



# STUDENT AND PARENT HANDBOOK

2017-2018  
Elementary Level  
Grades Pre-K – 6

*“Train up a child in the way he should go,  
And when he is old he will not depart from it.” Proverbs 22:6*

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**WELCOME TO  
TRINITY CHRISTIAN ACADEMY**

September 1, 2017

Dear Parents and Students:

Welcome to Trinity Christian Academy! We are so pleased that you have chosen to be part of our school and we believe that it is by God's leading that you are here.

Trinity Christian Academy is committed to educate and equip students to become leaders for the Glory of God. Our desire is that you will experience a quality Christian school education based upon the Bible, including high academic standards and Christian character development. Our faculty will encourage students to seek truth, to know what is good, to develop a disciplined mind, and "to love the Lord with all your heart, soul and mind, and to love your neighbor as yourself".

This handbook will inform you of the opportunities and responsibilities you have as part of our Trinity community. Within its pages is the groundwork with which we are committed to work with you and your children. By reading this handbook and signing the student pledge, you are indicating your willingness to work toward these goals.

Lastly, but most importantly, we ask you to commit to pray for your children and their teachers as we look forward to the year God has for us!

Yours for Christian education,

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## **WELCOME**

Welcome to Trinity Christian Academy. We are here to serve the Lord, our families, students, and each other. We encourage relationships based on "...compassion, kindness, humility, meekness, and patience, bearing with one another and if one has a complaint against another, forgiving each other; as the Lord has forgiven you, so you also must forgive" [Col. 3:12-13 ESV]. We will do our best to help your student grow spiritually. This is the key to all that we do in ministry and will help to produce success in all the ways we serve the Lord here at Trinity. We encourage you to pray regularly for each other, our students and parents, and for Trinity as we seek to honor the Lord in all we do.

## **MISSION STATEMENT**

*Trinity Christian Academy is committed to educate and equip students to become leaders for the Glory of God.*

The essential keys to carry out our mission are: the teaching of a dedicated Christian faculty, high academic standards, the foundation of Biblical truth, and a wholesome Christian environment.

## **HISTORY**

Trinity School of Cape Cod, Inc. was established in January, 1967, by a group composed of four ministers and three laymen as a non-profit independent school for the purpose of providing a strong academic education centered in historic Christianity and founded on the basic truths of the Bible. Trinity School of Cape Cod began as a pre-school adding one or two levels each year. The school now offers instruction for students from Preschool through Grade 12. The name of the school was changed to Trinity Christian Academy of Cape Cod in 1997, during its 30th anniversary year.

## **STATEMENT OF FAITH**

Trinity Christian Academy is an evangelical, inter-denominational, Christ-centered independent day school which seeks to integrate a commitment to the essentials of Christian Faith and academic excellence.

The statement below reflects what we, as a school, believe.

*We believe that God, in infinite love, has come to mankind in the person of Jesus Christ, that He was born of a virgin, that He lived a perfect life, that he died on a cross to redeem humanity from sin, that He rose from the dead, and that He ascended into heaven from which He will return at the appointed time to judge the living and the dead.*

*We believe that both the Old and New Testaments are the infallible, inerrant, inspired Word of God. As II Timothy 3:16-17 says, "All Scripture is breathed out by God and is profitable for teaching, for reproof, for correction, and for training in righteousness, that the man of God may be competent, equipped for every good work."*

*We believe that the Father and Son sent forth the Holy Spirit, and that it is by the indwelling and sustaining power of the Holy Spirit that a Christian is enabled to live a life pleasing to God.*

*We believe that "unless the Lord builds the house, those who build it labor in vain," and we entrust our efforts and the entire enterprise that is Trinity Christian Academy to that Builder. (revised 7-05)*

*The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Trinity Christian Academy's faith, doctrine, practice, policy, and discipline, our Board of Trustees is the school's final interpretive authority on the Bible's meaning and application.*

## **ACCREDITATION AND AFFILIATIONS**

Trinity is accredited by both the New England Association of Schools and Colleges and by the Association of Christian Schools International.

## ORGANIZATION

Trinity Christian Academy of Cape Cod, Inc. is an incorporated not-for-profit under the laws of the Commonwealth of Massachusetts. It is governed by a self-perpetuating Board of Trustees.

## PURPOSE

The academic aim of Trinity Christian Academy is to develop in students a sturdy academic self-confidence in their ability to perform, with God's help, to the best of their ability. It is also our purpose to encourage each student to come to recognize their particular gifts and to investigate how God would want them to use their gifts to best serve others.

The spiritual aim of the school is, by means of a curriculum thoroughly integrated with Biblical concepts and values, to encourage each student to grow in knowledge and grace resulting in the development of a personal relationship with our Lord Jesus Christ.

The social aim of the school is that each student, individually and in collaboration with others, will learn skills enabling each one to better express in action the second commandment of Christ: "You shall love your neighbor as yourself" (Matt. 19:19). The student will also develop that respect for the abilities and achievements of others as described by the Apostle Paul "God put all the separate parts into the body on purpose...the eye cannot say to the hand 'I do not need you', nor can the head say to the feet 'I do not need you'" (I Cor. 12:21).

In order to achieve this purpose, we affirm the importance of:

- a Christian philosophy of education
- the growth that service to others develops
- a Board of Trustees, administration, and faculty committed to the school's distinctive philosophy
- a constituency of parents and students who actively support our Christian purpose
- a strong working partnership with churches that actively support our philosophy of education
- a determination to apply Christian ethics and values in all that we do

## PHILOSOPHY OF CHRISTIAN EDUCATION

The educational philosophy of Trinity Christian Academy is based on a Christian world view that the Bible is the holy revelation from God and as such is the highest written source of truth and authority.

We believe that God created, sustains and will consummate all things through His Son, our Lord Jesus Christ, and that man was created in God's image for the purpose of glorifying Him. However, because of his sinful nature, man is separated from God. In order to have a personal relationship with God and to participate in God's plan, each person must place his/her trust in Jesus Christ for salvation. It is, therefore, a primary duty of the school to present Jesus Christ to the student as the Savior. For this purpose, a growing knowledge of the Bible is essential.

We believe that each student is of infinite worth because of his/her creation by the Lord of the universe and that the primary purpose of a Christian school is to help students wholeheartedly come to know and serve the Lord Jesus Christ "**in whom are hidden all the treasures of wisdom and knowledge**" (Col.7:3).

We believe that our school exists to help families fulfill their parental responsibilities of which a major part is described in Deuteronomy 6:5-7: "**Love the Lord your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you lie down and when you get up.**"

We believe that all truth comes from God the Creator, and that this eternal perspective should pervade and unify the curriculum at the school. Curriculum is carefully chosen to be intellectually stimulating and morally sound. Ongoing faculty review of the curriculum provides enrichment to learning units, clearly defines skills to be mastered at each grade level and monitors the relevance and truth of the curriculum according to the light of Scripture. At Trinity Christian Academy, we seek His truths through the study of Scripture, the sciences, the humanities, and the arts, so that man's dominion over the earth may be creative and faithful to God's purpose.

We believe that an understanding of the nature of students and adolescents is essential to the provision of an effective education. The various learning styles of students are addressed within a traditional classroom setting.

## ADMISSIONS

Admission to the school is open to academically qualified students of good character without reference to race or nationality provided that parents are in agreement with the student's instruction under the Statement of Faith of the school.

Changes in grade placement, when indicated, may be made at any time of the year after consultation with the teacher, parents, and Headmaster and with the consent of the parent or guardian.

## FINANCIAL AID

Families requesting financial aid must first apply on line at <https://online.factsmtg.com/signin/4G09D>. (A link provided on the TCA website.) Financial aid is awarded on a need basis (on a first come first served basis) as funds are available. **Any financial aid granted is for one year and families must re-apply every year.** If you have financial obligations not covered in the application, you may write a letter to the Headmaster stating what those are.

## ENROLLMENT AND RE-ENROLLMENT

If you are transferring your child in or out of Trinity Christian Academy, a request for records must be submitted to the office.

A request of school and medical records received from another school with the parent's signature will be considered an automatic withdrawal of that child from Trinity Christian Academy. Your child's place on the roster will be given to the next available student. No refunds of any fees or tuition will be returned.

Re-Enrollment applications must be submitted with a payment in order for a student to be considered registered for the following school year. Enrollment applications without payment will not reserve a child's spot on the roster for the upcoming school year.

## ACADEMICS

### CURRICULUM

TCA offers a balanced curriculum which is carefully planned and sequenced. Because the faculty regards competence in reading and mathematics of basic importance to the exploration and understanding of other subject areas, these subjects are accorded a primary place in the school's academic program. Biblical principles are integrated into every subject area and are taught complementing scriptural studies. Students are required to use cursive writing by the middle of 2<sup>nd</sup> grade – high school at Trinity Christian Academy. Spelling and grammar are still considered important at TCA. Both are taught as separate subjects as well as being graded in writing regardless of the subject being taught.

### HOMEWORK

Homework is assigned to help students improve skills that have already been taught, to complete assigned projects, to learn to work independently, and to become self-reliant.

The amount and type of work in the course of study is planned in accordance with the student's grade level. Homework is assigned on a regular basis. Since homework is an integral part of the academic program of the school, it is necessary that all homework assignments be completed on time except in the case of illness. In the event of an illness and the student is absent, the homework may be available for pick up AFTER 3:15 PM and not earlier.

At the end of the school day the student is to be responsible for knowing just what work is to be done at home. Time will be given for students to enter homework assignments in the assignment booklet. It should be carefully and repeatedly explained that it is the student's responsibility to keep an accurate record of assignments, to keep the necessary materials at hand, to follow study techniques outlined by the instructor, to apply and practice skills learned in class, to strive for the best quality work of which he is capable, and to complete assignments neatly and on time. The parent will check with the student to see that the proper work has been accomplished. Parents are requested to review and initial the assignment booklet, making note of any work not completed.

Parents are encouraged to monitor their student's development of good study habits and time management techniques, to provide the proper conditions for homework, to supervise assignments, and to expect satisfactory performance.

Parents should expect that students will have extra homework following an absence, as the student will be completing present and make-up work.

Pacing for special projects given over a longer period of time should be encouraged so that these projects do not interfere with regular assignments due just prior to the project's due date. If a student consistently averages more than the suggested times below, parents need to be in touch with the teacher. A conference may be requested.

School vacation time is recognized as an important time for recreation and leisure. Therefore, there are no homework expectations during vacations. These times may, however, be used for ongoing project work, such as science projects, research papers, etc. In contrast, days off for professional development of staff are not considered student vacation days and regular homework assignments are to be expected.

Regularly completed homework is necessary for satisfactorily fulfilling course requirements. Incomplete homework will negatively affect mastery of subject matter as well as the grade average.

The following amounts of time represent an average total time to be spent on homework per day at different grade levels:

- Pre-Kindergarten - No homework
- Kindergarten - Homework occasionally
- Grade 1 - About 10 minutes each day
- Grade 2 - About 15 minutes each day.
- Grade 3 - About 30 minutes each day.
- Grade 4 - About 45 minutes a day.
- Grade 5 - About 60 minutes per day.
- Grade 6 - About 1 ½ - 2 hours a day.

## **PROGRESS REPORTS**

Progress reports are sent home with students at the mid-point of the first grading period. Follow-up reports will be issued at the mid-points of subsequent grading periods only if necessary. These reports are intended to inform parents how their student is progressing at that time. A parent conference with the teacher is required after the first progress report of the school year. Either a parent or teacher may request additional conferences if a student's work is not up to Trinity's expectations during the school year. It is important that a plan be put into effect so that the standard of work may be improved promptly.

*Parents are required to sign the progress report and return it to the teacher.*

## **REPORT CARDS**

Report cards are issued three times a year for Pre-Kindergarten through Grade Six. Grades in the academic subjects are supplemented by indications of the student's personal growth. **Pre-kindergarten and kindergarten parents are required to sign the report card and return it to school within two weeks. First through sixth grade report cards are sent electronically to the parent's/guardian's email address.**

### **Grade Chart**

97-100 = A+	73-76 = C
93-96 = A	70-72 = C-
90-92 = A-	67-69 = D+
87-89 = B+	63-66 = D
83-86 = B	60-62 = D-
80-82 = B-	Below 60 = F
77-79 = C+	I= Incomplete

\*\* A final grade of 70% or below signifies a failure to satisfactorily complete the work and requirements of the curriculum.

High Honors: All A's  
Honors: A's and B's

An incomplete automatically becomes an F if the missing work not completed within 5 weeks.



## **HONORS**

Academic honors for students in grades 4-12 will be announced after each grading period on the two levels of high honors and honors. **Honors are awarded for grades earned in all subjects.** Honors will not be awarded to any student with an incomplete in any subject. Honors and high honors for the year will be based upon the yearly average. **Honors:** All A's and B's for the year **High Honors:** All A's for the year.

## **ACHIEVEMENT TESTING**

In the spring TERRA NOVA achievement tests are administered to students in grades K-10. In order to maintain accurate assessment of academic achievement, it is expected that each student participate in this annual testing.

## **ACADEMIC PROBATION**

The purpose of academic probation is to assist the student in meeting his or her academic potential. To this end:

- A student in grades 4-6 is placed on academic probation for failing to maintain a 70% average in two or more academic subjects on his/her progress report or report card, except for the first progress report of the school year.
- Students will follow an appropriate remediation plan determined by school administration and teacher with the goal of improving academic work.
- A student's involvement in Trinity's sports program may be suspended until the next report is issued.

## **DISCIPLINE POLICIES**

### **Philosophy**

- Discipline and its application at Trinity Christian Academy is grounded in Scripture (see Proverbs 12:1; 13:18,24; 22:15; I Corinthians 13; Ephesians 5:1-4; Hebrews 12:1; Revelation 3:19)

### **Purpose**

- The purpose of the Discipline Policy is not merely to enhance the learning environment, but to train and lead the student into maturity and self-discipline.

### **Objectives**

- To develop and maintain the optimum environment for learning.
- To correct behavior that is disruptive or destructive to the learning environment.
- To train students in behavior patterns that will be helpful to them individually and to the school community in supporting and achieving the commonly held goals of spiritual, intellectual, physical, and social development.

### **Limitations**

- Corporal punishment is **NOT** used at Trinity Christian Academy.

## **DISCIPLINARY ACTIONS**

Unacceptable behavior differs in its severity and, thus, should receive different disciplinary responses. Behavior offenses have been categorized into two levels of severity, less serious and more serious. The examples that follow in each category are only examples and are not meant to be all inclusive. Offenses that are not listed will be dealt with at the discretion of the teacher/administrator in line with these examples:

- **Less Serious Offenses**
  - Causing a disturbance in class
  - Unnecessary talking in class
  - Improper use of other people's property
  - Disobeying specific classroom rules
  - Throwing objects

- Chewing gum during school hours
- Passing notes in class
- Use of walkmen, video games, or cell phone at school
- Frequent tardiness
- **More Serious Offenses**
  - Frequent critical or derogatory remarks such as used in harassment
  - Physical mistreatment of other students, including fighting, kicking, tripping
  - Cheating
  - Lying
  - Stealing
  - Vulgar language, swearing, using obscenities
  - Smoking
  - Defiance or disrespect of those in authority
  - Abuse or willful destruction of school property or another's property
  - Talking positively about the use of drugs, possession, sale, or use of illicit drugs
  - Possession of a weapon of violence
  - Committing a serious breach of conduct inside or outside of the school which has an adverse effect on the testimony of the school.

## **DISCIPLINARY PROCEDURE**

- **For Less Serious Offenses**
  - At the time of a first offense, a teacher will speak to the student stating the school rule which has been broken and why the rule should be observed. The student will be encouraged to act in a more positive manner and will be assured of his value in the sight of God.
  - For a second offense, the teacher will talk privately with the student.
  - For repeated offenses, the student will be sent to the office to meet with the Headmaster. If appropriate, the student may be asked to write a letter of apology. Whenever a student meets with the Headmaster about disciplinary matters, the parents will be notified of the problem.
  - If the problem persists, the parents will be called in for a conference.
- **For More Serious Offenses**  
Behaviors listed under this category will be handled by the Headmaster. Some of the possible solutions are listed below.

## **ADMINISTRATIVE ACTION**

The type and severity of the disciplinary response shall be related to the seriousness of the offense and the student's previous disciplinary record. The Headmaster is allowed discretionary judgment in the possible application of the following disciplinary options.

- **Behavior Modification Contract:** an agreement between parents, the student and Headmaster to rectify the situation.
- **Loss of Awards and Recognitions:** Any and all awards and/or recognitions may be jeopardized due to poor attitude or behavior, particularly if it resulted in detention, being sent home early or a suspension from school.
- **Probation:** a period of time given to a student to resolve serious academic or behavioral issues.
- **Suspensions:** will be administered by the Headmaster. The Chairman of the Board of Trustees will be notified of any suspension. The length of the suspension is determined by the Headmaster. If a student is sent home due to a serious offense and/or is suspended, such action negates any perfect attendance that a student would otherwise receive.
- **Expulsion:** is by action of the Board of Trustees after review and recommendation of the Headmaster. The Executive Committee will meet with the Headmaster, teachers involved, parents, and the student prior to making this recommendation.

## **HARASSMENT POLICY**

Trinity Christian Academy is committed to maintaining a school environment free of harassment of any kind. Harassment by administrators, employees, students, vendors and other individuals at school or at school sponsored events is unlawful and is strictly prohibited. Trinity Christian Academy expects all employees and students to conduct themselves in an appropriate manner with respect to their fellow employees, students, and all members of the school community.

### **DEFINITION OF HARASSMENT**

In general, harassment includes communications such as jokes, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct which offends or shows disrespect to others based upon race, color, religion, national origin, age, gender, or disability. By law, what constitutes harassment is determined from the perspective of a reasonable person with the characteristics on which the harassment is based. What one person may consider acceptable behavior may reasonably be viewed as harassment by another person. Therefore, individuals should consider how their words and actions might reasonably be viewed by other individuals. It is also important for individuals to make it clear to others when a particular behavior or communication is unwelcome, intimidating, hostile or offensive.

### **HARASSMENT AND RETALIATION PROHIBITED**

Harassment in any form or for any reason is absolutely forbidden. This includes harassment by administrators, certified and support personnel, students, vendors and other individuals in school or at school related events. In addition, retaliation against any individual who had brought harassment or other inappropriate behavior to the attention of the school or who has cooperated in an investigation of a complaint under this policy is unlawful and will not be tolerated by Trinity Christian Academy.

Persons who engage in harassment or retaliation may be subject to disciplinary action, including, but not limited to reprimand, suspension, termination/expulsion or other sanctions as determined by the school administration and/or subject to applicable procedural requirements.

### **INVESTIGATION**

Any individual who believes he/she has been harassed or who has witnessed or learned about the harassment of another person in the school environment should inform the Headmaster as soon as possible.

Trinity Christian Academy will promptly investigate every complaint of harassment. If it is determined that harassment has occurred, appropriate action will be taken to end the harassment and to ensure that it is not repeated. Confidentiality will be maintained to the extent consistent with the school's obligations under law.

In certain cases, the harassment of a student may constitute child abuse under Massachusetts law. TCA will comply with all legal requirements governing the reporting of suspected cases of child abuse and will report suspected criminal activity to the appropriate authorities.

### **CLOSURE OF A COMPLAINT**

When an investigation has been completed, school personnel will inform the complainant of the results and file a report with the Coordinator for Title IX/Section 504 of the Rehabilitation Act/Chapter 622.

TCA urges all individuals in the school community to bring any concerns or complaints of harassment to the attention of school personnel so that they can resolve the issue. The state agency responsible for enforcing laws prohibiting harassment is the Massachusetts Commission Against Discrimination (MCAD), which is located at One Ashburton Place in Boston, Massachusetts. The agency responsible for enforcing federal laws prohibiting harassment in the employment context is the Equal Employment Opportunity Commission, which is located at One Congress Street, Boston, Massachusetts.

## **BULLYING POLICY**

### **PURPOSE:**

Massachusetts state law requires schools to adopt policies to prevent student harassment and bullying. Policies must define bullying, prohibit bullying on school property, at school-sponsored activities and on school buses and state the consequences of engaging in bullying behavior. It also requires school employees to report incidents of bullying to the school principal or other school administrators. Additionally, it calls for the policy to be clearly communicated and available to teachers, parents, students, and all other stakeholders.

Trinity Christian Academy, in compliance with this legislation, and in full support of our student body has adopted the following policy. TCA seeks to provide the best educational setting for all its students and promotes an environment where students are able to learn, free from harassment and bullying of any kind.

### **WHAT IS BULLYING?**

Bullying is identified as any behavior, verbal or non-verbal that is intended to cause physical, emotional, psychological or social harm. Bullying may be direct (face to face) or indirect. Bullying behaviors that are not addressed generally escalate into more aggressive behaviors over time. These are learned behaviors that can be addressed by teachers who demonstrate and teach pro-social behaviors.

### **BULLYING BEHAVIORS**

The following is a list of behaviors that demonstrate bullying. A student who demonstrates a bullying behavior may not be a bully. It is the goal of TCA to reduce bullying by addressing these types of behaviors as they occur.

#### **Physical Behaviors**

1. Intentionally endangering the welfare of others. Such behaviors are not limited to, but include the following: kicking, punching, pushing, tripping, shoving, poking, blocking, hitting, and spitting on someone.
2. Other examples of physical bullying include: unwanted touching, rude gestures, taking or damaging another's property, extortion of money or other items, and making someone do something they otherwise would not do.

#### **Verbal behaviors**

Verbal bullying includes, but is not limited to the following: name calling, teasing, bossing, threatening, making fun of another's appearance, physical characteristics, or cultural background, and making fun of another's actions.

#### **Indirect behaviors**

Indirect bullying includes, but is not limited to the following: exclusion from activities or social groups, spreading rumors, circulating inappropriate notes or drawings, using other people to threaten, intimidate, or humiliate another, and encourage others to violate the anti-bullying policy.

#### **Cyber bullying**

In as much as technological advances have provided opportunities for students to communicate electronically, the following behaviors will be considered bullying: sending of inappropriate or threatening emails or text messages, crating or posting inappropriate or threatening information or pictures on websites. (Examples: Facebook, Myspace, etc.)

### **REPORTING BULLYING**

It is the responsibility of all faculty and staff members to report all occurrences of bullying behaviors as outlined in this policy. Parents and students who have knowledge of such behaviors are encouraged to report this information and may do so without fear of consequences. Additionally, students who feel that they have been or are becoming the victims of bullying behavior should notify the teacher or Headmaster. Those parents or students who report such behaviors will not be the target of retaliation or reprisal in any way. Any individual who withholds information regarding bullying behavior or provides inaccurate or false information will be subject to disciplinary action including possible removal from school.

## **PREVENTION AND EDUCATION PROCEDURES**

### **Written Notices**

Notices of what constitutes bullying or bullying behavior, that bullying is prohibited, and the consequences of engaging in bullying or bullying behaviors will be posted in the building.

A copy of the bullying policy will be posted on the school website (trinitychristiancapecod.org) and can be made available to any interested party if requested.

Employees, students, parents, and others are encouraged to take advantage of any opportunities to participate in programs or activities which promote the knowledge and skills needed to prevent and/or respond to bullying or bullying behaviors.

## **RESPONSES TO BULLYING OR BULLYING BEHAVIORS**

TCA recognizes that not all bullying behaviors should be considered bullying or willful violation of this policy. However, all bullying behaviors will be addressed according to the procedures outlined below.

Each bullying offense will be referred to the Headmaster for disciplinary response. Each offense will require a parent's signature on discipline incidence form.

1<sup>st</sup> Offense—meets with administrator, no punitive actions

2<sup>nd</sup> Offense—assigned 2 days' detention with manual work detail

3<sup>rd</sup> Offense—assigned 1-week detention with manual work detail

4<sup>th</sup> Offense—assigned minimum of 2 days' suspension

5<sup>th</sup> Offense—assigned minimum of 5 days' suspension

6<sup>th</sup> Offense—student will face indefinite suspension with likely expulsion from school

*Note—the administration of Trinity Christian Academy reserves the right to treat any single act as severe enough to warrant more serious action including expulsion from school.*

Consequences will only take effect after an incident has been thoroughly investigated and can be corroborated by multiple sources or eyewitnesses.

## **TRINITY PRACTICES AND POLICIES**

### **CARE, CUSTODY, CONTROL**

While your elementary student is at school, he or she is under the watchful eye of a staff member. We consider the care, custody and control of our students to be necessary to ensure their safety while at school. All doors throughout the school building are kept locked in order to encourage all visitors to enter through the lobby of the school and come to the main office area.

### **CHAPEL**

Chapel services for elementary level are held on Monday mornings. Parents are invited to attend any chapel service.

### **CLOSING OF SCHOOL**

When school must be closed for snow or other emergencies, the following radio and television stations will be notified: radio station **WQRC 99.9**; and television stations **Fox 25, WBZ Channel 4 and WHDH Channel 7**. Tune into one of these stations when weather conditions are questionable. All of these stations also post school closings on their websites too. If internet service is available, you will also receive an email notification of cancellation from the school. **You will not be called concerning school closing.**

## PARENT COMMUNICATION

Trinity Christian Academy uses a secure web-based school management program called RenWeb (RenWeb.com). RenWeb is used for emergency contact information, medical information, grades, progress reports, email communication, and much more. Important updates regarding RenWeb log-in information are presented at the annual mandatory parent meetings and through email communication.

Weekly *News You Can Use* is emailed to parents to provide announcements and updates. Families who do not have email may request to receive hard copies of the *News You Can Use*, progress reports and/or report cards.

## CO-OPERATION BETWEEN SCHOOL AND HOME

If a parent would like to meet with a teacher, we ask you to please make an appointment. Please be considerate of their responsibilities and teaching schedule. Do not linger in the classroom at the start of the day or enter their classroom during dismissal time.

Parents are not allowed to take another child out of any classroom including the extended day room before or after school.

It is very helpful for the teachers and Extended Day Care staff to be informed of circumstances at home or of health problems that might affect your student. This will enable us to help your student as best we can. Confidentiality is respected.

## DRESS CODE

It is expected that students will adhere to the uniform policy as written. (See Appendix for Dress Code) Both boys and girls are expected to present a neat and clean appearance. A natural looking hair color is mandated. No piercings are allowed for boys. Ear piercing for girls (moderate jewelry) is allowed at Trinity. A boy's hair length should be above the eyebrows, above ears and off the collar. Students may wear a limited amount of jewelry to school. Boys may not wear earrings. Examples of appropriate and modest jewelry are: Christian crosses, watches and promise rings. Hats are not to be worn during the school day and are to be removed when entering the building. Pre-K-6<sup>th</sup> Grade students are not permitted to wear make up to school.

Designs or slogans which do not meet the standards of Trinity Christian Academy are always inappropriate whether they be on jackets, bags, book covers, or any other personal belongings. This includes hashtag statements, political endorsements, offensive images or messages. We desire to honor the Lord and standards set forth in His word, and anything which detracts or hinders that purpose does not belong at school. **This applies to all modified dress code days including uniform free day.**

Trinity uniforms are available to order through Donnelly's School Apparel, (the only company authorized to embroider the Trinity logo). A catalog is supplied to each family with the requirements of each particular grade. The lengths of the skirts and jumpers are to be no more than two inches above the top of the knee. All shirts and blouses are to be tucked into skirts or pants. A complete list of uniform requirements is made available each year. **Please label all uniform clothing, especially sweaters which tend to be taken off and forgotten!**

## EXTENDED DAY CARE

TCA offers Extended Day Care from 3:00-6:00 PM for its regularly enrolled students in Pre-K through sixth grade. It is designed to be recreational for those students involved. Participation is voluntary and is billed separately from other school charges. Students are given the opportunity to play and interact with others during free play time outdoors. Indoor activities, videos, and games are available in case of inclement weather. Homework time is scheduled for students after snack.

## LIBRARY

Students have a scheduled library class each week. They will learn about the library's organization and check books out for their personal, and classroom use. Students are responsible to see that materials borrowed from the school library are returned in the best possible condition in a timely manner. Students will be charged for lost or damaged materials.

## **LOST AND FOUND**

If your student has lost anything in school, please check at the office. **Please label** all clothing, **especially** uniform clothing, as it is impossible to distinguish one sweater from another! Unclaimed uniform clothing will be distributed to those in need and disposed of periodically and at the end of the school year.

## **LUNCHES/SNACKS**

Students are to bring their own lunches from home or order pizza (Mondays) through TCA. Please give your student a wholesome variety of foods in his/her lunch bag. The use of microwaves will be at the discretion of the teacher. Please, no soda or carbonated beverages and no outside food delivery will be permitted. A mid-morning snack is allowed in Pre-Kindergarten through grade 6. Every student is responsible for bringing a snack to school. We ask that it not be a sugary or messy snack.

## **PIZZA/MILK ORDERS**

Milk is available daily and pizza is available for lunch on Mondays. Pizza and milk may be ordered through the school office. No late orders will be accepted. The school can not save milk or lunch for following day(s) when a student is absent.

## **PICK-UP AND DROP-OFF**

For morning drop-off, cars entering the school property may park in the parking lot in front of the school. If parents are not escorting their child into the building, cars may proceed through the parking lot and stop briefly in front of the school to allow students to exit the car from the **PASSENGER SIDE**. Please do not leave your car unattended in front of the school. The Barnstable Fire Department has designated this area a **NO PARKING ZONE**. In addition, it is dangerous for pedestrians since cars need to back up and pull forward to accommodate a parked vehicle. **All parents and students should enter school through the activity center before 7:55 AM.**

Trinity's end of the day pick-up procedure requires each family to display their assigned number card during pick-up time. Numbers are relayed to the office and students are dismissed as their numbers are called. **FOR SAFETY ISSUES**, parents are asked to remain in their cars and are permitted only during dismissal to park in one of the designated parking spaces and wait in their vehicle for their children by the front entrance. Parents may begin lining up for pick up in front of the building at 2:30 PM and no sooner. Students may only enter through the **PASSENGER SIDE FOR THEIR SAFETY**. Because teachers and office staff are overseeing the dismissal of their students during this time, we ask parents to remain outside during the pick-up hours of 2:45-3:00 PM. After school meetings with teachers must be arranged through the office prior to the time of the meeting.

Due to safety concerns, only individuals authorized in writing on the student's registration card may take a student from school. Authorization may also be in the form of a written note dated and signed by the parent or guardian and given to the office in the morning. A phone call giving this permission will suffice only in case of an emergency. Anyone picking up the student must display the family's number card; multiple cards are available through the office.

## **PUBLIC RELATIONS**

Photographs and announcements concerning the school should be issued through the school administration in collaboration with the Development Office. Parents are requested to sign a release form allowing the school to use their student's photograph for advertising and promotional purposes.

## **RECESS**

It is school policy to have every elementary student outside unless there is a signed note from the parent. Weather permitting; students spend 15-30 minutes outside each day on the playground. When the weather becomes colder, or if there is snow on the ground, please be sure that your student has a hat or hood, mittens or gloves, snow pants and boots. Without the appropriate outside attire, your student will not be allowed out for recess.

## **SCHOOL HOURS:**

### **Please be advised of the following start and dismissal times:**

Pre-K through Grade One: 8:00 AM – 2:45 PM.  
Grade Two through Grade Six: 8:00 AM – 2:45 PM

Complementary Extended Day service is available at 7:30 AM. Elementary students who arrive between 7:30 AM-7:55 AM must report to the Extended Day Room. Students may not be left unsupervised on the school grounds due to safety and liability issues.

## **TARDINESS POLICY:**

If a student is not present at the appropriate start time, they will be marked tardy. Students who are tardy must go to the office for a tardy slip. Parents of students Pre-K through 6 must sign their children into school.

Frequent tardiness is a serious offense (reference “Disciplinary Actions” on page 9). The fourth tardy for a student and each subsequent tardy during a grading period will result in a recorded absence and will count towards the student’s final attendance record for the school year. A meeting with the Headmaster may also be required. If a student is late due to a medical appointment in the morning, they MUST return with a note from the doctor’s office so that it can be counted as an excused tardy. Recorded absence due to tardiness will negate perfect attendance for the year.

## **SKATEBOARDS AND SCOOTERS**

Skateboards and scooters may NOT be used on school property.

## **TELEPHONING ADMINISTRATION AND TEACHERS**

Trinity’s Headmaster and teachers welcome calls from parents. Please call through the school office, (790-0114). If the teacher or administrator is not immediately available, a return call will be made as soon as possible. We ask that phone calls to the Headmaster, teachers and staff not be made to their homes.

- Call the administration to check facts when you hear a rumor from students or adults.
- Telephone to offer your services as a volunteer helper.
- Call when you have a question or would like a conference with a teacher or the Headmaster.

## **TELEPHONING HOME**

We try to keep the use of the school phone by students to a minimum. We ask that parents help us with this by encouraging your children to be responsible by remembering to bring required items to school.

## **VIDEO GAMES, CELL PHONES, ELECTRONIC DEVICES & FIDGET SPINNERS**

Video games, cell phones or any other electronic devices are not to be used by students while at Trinity or while on field trips without the teacher’s permission. **Fidget Spinners are not allowed at school.**

## **COMPUTER AND INTERNET USE POLICY**

Trinity Christian Academy believes in the educational value of a computer system and the Internet and recognizes their potential to support and enrich the curriculum and the student learning process. Our goal in providing a computer system and Internet access is to promote educational excellence by facilitating resource sharing, innovation and communication. Use of the computer system and Internet is a privilege and access entails responsibility. TCA cannot prevent the availability of all inappropriate materials on the Internet. The use of the computer system and Internet is subject to this acceptable use policy agreement and the rule, regulations and policies of TCA and the Department of Education.

**Acceptable Use:** The computer system and the Internet access has been established for an educational purpose. The user understands and agrees to the following:



- The use of the system and Internet must be consistent with and in support of the educational goals and objectives of TCA’s curriculum and mission statement.
- The use of any material in violation of any law is prohibited. This included, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trademark or trade secret.
- The purchase or sale of any product or service, or any other commercial use is prohibited.
- The listing of any advertisements or political materials is prohibited.
- Illegal activities of any kind are prohibited.

**Behavior:** The user is expected to follow the generally accepted rules of computer use/Internet etiquette. These rules include, but are not limited to the following:

- Be polite. Always use the system in an ethical and professional manner.
- Use appropriate language.
- User shall not reveal his/her home address, personal telephone number or any other personal information. User shall not reveal the personal information of any other person.
- User shall not disrupt or congest the computer system or Internet in any manner.
- User shall not post anonymous messages.
- User shall not access, create, or distribute harassing, defaming, discriminatory, abusive, pornographic, fraudulent, obscene, racist, sexist, or threatening material or imagery.
- User shall not attempt to access blocked Internet sites.
- User shall not use school approved, licensed software and shall not use other programs or applications or download any information without permission of the head of the school.
- User shall not use the account or password (if the school assigns one) of another user or attempt to impersonate any other person.
- Confidential information should not be transmitted over the Internet.
- User shall report any known or suspected misuse of the computer system and/or Internet to the head of school.
- User shall not make any false complaints against any other user.
- User shall not access any “Chat Room” unless it has been approved by the Headmaster.

**Note:** User will not be given an email account on the computer system. User shall not sign up for or access any email service offered through the Internet. The school explicitly prohibits user from having any access to any email services and/or social networking sites unless it has been specifically approved for a limited time and purpose by the Head of School. If user has been granted approval to use email, user understands that email is not private. Any messages received that relate to or are in support of illegal activities, or that are prohibited by this acceptable use agreement, or that the user feel uncomfortable, shall be reported immediately to the head of school. User shall not send messages or use the computer system and/or internet in any manner that they would not be comfortable seeing reproduced publicly.

**Services:** TCA makes no warranties of any kind, whether expressed or implied, with respect to the use of the computer system and/or Internet is at the user’s own risk. TCA does not accept any responsibility for the accuracy of information obtained through the Internet or for any damages users may suffer as a result of the use of the computer system and/or Internet, including but not limited to, loss of data or interruption of service. TCA is not responsible for any financial obligations from the unauthorized use of the computer system and/or Internet.

### **SOCIAL MEDIA POLICY FOR STUDENTS AND PARENTS**

In the spirit of Trinity’s mission and handbook policies, irresponsible social media conduct could result in suspension or expulsion from TCA. Students who have social media accounts should not be posting illegal activities, inappropriate images, engage in online bullying, speak poorly of their peers, faculty, administration or the school. Other inappropriate social media activity includes lying, slandering, cheating, plagiarizing, threatening violence and ignoring school policies. When a student uses online social media of any kind, he/she must always be aware that what is posted reflects upon Trinity. Students need to be sure their social media presence is responsible.

Parents with links to TCA social media are also asked to not post any inappropriate messages or images. Inappropriate social media behavior by parents may result in being blocked or “defriended” from TCA social media pages.

**FaceBook, YouTube, MySpace, Twitter or any other social media is PROHIBITED at all times in school unless instructed by the teacher.**

## **LOWER LEVEL MOVIE POLICY**

Trinity Christian Academy wants parents to be informed of movies that are shown for instructional purposes. Teachers adhere to the following guidelines regarding the use of films and videos for student viewing. The policy limits the types of films shown and emphasizes communication with parents.

Teachers are expected to communicate to parents the names of movies to be shown to students at “Back to School Night” or two weeks in advance of the use of the movie. Teachers will send home a movie permission slip two weeks in advance of showing the movie so that parents may preview the movie and make their own determination about the suitability of the movie for their child.

The only exceptions to the above procedure will be specifically “made for education” videos which do not have sexual content, extreme or gratuitous violence, or inappropriate/offensive language. Teachers will have viewed the entire video or movie before showing it to students. The movies should be judged by Biblical standards. (Philippians 4:4)

- Only G rated movies may be shown to students without a permission slip. All other movies shown require a permission slip to be sent home for parent approval two weeks in advance.
- PG rated movies must be approved by the Headmaster first.
- No movies rated PG-13 may be shown to students in grades K-4. For grades five and six, PG-13 movies must be approved by the Headmaster.
- No movies rated R may be shown to students in the lower level.
- Any movie shown in the classroom must have a clear tie to curricular objectives.
- Prior to showing a movie, teachers must send home a permission slip to parents two weeks in advance of its classroom use.
- Parents who wish to withhold permission for their students to see movies may do so in one of two ways. First, they may notify their child’s teacher at the time the notice comes home. Alternatively, parents may contact the school office.

If you have questions about this policy, please contact the Headmaster.

## **HISTORICAL FIGURES, MYTHS, LEGENDS, and HOLIDAYS**

Trinity Christian Academy seeks to teach children about historical people and examine their impact upon their cultures. We strongly believe in the importance of teaching children a Biblical process for evaluating historical traditions, individuals and civilizations. Often, traditions arise that have little or even nothing to do with the individual the holiday is named after. It is important for students to know the differences between the accomplishments of individuals and the traditions, myths, and legends.

## **EXTRA-CURRICULAR ACTIVITIES**

### **FIELD TRIPS & STUDENT TRANSPORTATION POLICIES**

As part of the instructional program various classes take trips to interesting and educational places throughout the year. **Please note the following procedures regarding field trips:**

- All chaperones and drivers listed must have a CORI background check, the proper amount of insurance coverage and a Motor Vehicle Disclosure/Release Form on file. This will require each parent to furnish a copy of their Driver’s License and a copy of their insurance policy.
- The teacher will issue the official Permission Slip (required by the school’s insurance company) to each student. Parents **MUST** sign and return the permission slips no later than one week before the field trip.
- If there is a last minute change of driver or chaperone, the substitute parent or guardian is not allowed to accompany the class on the field trip until the school is informed and has done a CORI background check

and/or received a copy of their insurance coverage and driving history. Please do not make arrangements with another parent. The school must be informed and must approve any changes.

- Teachers or parents cannot chaperone or drive students whenever they are the only remaining adult with one student during a field trip, after a sports practice, game, an event, etc.
- All field trip groups will depart from the school. Drivers/chaperones are to travel and stay with the group. No impromptu stops should be made. All groups are to return directly to the school.
- Before departing for the field trip, all drivers need to provide their cell phone numbers to the teacher and office.
- All drivers will caravan and stay on the route provided to the field trip destination.
- No siblings or unauthorized individuals are allowed to accompany any field trips.

## ATTENDANCE

### ABSENCES

It is requested that parents call by 8:00 AM to inform the office of the student's absence and make arrangements for homework. Teachers need advance notice to properly prepare effective homework objectives. With the responsibilities of the classroom, **it is not possible to have homework ready for pickup until 3:15 PM.** If a parent requests homework for an ill student, it will be assumed by the teacher that this work will be completed and the student will be prepared for class upon his return.

When a student has been absent, the student should work carefully with the teacher to get the missed work made up within twice the amount of time which was missed. (If absent for two days, the student has four days to make up the work.) When an absence is excused, the student shall receive full credit for make-up work unless it is passed in later than the deadline stated above.

When returning from an absence, each student **must** bring a written excuse signed by the parent or guardian. This excuse must state the reason for the absence. If the absence is foreseeable, a note should be sent in advance. The parent is responsible to see that an excuse is sent.

Any student absent from school may not participate in after school activities. Absences will be excused for the following reasons:

- Illness of the student
- Death in the immediate family
- Doctor or dental appointment where absolutely necessary
- Dangerous or hazardous travel
- An important reason not mentioned above, but approved by the Headmaster.
- Absences for any other reasons, *including family travel*, will be unexcused.

Long term assignments or tests assigned prior to the absence which fall due the date of the absence or on the following day should be turned in or taken the day that the student returns to school. An exception occurs if a parent writes a note stating that the student was unable to do any studying during his illness; the test or work could then be delayed one day, at the discretion of the teacher.

### STUDENT LEAVE OF ABSENCE

A leave of absence is defined as a planned absence other than illness (such as family travel), for extended periods of time (more than five days). Trinity Christian Academy has scheduled vacation time throughout the school year. It is expected that when school is open and classes are in session that students will be in attendance. Please make every effort to plan vacation time in accordance with the school schedule. Continuing periods of extended leaves of absence may result in the student not being invited back to Trinity for the following school year.

- The longer a student is absent, the greater the difficulty will be for that student to maintain the same level of academic performance.
- While homework and certain types of class work can be made up outside of school, basic instruction, explanations, discussions, demonstrations, audio-visual presentations, participatory activities, pupil-to-pupil interactions and most music, art, and physical education activities can not be duplicated outside the classroom.

- Parents and students should realize that teacher energy and talent should be used for the benefit of students who are present in the classroom. If homework is requested by a parent, it will be available no earlier than 3:15 PM.

### **GENERAL HEALTH AND MEDICAL INFORMATION**

Good health is vitally important for satisfactory progress in school. Trinity Christian Academy has a registered nurse who maintains an individual school health record for each child. Please help her by keeping her informed about any medical information that should become part of your child's school health record.

### **EMERGENCY CONTACT INFORMATION**

When students first enter school, parents are asked to complete the *Emergency Care Information Form*. This provides information about how to contact a parent in case of an emergency, as well as designated people who can be called in the event that parents cannot be reached. Parents should be sure that the designated people are willing to pick up the student at school if it is necessary. Parents are also responsible to inform the school office of any changes or updates regarding health or emergency information. Only those individuals listed as authorized may pick up a student from school. There can be no exceptions to this policy.

### **ILLNESS OR INJURY AT SCHOOL**

If a student becomes ill or injured while attending school, the office staff has the primary responsibility of administering basic first aid and evaluating the illness or injuries. However, all school personnel will remain alert to assure that appropriate action is taken to maintain the student's well being. Ibuprofen can only be given with immediate parental consent,

Students will be sent home from school if there is a fever, signs of a contagious disease (e.g. rashes and/or other skin eruptions), vomiting or diarrhea, or injuries requiring further attention. Any injury which cannot be reasonably handled through the administration of simple first aid shall be immediately referred to the parent. Procedures to contact the physician or emergency medical personnel are in place if the parent cannot be reached.

### **MEDICATION POLICY**

When a full-time nurse is unavailable, the school cannot administer medication. Therefore, any medication prescribed and necessary during the course of the school day can only be administered by the child's parent. Exceptions are made for those students who, with physician's orders, require the use of an Epi-Pen, Epi-Pen Jr., asthma inhalation device or other emergency medication. An individualized plan for administration of such medication shall be readily available to the student. Basic first aid only (Band-Aid, ice pack) may be administered by office staff and other trained personnel.

### **IMMUNIZATION REQUIREMENTS AND PHYSICAL EXAMINATIONS**

State law mandates that all students entering school for the first time provide evidence by the first day of school of up-to-date immunizations and a recent physical exam. A physical health form is required yearly for any student involved in school sports.

### **NO LICE/NO NIT POLICY**

Trinity Christian Academy has a "No Lice/No Nit" Policy. In the event of a lice outbreak, the school nurse or authorized personnel will check each student privately. Parents will be notified by the school of the outbreak. Students diagnosed with live lice and/or nits will be sent home early from school. Students who were sent home with lice or nits will need to be re-examined by the school nurse or authorized personnel before returning to the classroom. Students will not be allowed to return to school until they are free of lice and/or nits.

## NOTICE OF COMPLIANCE

Trinity Christian Academy of Cape Cod takes great care to ensure the safety of our school community and makes every effort to be in compliance with federal and state laws in the following areas:

- Annual Blood borne Pathogen Training for faculty and staff members
  - CPR/First Aid Training for faculty and staff members
  - CORI Background checks for all faculty, all staff, and all volunteers potentially working one on one with students.
  - Serve Safe Coordinator on site
  - Fire, Sprinkler and Water Inspections
  - Integrated Pest Management Plan
  - Regular Safety Committee Meetings
- **Asbestos Management Plan:** *Trinity Christian Academy of Cape Cod is in compliance with the Asbestos Hazard Emergency Response Act and has written assurance from the builder that there were no asbestos containing building materials (ACBM) used during the construction of any of its buildings.*

## NONDISCRIMINATION POLICY

Trinity Christian Academy is a non-profit organization that admits and welcomes students of any race, color, national or ethnic origin and does not discriminate in admissions or any area of school administered activities.

## PARENTS TEACHERS' FELLOWSHIP (PTF)

The PTF is a spiritual and social fellowship which meets for the benefit of the school, staff, students, and families.

Its main purpose is to work in unity with the staff and administration of TCA to assist in securing for the students the highest advantages of a Christian education spiritually, academically, culturally, socially, and physically.

PTF activities include recruiting parent volunteers to help support: teachers in the classroom, community events, and approved PTF fundraisers: Some examples are: *Room Parents, Prayer Support, Back-to-School BBQ, Hoop-a-Thon, Teacher Appreciation Week, and Field Day.* PTF also helps provide needed resources for teachers and students. Past projects have included: funding for field trips, playground equipment, and teacher wish list items. Other activities may include family activities, a weekly Bible study group, and prayer support for the school, learning seminars, and special speakers. Membership is open to all families of TCA students and TCA staff.

## FUNDRAISING POLICY AND OPPORTUNITIES TO CONTRIBUTE

### Approval Process for Fundraising and Events

In the interests of coordinating the school calendar, avoiding scheduling conflicts and focusing our fundraising efforts, all fundraising programs and events must be approved by the administration. Students, parents and staff are required to submit a Fundraising/Activity Event Request form to the Director of Development. The form may be obtained in the front office. Consideration will be based on the timing of the event, the number of fundraising activities, and the purpose of the request.

**No Solicitation Policy:** The school recognizes that there are many worthy causes to support, however, Trinity Christian Academy cannot promote or endorse private requests to raise funds. Faculty, administration, students and/or families are asked to NOT solicit on campus. This includes solicitation through email for any worthy cause.

### Time, Talents, Treasures

Trinity Christian Academy (TCA) is a nonprofit 501 (c) (3) organization and is funded through tuition, gifts and fundraising. The goals of the Development Office are to generate financial support for TCA and to work with the families and staff in furthering its mission. At Trinity, we believe when we share areas of need we are simply providing stewardship opportunities to families, friends and alumni. We recognize our responsibility to apply

Scripture to all aspects of our development efforts. It is the school's desire to fulfill Matthew 6:33 in the deepest sense: "But seek first His kingdom and His righteousness; and all these things shall be added to you."

Scripture teaches us to be good stewards with what the Lord has given us. Psalm 24:1 teaches us that everything we have belongs to the Lord. Stewardship is living a lifestyle based upon an understanding of God's provision in all areas. When we understand stewardship, it results in giving a portion of everything back to Him.

Trinity Christian Academy's vision is to continue our legacy of excellence. While remaining true to the school's mission, we seek to ensure excellent biblically-based academic and spiritual training for our students, retain and attract excellent faculty and staff and maintain tuition at an affordable rate for students of various economic and ethnic backgrounds. Trinity Christian Academy recognizes that to ensure our legacy of excellence for future generations, we must remain fiscally sound.

Luke 6:38 says "Give, and it will be given to you. A good measure, pressed down, shaken together and running over, will be poured into your lap..." As a school with this perspective, we are humbled and privileged to see how the Lord moves upon the hearts of individuals and families to provide the needs of our school. Trinity Christian Academy believes that as we give in proportion to the way the Lord has blessed us; God will use our time, talents, and treasures to continue His work here at our school.

### Opportunities to Contribute

There are many opportunities to give of your time, talents and treasures at Trinity Christian Academy. One may have the means to give generously of their finances, while another is called to contribute their time and talents. In either case, each person is making a significant contribution to the mission of the school and is helping us to provide a quality Christian education that is affordable. We encourage you to pray about the opportunities at Trinity and how the Lord wants you to be involved. Together we can make a difference for the students and staff at Trinity Christian Academy.

## **EARLY CHILDHOOD PROGRAM** ***PRE-KINDERGARTEN/KINDERGARTEN***

### **SCHOOL PROGRAMS**

Ample time is provided for free play and organized play games which offer opportunities for your student to learn to socialize and share. Play *is* children's work; it is the way in which they discover and comprehend their world.

In addition to an emphasis on pre- and early skills in the areas of reading and mathematics, other activities throughout the year include music, cooking, arts and crafts, and physical education.

During the year the children will have interesting visitors and take field trips.

Enrollment in the 3-day or 5-day Pre-Kindergarten Program is limited to those students who have attained their fourth birthday on or before November 1 of the current school year. It is understood that students admitted to the Pre-Kindergarten Program will be fully toilet trained, and need no assistance in the bathroom.

With similar qualifications, students entering our Kindergarten program must reach their fifth birthday by November 1 of the current school year.

Readiness to move from our 3-day Pre-Kindergarten Program or our 5-day level to our Kindergarten and from our Kindergarten to our Grade One is determined by the teacher and the parents together. Readiness screenings, such as the Gesell Kindergarten Readiness Screening may be employed to assist in the decision about a student's placement when there is a question.

### **EARLY EDUCATION COMMITMENT TO COMPLIANCE WITH STATE REGULATIONS**

TCA is committed to ongoing monitoring and complying with necessary state regulations for early education. TCA's pre-kindergarten and kindergarten programs are exempt from many of the state reporting regulations because they are part of its accredited pre-kindergarten through grade 12 program.

### **Three-Day Pre-Kindergarten**

The main objective for our preschool students is to "learn to be in school". While letters, numbers, shapes, and colors are part of the day, socializing with others of one's own age, being appropriately attentive in a group setting, such as a story time, and learning to cooperate with other students and the teacher are the primary areas emphasized. Trinity's three-day Preschool Program has been designed for the student who is not necessarily ready to be in school five days a week.

### **Five-Day Pre-Kindergarten**

The academic emphasis in our five-day Pre-Kindergarten Program is that of "exposure". Students are exposed to the letters of the alphabet, basic numerals, shapes, etc. The students are not expected to begin reading at this time. However, those students who exhibit a readiness to do so are encouraged to move along in this area. It is our purpose to help each student to seek his highest potential, but it is not our purpose to push any student beyond his point of developmental readiness.

### **Kindergarten**

In our Kindergarten classes, we continue to guide the students in the areas of early skills in mathematics and reading. Those students who are ready to read at this time are encouraged in this area. Those who are not are given opportunities to develop their pre-reading skills and are guided into reading activities when they are ready to do so.

### **UNIFORM CLOTHING**

Girls in Pre-Kindergarten and Kindergarten are permitted to wear uniform pants to school throughout the year. Check the dress code policy with the uniform catalog for appropriate uniform requirements.

### **ITEMS TO SEND TO THE SCHOOL**

- A complete change of clothing in a labeled plastic bag. This does not have to be uniform dress. This is necessary for the teacher to have here at school in case of an accident with art materials or in the bathroom. Please send this to school as soon as possible.
- A large-sized old shirt to use for covering up during messy art project.
- An "Information and Interests" sheet is kept in the students' classroom file for the teacher's use. Even though some of the information will duplicate that on the registration form, please fill out the form and return it to your student's teacher as soon as possible.

It is requested that parents call by 8:00 AM to inform the office of the student's absence and make arrangements for homework. Teachers need advance notice to properly prepare effective homework objectives. With the responsibilities of the classroom, **it is not possible to have homework ready for pickup until 3:00 PM.** If a parent requests homework for an ill student, it will be assumed by the teacher that this work will be completed and the student will be prepared for class upon his return.

### **SNACKS**

Parents are asked to provide a mid-morning snack for their student each day. Please note that this is a snack time, therefore a small amount of food is all that is needed. Crackers and cheese with juice, for example, is sufficient. It is asked that the snack not be a sugar treat or a messy one. Please consult your student's teacher if you wish to send in a special snack for the entire class to share.

### **BIRTHDAYS**

We enjoy birthdays and try to make the day special for the birthday student. If you wish to do so, you may send in a special snack for the class to celebrate your student's birthday. Please be aware that our refrigeration space is very limited. Therefore, frozen treats are not a good idea. Please consult with the teacher about planning a birthday activity for your student only after the end of the school day. We request that no activities (such as the Balloon Lady or a clown) be arranged during the school day. The school policy regarding birthday party invitations is that unless all students are invited, they should be mailed to the students or handed by the celebrating parent to other parents outside of school. Please do not put your student's teacher in the awkward position of having to refuse a request to pass out invitations.

### **LABELING**

It can never be said enough, "Please label **everything** that your student wears or brings to school." This is the only way to be sure that your student's belongings stay in the correct place and with the correct person.

## 2017-2018 UNIFORM CODE ~ ELEMENTARY

*DONNELLY'S CLOTHING IS THE ONLY COMPANY LICENSED  
TO USE THE TRINITY COMPASS LOGO.*

*ALL SHIRTS, SWEATERS AND FLEECE MUST HAVE THE SCHOOL LOGO.*

### Pre-K to 6th Grades

- NAVY Pants (Boys & Girls), Jumpers and Skirts, School Plaid Jumpers for Girls
  - Girls may wear NAVY or HUNTER CLASSIC NAVY PLAID Jumpers or Skirts
  - *Navy School Shorts may be worn until September 30<sup>th</sup> and after May 1<sup>st</sup>*
- WHITE or GREEN Polo Shirts or WHITE Oxford Button Down Shirt
- BROWN, BLACK OR NAVY SHOES or Athletic Style Sneakers
  - *NO BRIGHT COLORS OR CHARACTER SHOES*
  - *NO FASHION BOOTS OR UGGS IN SCHOOL, NO OPEN TOED OR HIGH HEELED SHOES*
- *Socks & Tights: Solid Color - Navy, White, Black, Tan*
- BELTS MUST BE WORN AT ALL TIMES – SHIRTS TUCKED IN
  - *Girls may wear shirts un-tucked if they are “feminine fit style shirts”*
- GREEN sweater or fleece vests or jackets ONLY with the school logo

### GYM REQUIREMENTS ~ GRADES 5 & 6

- TOPS: GRAY UNIFORM T-SHIRTS or TRINITY SCHOOL T-SHIRT
  - Hoop-A-Thon or TCA Sports Shirts
- **BOTTOMS: MUST BE PURCHASED FROM DONNELLY'S**
  - *NO LEGGINGS or YOGA PANTS*
- SHOES: ATHLETIC SNEAKERS (**ALL GRADES**)

### HAIRSTYLES, COSMETICS, JEWELRY, BODY PIERCING FOR ALL GRADES

- **BOYS** – CLEAN CUT, ABOVE THE EARS AND EYEBROWS, OFF THE COLLAR
- NATURAL HAIR COLOR FOR ALL STUDENTS
- **BOYS** – NO PIERCINGS ALLOWED
- **GIRLS** – PIERCED EARS ONLY (MODERATE JEWELRY)
- **MAKE UP** - Appropriate and moderate cosmetic usage for girls Grades 7 and up only
- **JEWELRY** - Limited to earrings, bracelets, watches, rings, crosses
- **NO TATTOOS OF ANY KIND - including temporary ones or use of markers on body**

DONNELLY UNIFORM APPAREL

401-942-5202

[www.DonnellysClothing.com](http://www.DonnellysClothing.com)

*Please read, check and sign the statements of cooperation, affirmation and release on the following pages. Your signature confirms that you have read and agree to the statements contained below.*



**STATEMENT OF COOPERATION**

I/We sincerely pledge our loyalty to the aims and ideals of Trinity Christian Academy and will bring all questions and criticisms directly to the administration so that they may be properly addressed by those in authority.

I/We understand and agree that continued enrollment and re-enrollment of my child(ren) is dependent on my parental support of the school, its staff and its policies.

The faculty and administration are hereby given full discretion in the discipline of our child(ren). Corporal punishment is not used at Trinity Christian Academy. Discipline may include missing recess in the elementary grades and detentions or suspensions in the upper grades. Parents will be notified in advance of a detention.

The school reserves the right to dismiss any student who does not cooperate with the educational process. TCA students are expected to abide by the standards and policies listed in the TCA Handbook, both on and off campus. If dismissed, a student may not be considered for re-admittance until he/she has completed the determined discipline.

I/We have read the Philosophy of Education, the Mission Statement, and the Statement of Faith and agree to the instruction of my child at Trinity Christian Academy under these documents.

**ADVERTISING PHOTO RELEASE**

Permission is hereby granted for Trinity Christian Academy to use my student’s picture or likeness in its advertising – to include, but not limited to, newspaper, video, television advertisement, or internet and media use.

No monetary compensation will be paid for the use of any photo or likeness of my child or me.

As parent/guardian of those named below:

- I give my consent to this release in full.**
- I do not give my consent to this release.**

**PARENT AGREEMENT**

I hereby affirm that I have read the Student Handbook and discussed its policies with my student. I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the Student Handbook.

I understand that the standards of the school do not tolerate profanity, obscenity in word or action, dishonor the Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.

I understand that the services of the school are engaged by mutual consent, and that either the school or I reserve the right to terminate any or all services at any time. I understand this Handbook does not contractually bind Trinity Christian Academy and is subject to change without notice by decision of Trinity Christian Academy’s governing body. Admission to the school is a privilege, not a right, and admission for one school year does not guarantee automatic admission for future years.

Date: \_\_\_\_\_ Parent’s Signature \_\_\_\_\_

Parent’s Signature \_\_\_\_\_

Students: _____	_____
Name	Grade
_____	_____
Name	Grade
_____	_____
Name	Grade

## **PARENT VOLUNTEER FORM**

We welcome and appreciate the involvement of parents at Trinity Christian Academy (TCA). Parent volunteers are a special blessing to our students and an integral part of the Trinity Christian Academy community. There are many opportunities for you to engage in your child's educational experience. Please prayerfully consider how you may partner and work in unity with the faculty, staff and administration to provide TCA students with the highest advantages of a Christian education. As you consider the opportunities below, please know that every TCA parent is welcome to join the monthly Parent Teacher Fellowship (PTF) Meetings. PTF has a very important role in helping to coordinate volunteers and in planning community building events. Thank you for taking a moment to consider how you would like to be involved. Someone will be in touch with you!

***“The harvest is rich but the laborers are few, so ask the Lord of the harvest to send laborers to his harvest” (Matthew 9:37).***

### **I would like to volunteer for the following school events and/or committees:**

- Hoop-A-Thon Committee: \_\_\_ Volunteer for Day of Hoop-A-Thon \_\_\_: (Oct. 30)
- Family Bowling Co-Chair: (October 13)
- Christmas Program: \_\_\_Transport Equipment \_\_\_Set Up \_\_\_Tear Down (December 12)
- Drama Productions: (Dec. 2-3 or May 19-20)\_\_\_Set Up\_\_\_Tear Down\_\_\_Set Design \_\_\_Other
- Spring Book Fair: \_\_\_Set Up \_\_\_Cashier \_\_\_Tear Down\_\_\_Other: (March 3)
- Teacher Appreciation Committee: \_\_\_ Help during the week: \_\_\_(May 7-11)
- Pre-K-6<sup>th</sup> Field Day: \_\_\_Set Up\_\_\_ Monitor Station \_\_\_Clean-Up (June 1) Rain Date: (June 8)
- Parent Prayer Team: (Every Wednesday at 8:00 AM)

### **I would like to volunteer my time and talents to help as:**

- Coach or Coaching Assistant\*
- Office Volunteer\*
- Room Parent\*
- Chaperone/Field Trip Driver (Must have proper insurance and CORI; see Office)\*
- Tutorial Help/Volunteering in classroom as teacher suggests\*
- Lunchroom Monitor/Recess Monitor/ AM & PM TRAFFIC MONITOR\*
- Facility Maintenance: painting, cleaning, snow removal, etc.
- Other \_\_\_\_\_

\* Requires a completed CORI form. \*\*Upper Level Parent Volunteers Needed --Please see the Office at the beginning of the year if you are interested in volunteering for any of these positions.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Parent Email Address @ \_\_\_\_\_