



STUDENT AND PARENT HANDBOOK

2011-2012
Secondary Level
Grades 7-12

*“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 7, 2011

Dear Student:

Welcome to Trinity Christian Academy! Whether you are a new or returning student, we are so pleased that you have made the commitment to a Christian education at Trinity. We believe that it is by God's leading that you are here. Our faculty is eager to help you discover and develop your God-given gifts and talents.

Now in our 45th year, Trinity has been providing excellent Christian education to students from Cape Cod and the Plymouth areas. At Trinity you will experience more individualized attention in a smaller class setting. Our faculty and staff are dedicated servants providing living role models for young hearts and minds. Trinity Christian Academy offers a well-rounded education that includes strong academics, the arts and physical education.

This handbook will inform you of the opportunities and responsibilities you have as part of our school community. Our desire is that you will experience an education built upon academic excellence and Christian character development. Our faculty will encourage you to seek truth, to know what is good, to develop a disciplined mind, to love the Lord with all your heart, soul and mind, and to love your neighbor as yourself.

The mission of Trinity Christian Academy is to educate and equip our students to become productive citizens for the glory of God. By reading this handbook and signing the student pledge, you are indicating your willingness to work toward these goals in your life.

Have a wonderful year!

Yours for Christian Education,

Ben Haskell
Headmaster

**TRINITY CHRISTIAN ACADEMY
SECONDARY HANDBOOK FOR STUDENTS AND PARENTS
2011-2012**

TABLE OF CONTENTS

WELCOME

Mission Statement.....	5
History.....	5
Statement of Faith.....	5
Accreditation & Affiliation.....	5
Organization.....	6
Purpose.....	6
Philosophy.....	6-7
Admissions.....	7
Financial Aid.....	7

SPIRITUAL LIFE

Church and Home.....	7
Chapel.....	8
Biblical Integration.....	8

ATTENDANCE POLICIES

Tardiness.....	8
Regular Absences.....	8-9
Student Leave of Absence.....	8-9
Avoidable Absences/Make-Up.....	9-10
Truancy.....	10

APPEARANCE CODE

Uniform Dress Code.....	10
Hair color/length.....	10
Body piercing.....	10
Jewelry/ornamentation.....	10
Slogans.....	10
Violations.....	10
Gym Uniforms.....	11
Uniform Free Days.....	11

GENERAL INFORMATION

Academic Honesty.....	11
Safety and Care of Students.....	12
Closing of School.....	12
Driving Privileges and Responsibilities.....	12
Extracurricular Activities & Field Trips.....	13
Lockers.....	13-14
Lunch/Food.....	14
Pizza & Milk Orders.....	14
Lost and Found.....	14
Music.....	14
Parent-School Communication.....	14-15
Phones/Phone Calls.....	15
Pick-Up/Drop-Off.....	15
Senior Privileges.....	15
Extended Day.....	15
Sign-In/Sign-Out.....	16
Display of Affection.....	16
Skateboards and Scooters.....	16

DISCIPLINE POLICY	
Philosophy of Discipline.....	16-17
Spirit of the School.....	17
DETENTION	
After School Detentions	17
Major Offenses.....	18
Suspension.....	18
Reapplication as a Result of Suspension.....	18
Expulsion.....	18
HARASSMENT POLICY	
Harassment.....	19
Sexual Harassment.....	19
Harassment and Retaliation Prohibited.....	19
Closure of a Complaint.....	19
Hazing	19-20
Bullying/Teasing policy.....	20-21
HOMEWORK, WITDRAWALS AND TRANSCRIPT POLICIES	
Importance.....	22
Incomplete Homework.....	22
Average Time Spent on Homework.....	22
Class Withdrawals.....	22
Transcript Requests.....	22
REPORT CARDS AND PROGRESS REPORTS	
Grading Terms.....	23
Grading System.....	23
Academic Honors.....	23
Achievement Testing.....	23
Academic Probation.....	23
High School Graduation Requirements.....	24
Community Service Requirement.....	24
GRADUATION AND COMMENCEMENT	
High School Graduation.....	24
Valedictorian Requirements.....	25
Salutatorian Requirements.....	25
Eighth Grade Commencement	25
COMPUTER AND INTERNET USE POLICY.....	25-27
GENERAL HEALTH AND MEDICAL INFORMATION	
Emergency Contact Information.....	27
Illness or Injury	28
Medication	28
Immunization.....	28
Health.....	28
PARENT TEACHER ORGANIZATION	
Information	29
FUNDRAISING POLICY AND OPPORTUNITIES TO CONTRIBUTE.....	29-30
NOTICE OF COMPLIANCE AND NONDISCRIMINATION POLICY.....	30
<u>APPENDIX I—FORMS REQUIRING SIGNATURES</u>	31-33
<i>Statements of Cooperation, Advertising Permission, Permission for Dismissal</i>	
<i>Parent Affirmation, Student Pledge and Parent Volunteer Forms</i>	

MISSION STATEMENT

Through the teaching of a dedicated Christian faculty, high academic standards, the foundation of Biblical Truth and a wholesome Christian environment, Trinity Christian Academy of Cape Cod seeks to educate and equip its students to become productive citizens in our society for the glory of God.

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 preschool and added one or two levels each year. The school now offers instruction for students from Pre-Kindergarten 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.

- *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*

ACCREDITATION AND AFFILIATIONS

Trinity Christian Academy received a ten year accreditation with the Association of Independent Schools of New England in 2001. We are currently a *Candidate for Accreditation* with both the New England Association of Schools and Colleges and the Association of Christian Schools International. Trinity also holds membership with the Association of Christian Schools International and the Evangelical Council for Financial Accountability.

ORGANIZATION

Trinity Christian Academy of Cape Cod, Inc. is a nonprofit 501 (c) (3) under the laws of the Commonwealth of Massachusetts and the Internal Revenue Service. 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. Entrance examinations and parent and student interviews with the Head of School will be required of all students entering grades 7 – 12.

FINANCIAL AID

Families requesting financial aid must first apply on line at www.factstuitionaid.com. Financial aid is awarded on a need basis (on a first come first served basis) as funds are available.

SPIRITUAL LIFE OF THE SCHOOL

CHURCH AND HOME

It is important to remember that, although attending a Christian school should provide spiritual nourishment, Trinity Christian Academy is not the local church, nor does it seek to replace the student's home. It is only as the home, church and school partner together, that the full potential for spiritual growth can take place. Involvement in your church's youth group and your personal devotional time are vitally important. Students are strongly encouraged to be active participants in their family and church life.

CHAPEL

We pray that our students consider Chapel time as the highlight of their week. Chapel is designed to be a time of worship and a devotional time which is different from Bible class. The format and presentation of chapels may vary, but mature, respectful, appropriate behavior is always expected. All enrolled students are required to attend Chapel each week.

BIBLICAL INTEGRATION

All subjects are taught in light of God's Word and are integrated with biblical truth. Student/teacher and student/student relationships will be ones that honor the Lord, whether in the classroom, on the athletic field, or in social relationships.

ATTENDANCE POLICIES

Regular, consistent attendance at school is one of the keys to successful academic achievement. The more a student is absent, the less likely that the student can maintain the same level of academic performance. It is the student's responsibility to find out what was missed. Students will be held responsible for making up any work missed when absent. Time given for makeup will be at least the same number of days missed.

(1) TARDINESS (Morning and Classroom)

If a student is not present at 8:00 AM for devotions, he or she is tardy. Classroom doors are locked at 8 AM and all students who are tardy must go to the office for a tardy slip. Only in rare circumstances will a tardy not be counted in a student's total number of tardies. The fourth tardy and each subsequent tardy during a grading period will result in a recorded absence and will count towards the students final attendance record for the school year. 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.

If a student is late to class, they will be required to present a late pass from the previous period's teacher, nurse or the office explaining why they were late to class.

(2) REGULAR ABSENCES

Absences are classified as "Regular" or "Avoidable". Most absences (like illnesses, doctor's appointments, etc.) are considered "Regular" and have expectations for missed academic work. In case of illness, it is the responsibility of the parents to notify the school office by 8:00 AM. If a student is absent, homework may be requested and may be picked up after 3:00 PM. Teachers need advance notice to properly prepare effective homework objectives. Parents should make arrangements to pick up assignments/materials no earlier than 3:00 PM. When a parent requests homework for an ill student, it will be assumed by the teacher that every effort will be made to complete the homework and for the student to be prepared for class upon returning. When a student has been absent for two or more days, 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 classified as

"Regular", the student shall receive full credit for make-up work unless it is passed in after the deadline stated above.

When returning from an extended absence, we ask that each student bring a written excuse signed by the parent or guardian or doctor. This excuse should state the reason for the absence. If the absence is foreseeable, a note should be sent in advance. Absences due to family travel for vacations are considered "Avoidable" and Unexcused.

Note: Any student absent from school may not participate in after-school activities that day without permission from the Head of School.

Long term assignments or tests assigned prior to the absence which are 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. Any variation from this policy is up to the discretion of the teacher involved.

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 exceeding three school days. Since the school calendar allows time for vacations, it is expected that parents make every effort to arrange their vacations to coincide with school vacation time. Parents are to seek counsel of their student's teachers to evaluate academic implications. Parents may not request more than **five** days of homework in advance and it is the teacher's prerogative to refuse such requests. These absences are considered "avoidable" and it is up to the individual teacher to determine how make-up work will be counted for credit. **All school work must be turned in on the day the student returns or it will count as a zero. Teachers and the Administration MUST receive a 2 week advanced notice in writing if the student will be out due to vacation or no work will be provided.**

- 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.
- Continued periods of avoidable absence may result in Trinity not inviting the student back the following year.

(3) AVOIDABLE ABSENCES

A few absences are classified as "Avoidable" and carry associated consequences for missed academic work. Avoidable absences are absences for reasons other than previously stated as Regular. Although we respect the right of the parent to choose whether or not to have their student in school on a particular day, we do not give the same opportunity to make up missed academic work as we do for a Regular absence. We classify missed class time for driving tests, hair appointments, birthday outings, shopping, sporting events, etc. as Avoidable. Parents are encouraged to use great discretion when considering Avoidable absences.

Make-up work for Avoidable Absences

Routine class work and daily assignments due on the day or days of Avoidable Absences will **receive no credit** for each day of class missed. Major tests and long-term assignments missed, must be made up with reduced credit (to be determined by the teacher) within the same time allotted for excused absences. Any work not made up within five days will receive a zero for the test or assignment.

Note: Students absent from school may not participate in any extracurricular activities that day.

(4) TRUANCY

Students who leave campus without permission from the school office will be considered unexcused for academic purposes and Trinity will not be responsible for them while off campus. Leaving campus without permission or not signing out will result in school discipline which may include detentions, revoking of privileges, and potential suspension of eligibility for extracurricular activities. Academic penalties for missed work will also be applied.

APPEARANCE CODE

Uniform Dress Code

Trinity Christian Academy has a school uniform (see Appendix for uniform requirements). It is expected that students will adhere to the uniform policy as written. 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 are encouraged to limit the amount of jewelry that they wear to school. A modest amount of jewelry for girls is appropriate. 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. Girls are advised to wear modest, light makeup.

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. 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.**

Each student will be held responsible for the appropriateness of his/her appearance. In the case of infractions of the dress code the student and the parent will be issued a *Dress Code Violation Notice*. **If necessary, students will need to wait in the office until parents bring alternative attire.** Students wearing items that are explicitly prohibited may have those items permanently confiscated. A detention will be issued. A second appearance violation will be considered serious and may result in loss of privileges, and a school/parent/student conference. **It is expected that students will remain in their uniform while they are at school and for any after school activities. (Exception: if students are WORKING or VOLUNTEERING in Extended Day they may change into jeans and an appropriate top / sweatshirt for outdoor play with the young students.)**

Anything not explicitly defined in this appearance code is subject to the Head of School's interpretation of the code.

GYM UNIFORMS

Gym uniforms are required for all Trinity Christian Academy students in grades 7 – 12. See the Uniform Guide for requirements. Students are to change just before gym.

UNIFORM FREE DAYS

Uniform Free Days are scheduled generally on the last Friday of the month. A theme is sometimes presented to the students by the faculty and staff. Modest and appropriate dress is required. Students not following guidelines will be asked to call home for appropriate dress.

GENERAL INFORMATION

ACADEMIC HONESTY & INTEGRITY

Trinity Christian Academy places a high value on academic honesty. During the first week of school, teachers will inform students of procedures and practices relating to homework, class work, and tests. Teachers will employ teaching and testing strategies that reduce the opportunities for dishonest behavior.

Students must conduct themselves according to the highest standards of personal integrity. Academic dishonesty occurs when a student obtains or assists others in obtaining credit for work which is not his/her own. Students must resist peer pressure to violate standards of honesty in academic work.

Examples of academic dishonesty are included here, but are not intended to be inclusive:

1. Communicating with another student during an examination or quiz;
2. Allowing a student to copy from one's examination or quiz;
3. Using unauthorized notes or computerized devices (calculators, palm pilots e.g.);
4. Obtaining a copy or information about a test or quiz without the knowledge or consent of the teacher
5. Copying another person's assignment;
6. Stealing or accepting stolen copies of tests or answer keys;
7. Unlawfully copying computer software or data created by others;
8. Any other violation intended to obtain credit for work which is not one's own.

Plagiarism is the act of taking and using as one's own work another's published or unpublished thoughts, ideas and/or writings. This definition includes computer programs, drawings, artwork, and all other types of work which are not one's own. Types of plagiarism include word-for-word, mosaic (rearrangement or rewording without documentation) and indirect (paraphrasing of a passage without documentation).

Examples listed here are typical, but not inclusive:

1. Failing to cite with quotation marks the written words or symbols of another author;

2. Failing to footnote, endnote or cite in parentheses the author and sources of materials used in a composition;
3. Failing to cite research materials in a bibliography;
4. Failing to name a person quoted in an oral report;
5. Presenting another person's creative work or ideas as one's own in essays, poems, music, art, or projects.

The following consequences for academic dishonesty and/or plagiarism are to be implemented by all teachers:

1. The teacher shall report any incident of academic dishonesty to the student, Head of School, and parents.
2. The teacher shall assign the student no credit for the academic work or examination involved, or the equivalent of a zero grade on an activity which is not an assignment, test or quiz.
3. Work will be done for no credit.

Records will be kept of students who are charged with academic dishonesty and/or plagiarism. A second offense typically results in an "F" for the class and expulsion is considered for high school students.

SAFETY AND CARE OF STUDENTS

While students are at school, they are under the watchful eye of a staff member. We consider the safety and care of our students to be necessary while at school. All doors of 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 to sign in. The school office opens at 8 AM and closes from 2:30 – 3:00 for dismissal. Parents wishing to talk with faculty are expected to wait until after dismissal and are asked to schedule an appointment with the teacher.

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.**

DRIVING PRIVILEGES AND RESPONSIBILITIES

Student driving to Trinity is a privilege, not a right. The operation of any motor vehicle has serious safety implications. Each driver must observe the following rules.

- Drive and park in a safe, courteous, and responsible manner.
- Horseplay in, on, or around cars, the parking lot, or driveway will not be tolerated.
- Speed must be kept under 10 M.P.H. at all times on school property. Spinning or squealing tires, or throwing gravel is not acceptable.
- Park in the designated lot at all times in an orderly fashion.

Student drivers must have a copy of their license, registration, and insurance on file.

EXTRACURRICULAR ACTIVITIES & FIELD TRIPS

It is a privilege to represent Trinity Christian Academy individually or within a group; therefore, this privilege is reserved for those students who maintain a good Christian testimony and meet an acceptable level of academic performance. Acceptable academic performance is based on individual abilities as determined by the Administration in conjunction with the parents.

While students are on a field trip, it is of utmost importance that they conduct themselves in a godly, polite, and courteous manner. Students will be respectful and obedient to authority and refrain from any inappropriate behavior. The school uniform policy applies to all field trips unless otherwise specified by the teacher. Students are not allowed to chew gum on field trips or at other school activities unless specific permission is given. Because students are representing TCA, **all school rules apply while on field trips**. The use of cell phones, iPods or any other associated technologies is not permitted while taking part in field trips. All costs associated with field trips are the responsibility of the student/family.

8th Grade Washington D.C. Trip: All 8th grade students in good academic and behavioral status are expected to attend the trip. The cost of the trip is included in the yearly tuition. No additional fundraising activities are planned to supplement the cost of the trip. This is an academic trip and the students will be learning about our Nation's Capitol through visiting monuments and museums.

7th Grade National Seashore Trip: All 7th grade students in good academic and behavioral status are expected to attend the trip. The cost of the trip is included in the yearly tuition. No additional fundraising activities are planned to supplement the cost of the trip. This is an academic trip and the students will be learning about our Natural Environment visiting local nature sites, monuments and museums throughout Cape Cod.

High School Trip to Europe: At the discretion and decision of the Headmaster and Language teacher, a trip to Europe can be offered for High School students that have completed one year of a foreign language and are in at least the 10th grade. Past trips have included visiting France, Spain and Italy. This is an optional trip and the students pay for their own passage. Some fundraising has been done in the past to offset the cost of the trip. The student must be in good academic and behavioral standing.

LOCKERS

Lockers are assigned to students in grades 7-12. Students are not allowed to change their locker assignments. Trinity reserves the right to inspect lockers at any time with or without notice. Trinity upholds the honor code for students and does not issue locks for student lockers. Students should not bring expensive or valuable items to school, but students are expected to respect each other's lockers and refrain from opening or interfering with another student's personal belongings in their locker. Any student, who is caught in another person's locker without permission, or found to have stolen items from another student's locker, book bag or purse, is subject to immediate suspension and/or expulsion.

Students are not allowed to put anything on the outside of the lockers. Lockers are to be kept clean. Posters, decorations, etc. on the inside should meet appropriate Trinity and Christian

standards. Any personal belongings must be with the students, in a locker, or hanging on designated hooks in the hallway. Book bags, lunch bags, or other belongings left on the floor in the hallway or **on top of the lockers will** be taken to the office, where they may be retrieved by their owners.

LUNCH / FOOD

Students must eat lunch in the designated lunch room. Food is not allowed outside this room unless special permission is granted. Snacking on food in the locker area is forbidden. On special permission days, students may eat outdoors in approved outside areas only. Lunchroom behavior is to follow the guidelines of Christian character and decorum. Students may not leave the lunchroom without permission from the supervising teacher.

PIZZA / MILK ORDERS

Milk is available daily and Pizza is available for lunch on Mondays. Pizza and milk will be ordered three times during the year through an order form sent home by the school office. Hot lunch is available from time to time. **No late orders will be accepted. The school can not save milk or lunch for following day(s) when a student is absent.**

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.**

MUSIC

Radios, CD or tape players, MP3, or iPods, are not allowed in school except when special permission is granted for a specific class or project. This policy also includes beepers, pagers, laser pointers and similar electronic devices that are potentially disruptive to the learning environment of the school. Any music, sacred or secular, used on the school's premises is subject to approval. Confiscated items may be picked up by parents at the end of the day.

PARENT-SCHOOL 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 is 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. Parents are expected to check their email for important weekly updates from the school Families who do not have email may request to receive hard copies of the “News You Can Use”, progress reports and/or report cards.

In an effort to be good stewards of our resources and our environment, the school newsletter will only be printed quarterly. Formal parent-teacher conferences are held at the midpoint of the first

marking period, but are encouraged throughout the entire year as needed. Parents should assume responsibility to initiate regular communication in order to encourage and hold their student accountable.

The faculty and staff at Trinity encourage you to abide by the principle in Matthew 18:15-17 and go to the teacher first with any concerns or offense you may have. If, after consulting and praying together for mutual understanding, there is no reconciliation or solution, then they should agree to go together to counsel with the administration. In the same way, any disagreement with the administration which cannot be resolved by speaking together should be referred through the Education Committee of the Board to Trustees for final disposition of the matter.

PHONES/PHONE CALLS

The phones in the office are not to be used by students to make personal calls home for lunches or forgotten books. Students who carry cellular phones must have them turned off and kept in their lockers until dismissal. Phones that are misused or cause distractions will be confiscated and turned into the office, and a detention may be issued for misuse. Parents may retrieve cell phones from the office at the end of the day. Texting and cell phone use by students is **NOT PERMITTED** at any time. Parents are asked to refrain from calling the school to speak to their children during the school day unless it is an extreme emergency. Urgent messages must be relayed to your children through the office.

PICK-UP AND DROP-OFF

Cars entering the school property may park in the lot to the far side of the school. Please do not leave your car unattended in front of the school as it makes driving by difficult and possibly dangerous. All parents and students should enter through the main entrances.

EXTENDED DAY

Extended day will be available for students through grade 8 from 3:15 PM – 6:00 PM for an additional fee. See the office for more information and sign-up form.

SENIOR PRIVILEGES

Seniors in good academic standing may be allowed to leave school grounds for lunch on Fridays after the end of first term if they observe the following procedures: Students must have a written parental permission slip on file allowing them to leave school and drive themselves **only**. **Students must sign out at the office.** Once a student has signed out, he/she is no longer the responsibility of the school, until he/she returns and signs in again. Students who do not return for their afternoon classes, or who are late to class will have their privileges suspended. Students are reminded that these are privileges and the Headmaster may revoke such privileges as deemed necessary. **Additional senior privileges must be approved by the Headmaster.**

SIGN-IN/SIGN-OUT

Students who arrive at school any time after 8:00 AM **are required** to sign in at the school office. Students who leave school any time before the end of the school day **are required** to sign out at the school office. Seniors leaving campus under senior privileges, or students with medical appointments are included in this procedure. Early dismissal athletic trips and class field trips are the only exception. Failure to follow the procedure will result in disciplinary action.

DISPLAY OF AFFECTION

Public display of physical affection is not appropriate at school or school related activities.

SKATEBOARDS AND SCOOTERS

Skateboards and scooters may NOT be used on school property.

DISCIPLINE

The philosophy of discipline 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) The purpose of discipline is not merely to enhance the learning environment, but to train and lead our students into maturity and self-discipline. Our students should be taught to feel a God-given responsibility to "walk honorably before all men." It is our expectation that all students and adults will be treated equitably, fairly, and respectfully at Trinity Christian Academy.

As Christian parents and educators, it is important to keep in mind the goal of any discipline. We discipline students because we love them and it is our Scriptural duty. It is our desire to help students learn to choose desirable behaviors instead of unacceptable ones. Disciplinary action teaches a student that there are repercussions for poor behavior, and is ultimately the way to respect each person's dignity. Trinity recognizes, however, that good behavior cannot be legislated, and must come from within.

The school will evaluate each case of student misconduct or problem behavior and take whatever disciplinary action is appropriate based on the total circumstances involved. If the school determines that a student's influence is considered harmful or detrimental to the student body as a whole, the school may request the student to immediately withdraw, or expel the student.

The highest of Christian standards are to be maintained at all times. Inappropriate activities such as sexual immorality, harassment, bullying, racial slurs, stealing, gambling, possession of a weapon of violence, possession of aerosol cans, and use of tobacco, alcoholic beverages, or drugs (promotion, use, or distribution) are cause for immediate suspension and probable expulsion.

Teachers are given full authority over their classrooms. It is their responsibility to maintain discipline and control in the classroom. Should a student require discipline, various actions may be used, including being dismissed from class, loss of privileges, or detentions. A situation which becomes chronic, flagrant or otherwise worthy of special consideration will be referred to the

Administration. The situation may require a parent conference and may lead to suspension, probation, or expulsion. The Administration may request the withdrawal of any student who, in the opinion of the Administration, does not fit into the spirit of the school, regardless of whether or not he/she conforms to the specific rules and regulations.

SPIRIT OF THE SCHOOL

The following may be considered an indication of failure to fit into "the spirit of the school".

- Uncooperative spirit
- Chronic disruption of classes
- Excessive tardiness
- Attitude incompatibility
- Abuse or bullying of other students or staff
- Sexual misconduct
- Chronic disrespect for school staff
- Lack of respect for God or the Bible
- Undermining the purpose of Trinity Christian Academy
- Rebellion towards discipline
- Chronic complaining
- Sowing discord
- Chronic unexcused absences
- Non-conformity to standards of attire/appearance or conduct
- Lack of parental cooperation
- Inability or unwillingness to maintain the academic standards of Trinity Christian Academy

Regulations contained herein are not all inclusive. The parent/guardian is responsible for all financial obligations in all cases of withdrawal or expulsion.

DETENTION

Teachers are given full authority over their classrooms. Discipline issues will be handled within the classroom whenever possible. Classroom and school expectations for student behavior will be clearly stated at the beginning of the school year.

Behavioral and academic infractions will be subject to one-hour afternoon detentions, taking place directly at the end of the school day. Two or more offenses in the same week will result in the corresponding amount of hours served in detention. No excuse will be accepted for a student missing a scheduled detention. Students arriving late to a detention or being disruptive during a detention will be subject to a subsequent hour of detention at the teacher's discretion.

After three detentions by any teacher the student will be issued a one day suspension from school and school related activities. Three suspensions will necessitate a meeting for the student and parents with the Head of School to determine whether the student should remain at Trinity Christian Academy. In all cases, the Head of School reserves the right to determine alternative disciplinary measures to ensure appropriate consequences.

Some Major Offenses

- Bullying/teasing
- Cheating on homework or daily quiz
- Cheating on an examination, mid-term or final exam
- Direct Disobedience
- Disrespect
- Hazing
- Horseplay
- Passing, writing and/or reading notes
- Physical mistreatment of other students including fighting, kicking, and tripping
- Profanity or vulgarity
- Possession of any lewd or indecent material
- Skipping class
- Theft
- Vandalism

The detention notice is an official school document. Any alteration of information or forged signature will be considered a serious offense which may result in suspension.

3 Detentions = 1 Suspension

3 Suspensions = Grounds for Expulsion

SUSPENSION

If the Administration determines that a student has engaged in behavior or activities which constitute gross misconduct or the disciplinary measures taken have not improved the student's attitude or behavior, a suspension may be issued. In the event that a student is suspended, the administration will notify the student's parents or legal guardian of the suspension as soon as possible or practicable, either by telephone or by mail and will explain the reasons for the suspension. A meeting between the Head of school, parents, and student will be scheduled.

Absences due to a suspension will count against a student's attendance. The student will receive NO credit for any school work, assignments and tests missed during the suspension.

REAPPLICATION AS A RESULT OF DISCIPLINE

All students suspended or disciplined for serious or recurring issues during a school year, will be required to re-apply for admission to Trinity Christian Academy for the following year, if they wish to remain a student. The regular admission process will apply with the addition of one requirement. Recommendations from the student's current teachers, coaches, or sponsors of activities the student has been involved in will be obtained, and a decision made by the Administration by June 1.

EXPULSION

Certain behaviors and activities may warrant an expulsion of a student. The student's parents may appear at a hearing called by the Education Committee of the Board of Trustees who will provide a written or oral recommendation to the Board of Trustees at their next regularly scheduled meeting. A student may be suspended until the final disposition of the matter.

HARASSMENT POLICY

DEFINITION: *“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 on 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 may reasonably be viewed as harassment by other individuals. It is also important for individuals to make it clear to others when a particular behavior or communication is unwelcomed, intimidating, hostile, or offensive.” [MASSACHUSETTS GENERAL LAWS CHAPTER 269: CRIMES AGAINST PUBLIC PEACE]*

Trinity Christian Academy is committed to maintaining a school environment free of harassment based on race, color, religion, national origin, age, gender or disability. We proclaim the dignity and rights of all people. We believe it is imperative that our students feel protected, safe and secure in our school setting. Harassment by any personnel, student, vendors, or other individuals at school or at school sponsored events is unlawful and 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.

SEXUAL HARASSMENT

While all types of harassment are prohibited, sexual harassment requires particular attention. Sexual harassment includes sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature made by someone in our educational setting.

HARASSMENT AND RETALIATION PROHIBITED

Harassment in any form or for any reason is absolutely forbidden. In addition, retaliation against any individual who brings harassment or other inappropriate behavior to the attention of school personnel, or who has cooperated in an investigation of a complaint under this policy is unlawful and will not be tolerated by Trinity. In certain cases, the harassment of a student may constitute child abuse under Massachusetts law. TCA will comply with all 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. 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.

HAZING POLICY

Soliciting, encouraging, aiding, or engaging in hazing is prohibited. “Hazing” means any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are or include other students. A student engaging in hazing that

endangers another student's mental or physical safety will not be tolerated, and consequences will be administered including the possibility of expulsion.

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

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. 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 BULLING

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 BEHAVIOR

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.

- 1st Offense—meets with administrator, no punitive actions
- 2nd Offense—assigned 2 days detention with manual work detail
- 3rd Offense—assigned 1 week detention with manual work detail
- 4th Offense—assigned minimum of 2 days suspension
- 5th Offense—assigned minimum of 5 days suspension
- 6th 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.

HOMEWORK, WITHDRAWALS AND TRANSCRIPT POLICIES

Homework is part of Trinity Christian Academy's efforts to set high expectations and to ensure success for all. Homework is important: it complements classroom instruction, extends the students' time on learning and helps develop the students' sense of responsibility. *Homework is the time when the student proves to himself that he is a learner.* Students should expect to be assigned homework each night in any of the subject matters. One way to train up a child is through organization and preparedness. Regularly completed homework is necessary for satisfactorily fulfilling course requirements. Incomplete homework will negatively affect the grade average. Students are expected to use an assignment notebook.

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

1. Grades 7 to 8 – about 2 hours per school day
2. Grade 9 to 12 – about 3 hours per school day

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 above, parents should be in touch with the teacher. A conference may be requested.

School vacation time is recognized as an important time for family recreation and leisure. **Therefore, there are no homework expectations during week long / extended school vacations.**

CLASS WITHDRAWAL / TRANSFER

High school students may withdraw from a course without penalty within the first two weeks of classes. If a student withdraws after two weeks, they will receive a penalty of a “WF” (Withdrawal – Fail) on their permanent transcript and report card. No credit will be received. The student **MUST** obtain the **Class Withdrawal Form** available in the Main Office and it **MUST** be approved by the headmaster and signed by the teacher, student and parent. (No exceptions)

TRANSCRIPT REQUESTS

High School students needing an official school transcript for college, scholarship, or for transferring to another high school should submit their request in writing using a Transcript Request Form from the school office. Students needing official transcripts should allow one week for processing their request. Alumni may request transcripts up to one year from graduation at no charge. After one year, a processing fee will be applied.

UPPER LEVEL REPORT CARDS & PROGRESS REPORTS

Upper Level report cards will be issued four times per year. Progress reports will be sent to parents midway through first marking period, and at any time a student exhibits a significant change in progress. A Parent-Teacher conference is required after the first progress report is sent home. Conferences at other times throughout the year may be requested by either the parent or teacher to ensure effective communication between the home and school.

GRADING SYSTEM

97-100 = A+	73-76 = C
93-97 = A	70-72 = C-
90-92 = A-	67-69 = D+
87-89 = B+	63-67 = D
83-86 = B	60-62 = D-
80-82 = B-	Below 60 = F (no course credit given)
77-79 = C+	I = Incomplete (grade becomes final after 4 weeks)

A final grade of 65% or lower signifies a failure to satisfactorily complete course requirements of the curriculum, and will result in mandatory after school tutoring sessions during the year and mandatory summer school sessions for math and language.

HONORS

Academic honors for students in grades 7-12 will be announced after each grading period. Honors are awarded for grades in all subjects including electives. Honors will not be awarded to any student with an incomplete in any subject.

HIGH HONORS: Nothing lower than an A- in all subjects including electives

HONORS: Nothing lower than a B- in all subjects including electives

ACHIEVEMENT TESTING INFORMATION

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 /her academic potential. To this end:

- A new student may be placed on Academic Probation to carefully monitor and assess his/her transition and placement for a given amount of time.
- A student is placed on Academic Probation for failing to maintain a 70 average in two or more academic courses on the progress report or report card.
- Students placed on Academic Probation will follow an appropriate remediation plan determined by the teacher and the administration, with the goal of improving academic work. This may include staying after school for academic help in the subject(s) needing improvement, independent tutoring or appearing before an academic review board.
- A student's involvement in Trinity's sports program will be suspended until the next report is issued.
- After the third marking period of the year, a student with a D average in any subject will be placed on Academic Probation to help avoid a year-end failure.

HIGH SCHOOL GRADUATION REQUIREMENTS

The secondary program is based on a college-preparatory program.

<u>Subject</u>	<u>Number of Credits</u>
English	4
History	4
Bible	4
Math	3
Science	3
Language	3**
Senior Project	.25
Computer	.5
Health	.25
Personal Fitness	1 [High School courses or 100 hours over 4 years]* (In school or properly documented activities outside of school)
Creative Arts	1 [High School courses or 100 hours over 4 years]*
<u>TOTAL</u>	<u>24.00</u>

* An exception may be made for transferring students.

** An exception may be made as determined by a needs assessment.

COMMUNITY SERVICE:

In addition to the above credits, students must also complete 100 hours in community service. Community service hours may be accumulated upon completion of the eighth grade. All community service hours must be documented and turned into the administration.

GRADUATION & COMMENCEMENT ACTIVITIES

HIGH SCHOOL GRADUATION:

Seniors are required to attend all graduation activities, including rehearsals. Failure to attend rehearsal could result in restriction from participation in Graduation. Students are expected to meet school dress code requirements for all commencement activities (this includes rehearsals).

The Junior class families (parents and students) are expected to help with the graduation reception after the ceremony and assist in providing refreshments, set-up, serve and clean up at the graduation reception.

Additional fees for commencement activities may apply. (Cap & Gown, Invitations, Reception, Dinner, etc.)

Valedictorian Requirement

The valedictorian shall be a graduating senior in good standing with the highest grade point average (GPA) in the senior class. The valedictorian shall speak at graduation commencement. The high school English teacher shall assist the valedictorian in the preparation of the graduation speech.

Salutatorian Requirement

A salutatorian may be chosen after the selection of the valedictorian. The salutatorian shall be a student in good standing with a grade point average (GPA) of at least 3.30. The salutatorian shall speak at graduation commencement. The high school English teacher shall assist the salutatorian in the preparation of the graduation speech. It is an honor and a privilege to represent Trinity at the Graduation ceremony. The Headmaster and faculty will make the final decisions regarding student speakers.

EIGHTH GRADE COMMENCEMENT

Graduating 8th grade students are required to attend the 8th grade Commencement activities. Eighth grade students are required to speak at Commencement. Seventh grade students are invited guests of the 8th grade class and are strongly encouraged to attend.

Additional fees for commencement activities may apply for 8th grade students and their guests.

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

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.

Security: Security on any computer system is a high priority. If a user identifies a security problem, he/she shall notify the head of school immediately, without discussing it or showing it to another person. Any user identified as a security risk will be subject to disciplinary action, up to and including expulsion.

Vandalism: Vandalism included, but is not limited to, any attempt to harm or destroy the computer system, hardware, software, or data of TCA, another user or any other agency or network that is connected through the Internet. Vandalism will be subject the user to disciplinary action, up to and including expulsion. It may also involve a referral to appropriate law enforcement agencies.

Password: If the school uses passwords, the user understands that the password chosen is for personal use only and shall not be shared with any person, except as directed by TCA. The password must be changed at any time according to the needs of TCA.

Monitoring: The computer system and all communications and information transmitted by, received from, or stored in the computer system, including email, are the property of TCA. User should not expect that his/her use of the computer system and Internet is private. User has no expectation of privacy in any and all use of the computer system and Internet, including but not limited to, back up files, email messages and the transmission, receipt or storage of information in the computer, as it deems necessary. Monitoring will be conducted to ensure system integrity and to ensure that all users are using the computer system and Internet responsibly and according to this acceptable use agreement. *User acknowledges and expressly consents to TCA accessing, monitoring, and disclosing his/her use of the computer system and/or Internet at any time at TCA's discretion.*

Terminating: TCA has the sole right at any time, with or without cause, to terminate or suspend any user's access to, and use of, the computer system and/or Internet.

Responsibility: User understands that the computer system and Internet is to be used only for educational purposes. Any violation of the terms of this acceptable use agreement may result in loss of computer system and Internet privileges, disciplinary action, up to and including suspension or expulsion, and appropriate legal action.

The Internet links computers around the world and provides access to a wide variety of information and resources. The law affecting the Internet is developing and changing daily. No acceptable use agreement could identify each and every inappropriate use of the computer system and/or Internet through TCA property. TCA is the sole judge of whether the use of the computer system and/or Internet is consistent with this acceptable use agreement and its final decision shall be final. If user is unsure whether use of the computer system or Internet is appropriate, user shall confer with the head of school.

TCA reserves the right to modify this acceptable use agreement at any time in any manner. The Internet links computers around the world and provides access to a wide variety of information and resources. The law affecting the Internet is developing and changing daily. No acceptable use agreement could identify each and every inappropriate use of the computer system and/or Internet through school property. TCA is the sole judge of whether the use of the computer system and/or Internet is consistent with this acceptable use agreement and its decision shall be final. If unsure whether use of the computer system or Internet is appropriate, user shall confer with the head of school. TCA reserves the right to modify this acceptable use agreement at any time in any manner.

GENERAL HEALTH AND MEDICAL INFORMATION

Good health is vitally important for satisfactory progress in school. Trinity Christian Academy maintains an individual school health record for each child. Please help by keeping the office informed about any medical information that should become part of your child's school health record. More complete explanations of the Trinity Christian Academy School health policies will be sent home at the beginning of each school year.

EMERGENCY CONTACT INFORMATION

When students first enter school, parents are asked to complete the *Emergency Contact* forms online. 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 for updating the online Emergency Contact forms if any of the information should change. 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 school nurse or 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.

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 health/physical form is required yearly for any student involved in school sports.

HEALTH EDUCATION

A one semester health education course is part of the Trinity Christian Academy graduation requirement. The goals of health education are to supplement and reinforce discussions about health in the home and to facilitate better communication between youth and adults in their family and community. Copies of curriculum materials and videos that will be used are available for your review at the school site. A student may be excused from any part of the health education program which conflicts with religious, moral, or personal convictions.

PARENT TEACHERS' ORGANIZATION (PTO)

The PTO 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.

PTO activities include recruiting parent volunteers to help support: teachers in the classroom, community events, and approved PTO fundraisers: Some examples are: *Room Parents, Prayer Support, Back-to-School BBQ, Hoop-a-Thon, Thanksgiving Feast, Teacher Appreciation Week, and Field Day*. PTO also helps provide needed resources for teachers and students. Past projects have included: funding for field trips, winter gym, 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.

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.

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

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.**

PERMISSION FOR DISMISSAL FROM SCHOOL

(Upper Level Only)

- I give permission for my child(ren) to be dismissed from school by the side door of the Upper Level wing at the end of the school day.

Date: _____ Parent's Signature _____

Parent's Signature _____

PARENT AFFIRMATION

We hereby acknowledge that we have read the Student Handbook, the standards of conduct, and the Statement of Cooperation. We will seek to nurture and hold our child accountable to these school, community and biblical standards. We understand that the statements contained in the Student Handbook are guidelines only, and that the Handbook does not constitute a contract between Trinity Christian Academy and its students or the parents of its students. We also understand that Trinity Christian Academy specifically retains the discretion to amend, discontinue, or vary the policies and procedures contained in the Student Handbook with or without prior notice.

Date: _____ Parent's Signature _____

Parent's Signature _____

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

STUDENT PLEDGE

(7th through 12th grade students Only)

It is my desire to be a part of the student body of Trinity Christian Academy. It is my desire to grow in my knowledge, my relationships with others and my relationship with Jesus Christ to the glory of God. I affirm that I have read the Student Handbook and understand its contents, including the standards of conduct. I will observe the biblical principles set forth in the Guidelines for Christian Conduct, abide by the expectations of this Handbook and will consciously seek to develop the pattern of life that will honor the Lord Jesus Christ in my personal, family and social relationships.

Date: _____

Student's Signature _____

Grade _____

PARENT VOLUNTEER FORM

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

The rich opportunity to be involved in the ministry of Trinity has been a blessing to our volunteers. However, as it is the case in so many instances, the same people continue to step forward. We hope by extending a specific request to all parents through this Manual, we will be able to expand the number of volunteers. It is therefore an understandable expectation that part of the parental covenant with Trinity is support through voluntarism. Volunteers are an integral part of the Trinity Christian Academy community.

Please check at least two activities you will assist with:

- Open House
- Tutorial Help/Volunteering in classroom as teacher suggests*
- Lunchroom Monitor/ Recess Help*
- Room Parent*
- Field trip driver (Must have proper insurance and CORI; see Office)*
- Field Day
- Christmas Program
- Hoop-A-Thon
- Campus Work Day
- Sports Team Help/Coaching assistants
- Spring Drama Productions
- Thanksgiving Dinner
- Family Fun Nights
- Office Volunteers
- Snow Removal
- Class Breakfasts
- Teacher Appreciation Day
- Other _____

* Requires a completed CORI form. 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 @ _____