the costs are NOT covered in tuition. The cost of the trip is non-refundable. Overnight trips are considered a privilege for older students. Cost information, trip details and requirements will be communicated to parents through normal parent/teacher communication. Tuition and fees must be current to attend school trips (subject to administration discretion). Any student receiving a suspension may not be allowed to attend any overnight trips.

**LOST AND FOUND**

Personal property including uniform pieces should be clearly marked with the student’s name. TA is not responsible for lost personal property. Lost and found items such as spirit wear, school uniforms and personal student belongings will be stored for two weeks in the Lost and Found. Items not claimed will be donated to charity. Unclaimed uniform items will be donated or sold in the Consignment Sale. The lost and found will be located in a central location. Students are encouraged to check the box for their belongings. Items found on school grounds should be brought to the school office(s). Parents can assist in recovering lost items by placing their child’s name on all possessions for easy identification.

**LUNCH PROCEDURES**

All students are required to bring their lunch and a snack. Microwaves are available for use. Please limit microwavable items.

**VOLUNTEERS**

Trinity Academy values the parent/school relationship and believes this partnership to be a vital part of every child’s educational experience. Volunteer opportunities may include but are not limited to the following:

* Library/Media Center
* Field Trips
* Classroom Helpers

**CONFLICT RESOLUTION (MATTHEW 18 PRINCIPLE)**

According to Matthew 18:15-17, there is a procedure that Christians should follow when they have been wronged, offended, or have a conflict with another Christian. The following principles below are the correct ways to handle such situations as they might occur at our school:

* First Step: The parent(s) is to make an appointment with the teacher and attempt to resolve the problem at the classroom level. In most cases, this is successful. (Administrators do not normally attend or sit in on these parent-teacher conferences.)
* Second Step: If the issue remains unresolved, an appointment should then be made with the appropriate administrator. It may be necessary for the teacher to participate in the conference. This step, in most cases, means that you will schedule a meeting with the principal.
* Third Step: If the teacher or principal cannot get the issue resolved, then and only then is it appropriate to contact the Head of School’s office for an appointment. If not successful in resolving the matter at this level, your concern can be sent in writing to the Trinity Academy administration, which will determine whether there needs to be further action taken.

**Note**: Parents who display lack of self-discipline toward any school staff member will be asked to remove their children from the school. The same is true for parents who gossip or attempt to engender a spirit of strife in the school.

**HEALTH, SAFETY and TECHNOLOGY**

**MEDICAL, HEALTH & SAFETY**

Parents will submit a Tennessee Department of Health Immunization Certificate for their student to start the admission process. Health records must be kept up-to-date and on file in the school office.

For the comfort and safety of all students, TA requires that children with a contagious illness, disease, vomiting, or parasites remain at home until they are no longer contagious and have been free of any fever, vomiting, or parasites for at least 24 hours.

Parents must provide the school with Emergency Medical Information to be able to care for each student. This information must be completed through an electronic form on Family Portal prior to enrollment. This documentation includes emergency contacts and phone numbers, permission to treat, medical conditions, allergies and medication.

If your child has a medical condition such as asthma, allergies (requiring an epi-pen), or diabetes, you will need to have your physician fill out an action plan.

To avoid the spread of illness in our schools, students can NOT be at school if:

* They have a temperature over 100.4 F. The student cannot return to school until he/she has gone a FULL 24 hours without a fever. (this is without the help of Tylenol or Ibuprofen).
* They have vomited or had diarrhea any time in the last 24 hours.
* They have started an antibiotic within the last 24 hours.
* They have red eyes with thick or crusty drainage.

**CONTAGIOUS DISEASE**

As a policy, students who have contagious diseases or illnesses are not to be on campus until they pose no significant risk to themselves or any other individuals.

**ILLNESS AT SCHOOL**

Students who become ill or injured at school will be brought to the school office. If the child is found to be in too much discomfort, has a temperature of 100 degrees or higher, or has vomited, his/her parent(s) will be contacted and asked to come and take the child home.

**INJURY AT SCHOOL**

In the case of minor abrasions and cuts, first aid will be applied.

**MEDICAL EMERGENCY**

In case of an accident, illness, or other emergency, contact will attempt to contact the parent and then in order the emergency contact. If the school cannot reach a parent/guardian after conscientious effort, the school staff has been given authorization to call paramedics or any licensed physician or dentist. If a life-threatening emergency exists, the parents give permission with enrollment for the school staff to call paramedics immediately and then contact them as soon as possible. Authorization was also given for any X-ray examination, anesthetic, medical, dental or surgical diagnosis or treatment, and hospital care which in the best judgment of a licensed physician or dentist is deemed advisable. The family also agrees to be financially responsible for emergency medical transportation.

**HEALTH and SAFETY STANDARDS**

There are specific standards of behavior and conduct regarding the health and safety of the student. They are as follows:

* Tobacco, vaping, alcoholic beverages and drugs not prescribed for the individual may not be used or distributed. This standard is in effect both on and off campus and at all times. Violation of this standard will result in suspension or possible expulsion.
* Dangerous items such as matches, lighters, knives, carpenter tools, or guns are not to be brought to school. Weapons of any kind may not be brought to school. Laser pointers are not to be brought to school or any school activity.
* Running in the buildings, throwing items, rough-housing, or dangerous horseplay is not permitted.
* After a student arrives at school, he/she is expected to remain on campus unless signed out using proper early departure procedures. No student may leave campus before the end of the school day without checking out through the school office.
* Students are not to be in classrooms, in the gym, or other areas on campus without teacher permission and supervision.
* The parking lots and wooded areas surrounding the campus are considered “off campus.” Students found in those areas without permission will be disciplined as having left campus without permission.
* Sports equipment is to be used in appropriate areas as it is intended to be used.

**MEDICATIONS**

* All medication must be in the appropriate container. Prescription medication must be in the original pharmacy container clearly labeled with the child’s name, name of physician, date of prescription, name and telephone number of the pharmacy, name of the medication, dosage and frequency of administration. OTC medication must be in the original container with the student’s name clearly written on it.
* A parent/guardian must bring all medications to the office. Children should not transport medications to and from school; this includes medication placed in a backpack.
* Over the Counter (OTC) Medication – an Over the Counter Medication Consent Form must be completed by a parent/guardian and must be on file with the school before any medication can be given. The parent/guardian must select which, if any, OTC medications they want their child to be able to receive at school and school events. Choosing any medications on the form gives consent for the student to receive OTC medications.
* Prescription Medication – A Prescription Medication Form must be completed by a parent/guardian and must be on file with the school before any medication can be given. A separate form is needed for each medication. These forms must be renewed every school year.
* Changes in medication or dosage must have an updated Prescription Medication Form on file.
* Parents/guardians will be communicated with in person, by phone, or by email if there are any problems with administration of the medication.
* No medication will be given past the expiration date.
* Medications must be stored in a separate locked drawer or cabinet. Each dose of medication must be documented in the student’s medical records on the school software program. This should include the name of the medication, dosage, time given and personnel administering it.

**Self-Carry Medications**

* Students may not carry any medication on their person with the exception of inhalers for asthma, Epi-Pens or insulin delivery systems.
* Written permission from a parent/guardian and physician must be on file in the school office. These forms must be renewed every school year.
* The student’s parent/guardian shall sign a statement acknowledging the school shall incur no liability and the parent or guardian shall indemnify and hold harmless the school and its employees against any claims relating to the possession or self-administration of the inhaler.
* The student must have a willingness to comply with school rules about the use of the medication during school hours.
* Student’s self-possession privileges may be revoked if the student misuses the medication or offers it to another student.

**Emergency Procedures**

Fire Drills - Monthly, the fire alarm will be sounded to signal a fire drill. Students are to proceed in a quiet, orderly manner to the places designated on the fire drill exit sheets posted in each room. Students are to remain quiet and follow instructions. All staff and students will stay in their designated areas until an office staff person instructs them to go to another location or return to the building. Fire extinguishers are located in specified areas around the school. State law requires that one fire drill be conducted per month with the execution of the evacuation timed.

Tornado Drills - An alarm will be sounded in the event of a possible tornado or severe storm conditions. Students will leave the room and proceed to the designated areas. They shall get down on their knees and face the wall with their heads in their hands. All staff and students will remain silent and await further instructions from administrative personnel.

Disaster Plan - A disaster is broadly defined, but can be described as, a “sudden and extraordinary misfortune, bringing destruction of life or property.” Many events could constitute a disaster. In the event of a disaster during normal school hours, implemented protocol will be adhered to.

Code Go - In the event that there is deemed an active threat on campus, the implementation of a Code Go will take place. At this point, the drill will be signaled via radio communication and / or foghorns located at the fire extinguishers. Students and staff will exit the building immediately and meet at the designated off campus location.

**INSPECTION AND SEARCH**

TA reserves the right to conduct searches at any time, with or without notice, of all students, their belongings or TA property, if in TA’s sole discretion, for any reason with or without cause. This search may include, but is not limited to, an inspection of the following: boxes, lockers, purses, briefcases, bags, lunch boxes, personal computer files, desks, file and other cabinets, packages, or vehicles on school property. In addition, TA reserves the right to search TA property used by the students such as computers, cell phones, PDA’s, voicemail, text messages, email and internet files.

Illegal or unauthorized items (including but not limited to weapons, alcohol, tobacco, illegal drugs, inappropriate communications and sexually implicit or explicit images) will be taken into custody and may be turned over to law enforcement personnel. Any student who refuses to submit to a search may be subject to disciplinary action, up to and including expulsion from TA.

If a student believes another student has brought an illegal or inappropriate item onto school premises, the appropriate administrator, principal or security personnel retained by TA should be contacted immediately.

**TECHNOLOGY/ELECTRONIC DEVICES**

* Electronic devices include:
  + cell phones
  + iPods
  + iPads
  + smart watches
  + E-readers
  + any computer

With technology increasing, we want students to learn to use these devices properly. If instructed by a teacher, students may use electronic devices for educational purposes during class time.

* Students may not wear any watches that allow students to text, message or use the internet or use cell phones during school hours. All cell phones must be stored in a student’s backpack.
* Students may only use an electronic device if given approval by a faculty member and while overseen by that faculty member.
* All cell phones must be stored in a student’s backpack.
* Earbuds and headphones may be listed as a supply for classrooms and will be used with teacher permission only.
* Kindles or e-Readers may be used during a specified reading period.

**STUDENT ACCOUNTS**

All software subscriptions and accounts created with a Trinity Academy student account or email address remain the property of Trinity Academy at all times. Upon graduation or withdrawal, all TA owned student network accounts, Google accounts, and any other accounts tied to the student Google account or email account will be deactivated after their last day of school.

**SOCIAL MEDIA**

Social media has many benefits but when social media postings violate the law, school policies, and/or create a disruption to the school community and/or specific individuals, TA may have an obligation to respond and take appropriate action, including but not limited to investigation and discipline. It is important for parents and students to understand that:

* In this digital age, there can be no expectation of privacy in online media or digital forums.
* All individuals are responsible for the information they post, share, or respond to online. Anything posted on the internet may be subject to public viewing and republication by third parties without a person’s knowledge or consent.
* Any text or social media communication between a staff member and a single student must include another TA employee or the student’s parent/guardian. No one-on-one text or social media communication is allowed.
* Posting inappropriate, threatening, harassing, racist, biased, derogatory, disparaging or bullying comments, videos or other types of communication toward or about any student, employee, or member of the school community anywhere on the internet is prohibited and may be subject to discipline, even when a posting was initially believed to be private.
* All threats are taken seriously and are subject to law enforcement intervention, including but not limited to formal threat assessments.
* TA may discipline students who violate rules of appropriate online and offline conduct, which includes but is not limited to, the use of social networking sites during or outside of school hours. Additionally, TA will not be able to protect or assist individuals who incur legal action from a second party in response to student behavior in a social networking, file sharing site or online activity.

**Technology Acceptable Use Agreement**

School years are wonderful years of learning and the technology provided by the school in the form of computers and Chromebooks is an important component. As a school, we want to ensure that the technology is used effectively, responsibly, and in a God Glorifying way. Electronic devices may be used in the classroom for educational purposes and if instructed by a teacher. To use electronic devices in the classroom for educational purposes, students must agree to the following policy.

**Acceptable Use Policy**

Do not send, submit, publish, display, or knowingly access any material that is defamatory, inaccurate, abusive, rude, obscene, profane, threatening, harassing, racially offensive, illegal, or that encourages the use of controlled or illegal substances, or is otherwise inconsistent with the policies, purposes, and objectives of Trinity Academy.

* Students who accidentally access inappropriate material are expected to discontinue the access as quickly as possible and to report the incident to a teacher or member of the technology staff.
* Students will not violate any local, state, or federal regulation or statute.
* All works on the network, computers or storage devices are open to monitoring/scrutiny by the teacher, administration, technology staff, and/or designees of administrators. All files, materials, or documents may be reviewed and deleted by designated technology staff.
* Students will not post personal information about themselves or others (such as addresses and phone numbers).
* Any condition or activity not specifically listed above that is not consistent with the policies, purposes, and objectives of TA is prohibited.
* All TA owned student accounts will be deactivated upon student graduation or withdrawal.

**Guidelines to use computers and Chromebooks on campus:**

* Students will show appropriate educational use of technology while on campus.
* Students will show respect for others in use of devices (for example, refrain from any activity that will harm another person).
* Students will follow academic honesty guidelines by properly citing sources and giving credit as due for others’ work.
* Students will only sign in with the TA Google account during the school day

**Consequences for Student Misuse of Devices:**

* First Offense - Device will be collected by the faculty member. If student owned, the student may collect the device at the end of the school day. Middle and High school students will receive a demerit.
* Any Subsequent Offense - Device will be collected by TA administration. If student owned, the parent may collect the device from the office at the end of the school day.
* Repeated Offenses - The student’s use of the WiFi network and other computers on campus will be suspended until requirements for reinstatement (as determined by the administration) are met. Requirements could include digital citizenship instruction, parent meeting, or possible suspension.
* Severe Offenses -Severe device offenses will be automatically referred to TA administration and will result in loss of use of WiFi network and school computers, parent meeting, or possible suspension.

Any student using an electronic device in violation of local, state, or Federal laws will be subject to school discipline, up to and including expulsion, and notification to local law enforcement.

All electronic devices should be kept in a secure place. TA cannot be responsible for theft, loss, or damage. Any student who damages or loses an electronic device (their own or someone else’s) should expect to be financially responsible.

**Consequences of Inappropriate Use of Network/Internet Resources:**

The use of the network/Internet is a privilege, not a right, and may be revoked if abused. Any action by a student that is determined by TA to constitute inappropriate use of the network or Internet will result in disciplinary action and/or loss of access to, or use of these resources.

A student will be required to reimburse TA for any losses, costs, or damages caused by inappropriate use. TA will not be responsible for financial obligations arising through the unauthorized use of the system.

By completing a TA application/re-enrollment, parents agree with the Internet and Computers Safety and Use Policy.

**Mandated Reporting**

Everyone in Tennessee is a mandated reporter under state law. Any person with reasonable cause to believe a child is being abused or neglected must, under the law, immediately report to the Tennessee Department of Children’s Services or to local law enforcement. The reporter can remain anonymous.

Faculty and staff are required to take mandated reporter training annually.

**Student and Staff Relation Guidelines**

To facilitate professional, friendly, and biblical relationships between staff members and students, the following guidelines shall be observed:

**K-12 Harassment Policy**

The environment at TA must be one in which all individuals are free to work, learn and develop relationships without fear or intimidation or humiliation as a result of unwanted or unacceptable behavior from others. This includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her actual perceived identity with regard to race, color, gender, age, disability, political beliefs, national or ethnic origin, any other distinguishing physical or personality characteristics, or any other characteristic protected by law. It is essential to the wellbeing of all that students, teachers and staff members treat each other with due respect for the rights, individuality and personal dignity. TA is committed to providing an environment in which every person is treated as an image bearer of God. In light of this, it is imperative that each person is accorded the same dignity, respect and love which we give to God. TA is committed to providing a learning environment that is free from harassment in any form. Harassment (bullying) of any student by any other student or employee is prohibited. For the purposes of this policy, harassment shall also include those actions that may be called “bullying.” TA treats an allegation of improper treatment, whether deemed harassment or bullying, as harassment under this policy. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal. Harassment occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating because of the individual’s race, creed, color, national origin, physical disability or sex. Harassment can occur any time during school or during school-related activities. For sample purposes, but not provided as an exhaustive list, the following are examples of harassment:

* Verbal Harassment: Derogatory comments and jokes; threatening words spoken
* Physical Harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements or any intimidating interference with normal work
* Visual Harassment: Derogatory or inflammatory posters, videos, memes, cartoons, written works, drawings, gestures/actions, text, or inappropriate social media posts
* Sexual Harassment: Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:
  + Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s academic status, or progress.
  + Submission to, or rejection of, the conduct by an individual is used as the basis of academic decisions affecting the individual
  + The conduct has the purpose or effect of having a negative impact upon the individual’s academic performance, or of creating an intimidating, hostile, or offensive educational environment.
  + Submission to, or rejection of, the conduct by an individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.
  + Unwanted sexual advances or propositions 6. Offering academic benefits in exchange for sexual favors
  + Making reprisals, threats of reprisals or implied threats of reprisals following negative response to sexual advances
  + Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters
  + Verbal conduct such as making or using derogatory comments, epithets, and jokes
  + Verbal abuse of a sexual nature, graphic verbal commentaries about an individual’s body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations
  + Physical conduct such as touching, assaulting, or blocking movements.
  + Telling inappropriate or sexually related jokes
  + Any type of inappropriate content on social media

Employee-Student Sexual Harassment Employee-student sexual harassment is prohibited. Student-Student Sexual Harassment Student-student sexual harassment is prohibited.

**What to Do If You Experience or Observe Sexual Harassment and Where to Report**

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to a school official. Students are free to raise the issue with another same sex administrator if so preferred. A written complaint will be required to be completed so TA may investigate the complaint. Students who observe conduct that is of harassing or of a sexually harassing nature are also encouraged to report the matter to school leadership. All complaints will be promptly investigated. When one of the school leadership members receives a complaint, he or she shall immediately inform the principal/administrator. The principal/administrator will direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing conduct shall be informed that corrective action was taken. In addition, any student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion. The severity of the disciplinary action will be based upon the circumstances of the infraction. If the complaint is against a non-employee or non-student, such as a parent/guardian, volunteer or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

**Pre-K**

**Program Goals**

**Cognitive Development:**

* Learning to form concepts and solve problems
* Exploring and discovering the environment

**Social-Emotional Development:**

* Developing personal adjustment and self-esteem skills
* Achieving self-confidence in relationships
* Developing persistence and a sense of responsibility in completing tasks

**Physical Development:**

* Learning physical skills
* Learning good health habits
* Developing hand and body coordination

**Language Development:**

* Develop communication skills with peers and adults
* Express wants and needs through the use of words

**Creative Development:**

* Developing the ability to act and think in unique and different ways
* Expressing ideas through creative means
* Expressing one’s self through creative mediums

**Accreditation and Licensing**

Trinity Academy Pre-K is licensed through the Tennessee Department of Education. We follow the rules and regulations set forth by the TDOE regarding policies and procedures.

**Ratios**

As per the regulations set forth by TDOE, the teacher to child ratios for a PreK3 class will be 1:8 and the PreK4 class will have a ratio of 1:11, as determined by the state.

**Children’s Health Records**

All children are required to have a completed physician’s examination form, a physical exam and all immunizations up to date at the time of enrollment. Immunizations are to be kept up to date thereafter following the Tennessee guidelines schedule.

Your child’s records will be kept in a file cabinet in the main office of Trinity Academy. The office is locked unless center personnel are present. Your child’s file is confidential and only a limited number of individuals have access to it. Parents may request to view their child’s file at any time. Please contact the director to schedule a time to view the file.

The director will have access to the files so that all information is correct and up to date. The Director of Schools will also have access to the children’s files. Non- PreK staff will not have access to any child’s file.

When TDOE makes a visit for review, the licensing representative will have access to the requested files required by the state. These forms would include but are not limited to: child enrollment, medical forms, and special instructions for allergies if appropriate.

**Arrival and Departure**

All drop off and pick up will take place in the front doors of the facility. Drop off begins at 7:30 and pick up is from 2:45-3. The inside lane is for Prek drop off and pick up between 2:45 and 3pm.

**Program**

**Our Teachers**

The teachers will be required to complete 30 hours of training per year to stay up-to-date with best practices in early childhood.

Training will include, but not be limited to, literacy development, numeration, and social and emotional development.

**Curriculum**

A classroom has a variety of developmental needs and the curriculum will be one that can accommodate each child where he/she is academically, socially, and emotionally. Children learn best through discovery and play.

Teachers in PreK 3 will follow BJU preschool curriculum and MAT Man to supplement the Children’s learning experience.

Teachers in PreK 4 will follow BJU preschool curriculum and MAT Man to supplement the Children’s learning experience.

**Nap/Rest Time**

Each day the children will have a nap/rest time. No child will be forced to sleep; however, for consideration for each other, all children will remain on their mats for the duration of nap/rest time.

**Assessments/Screenings**

A general assessment screening will be given at the beginning of the school year in an effort to acquire a “baseline” for each child’s development. Instruction is individualized and specific to the needs of the child. Additionally, assessments will occur mid-year and at the end of the year to record the child’s progress.

**Child Development**

Trinity Academy PreK follows a whole child approach. Each child will be treated as an individual with unique skills and gifts. It is the purpose of Trinity PreK to “grow” each child toward the person God has made them to be.

**Observations and Portfolios**

Individual portfolios will be maintained for each child. These records are NOT for public

viewing but to guide the teacher in his/her instruction and to record the progress of the child. Parents may request to see the portfolio at any time.

**Child Abuse Policy**

Teachers are required to complete Child Abuse Prevention training. Parents will receive

information as well. The State of Tennessee has a mandatory reporter policy for all educators. If, for any reason, a teacher suspects abuse/neglect, the state requires him/her to report the information.

**Discipline Strategies**

All children are in the process of “doing life.” When undesirable choices are made by a child, the teacher will redirect the child. If this action does not correct the behavior, the teacher and child will have a “meeting” to discover more appropriate ways to handle situations. The teacher will assist the child in thinking of better choices. This process is about the behavior, not about pointing out what the child did wrong. These are teachable moments and will be used as a means to teach not demean a child.

If poor choices continue or if another child is harmed, the parent will be contacted, and a parent-teacher meeting will be necessary. In the rare instance that a child consistently harms others or damages property, it may be necessary for the parent to find other means to educate the child.

**Meals and Snacks**

All meals and snacks are the responsibility of the parent. No lunch program is currently available at TA. There is no method of refrigeration available in the Pre-K classroom either. Please send a morning snack, lunch, and an afternoon snack every day that your child attends. Please indicate which items are for snacks and which are for lunch. Tap water is the only beverage available on the campus. Please provide enough beverages to hydrate your child throughout the day. Keep in mind that we do have outdoor play every day, weather permitting. An insulated water bottle for outdoor play time is appreciated.

**Outdoor Play**

As per TDOE regulations, all children will have outdoor play time each day, weather permitting. No child will be permitted to remain indoors as there is no one to care for them. If your child is not well enough to play outside, other care arrangements should be made until the child can participate with his/her classmates.

**Outdoor Temperature Policy**

Children will go out if the temperature (feels like) is not above 95 degrees or below 32

degrees. Please dress your child accordingly. Sunscreen should be applied at home before coming to school.

**Toys from Home**

The Pre-K classroom is fully equipped with a variety of toys; therefore, it is the policy of TA Pre-K that all personal belongings remain at home or in your car. Your child may have one small “stuffie” (not larger than 12”) to use at rest time. This item must be placed in the nap cubby assigned to your child. It will only be allowed out at rest time and will return to the cubby once nap time has concluded.

**Smoking**

As per TDOE regulations, there is absolutely no smoking allowed on the school grounds. No Smoking signs are posted on exterior doors.

**Field Trips**

All field trips will be decided upon as a group (parents and teacher). Field Trips would be a family outing. The parents would be required to transport their child and remain for the duration of the field trip. As opportunities arise, the teacher will inform the parents and the decision will then be made. If parents have a unique idea for a field trip, they should send the information to the director.

**Family Involvement**

Volunteers are welcome to participate in our learning environment; however, the space is small, and volunteers will be limited. All volunteers will be required to submit to a background check before being allowed to participate in the classroom. All volunteers will sign in and sign out each time they are in the classroom. A volunteer sign-up sheet will be posted at school.

**Birthdays**

Birthdays are a special time in the life of a child. Parents may send a treat on the child’s birthday for afternoon snack. Please check with the teacher to rule out any allergies before sending treats. If parents wish to send invitations to a party, please send an invitation for each child in the classroom or make other arrangements to invite specific children. Even at this young age, children are aware when they have been left out.

**Closing Statement**

We are honored that you have chosen Trinity Academy Pre-K for your child. We take this choice very seriously and commit to guiding each child in the ways of the Lord in all that we do and say. We promise to design learning opportunities to meet the needs of each child and to promote growth. We truly consider it an honor and a privilege to care for and instruct each child in Trinity Academy PreK.