

Dear Parents and Students,

Welcome to Trinity Christian Academy! TCA is dedicated to educating and developing the whole person for the glory of God.

Throughout the school year, questions may arise concerning school policy; therefore, we have compiled this handbook to give full expression to our covenant with you as a Christian educational community. It covers everything from academic concerns to student activities and uniform rules. To be as thorough as possible and to clarify things that might be new to you, we revise the handbook each summer so that each year's edition is updated. Although we make every effort to be precise and clear, there are times when mistakes or misprints happen.

Since this handbook includes most of our general parameters of school life, **it is important that every parent and student read through the entire booklet** to familiarize them with its content. **Parents and students are responsible for the procedures and rules outlined in this book.**

Information, rules, procedures and the like are simply an attempt to help the community operate smoothly and fairly, allowing for “true freedom” within these boundaries to be expressed and enjoyed. The spirit of this booklet is to allow TCA to operate in a way which gives glory and honor to Christ and His people. It is with that explicit and heartfelt sense that we offer this 2024-2025 edition to the school community, hoping that His name will be glorified in all we do.

**On behalf of the faculty, staff, and Leadership Team, we would like to welcome you to Trinity Christian Academy.**

**May we commit everything we do to the Lord!**

“We love because he first loved us” 1 John 4:19

Sincerely in Christ,

*Shelly McKee*

TCA Principal

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## **TCA PARENT CONVENANT**

The Principal and the Board encourage TCA parents to join together, pledging to uphold this covenant in order to glorify God through families, teachers, and students that embody His grace.

### **As parents we understand, agree, and will commit to the following:**

1. To guide our children through a Biblical worldview, recognizing TCA as a supportive partner (Deut. 6:5-7; Col. 2:8; Matt. 22:37).
2. To pray earnestly for TCA, its families, faculty, staff, and administration (James 5:16).
3. To serve the school in whatever capacity my time, and talents, and gifts will allow, as a result of my growing personal faith in Jesus Christ (Mark 10:43-45).
4. To live our calling to a higher standard of conduct as evidenced in our thoughts, our words, and our behavior both in school and to the outside community, because as a Christian community TCA bears witness to the character of the Lord Jesus Christ (Eph. 4:1).
5. To exhibit qualities of a Christ-like life espoused and taught by the school and to refrain from engaging in, condoning, supporting, or promoting sexual immorality, including homosexual and bisexual behavior. (Leviticus 20:13, Romans 1:27)
6. To preserve unity in the body, by seeking to resolve any conflict within the TCA community by addressing the matter appropriately with the person or persons directly involved (Matt. 18:15-17).
7. To look for the good in our children's behavior and to praise them and their parents for demonstrating Christ-like character (I Cor. 13:4-7)
8. To communicate lovingly to other parents when we have valid concerns about their child's behavior, so that each of us as parents may guide our child to grow in Christ-like character (Col. 3:12-17).
9. To attend school-related meetings designed to foster a community of TCA parents who are more equipped to work with the school and one another, to educate our children, and to be more unified in our ability to encourage one another in this high calling (Heb. 10:25).

## **TCA: DISTINCTIVES AND OBJECTIVES**

In our efforts to fulfill our mission, TCA seeks to create understanding among all in the school community. This understanding hopefully comes as a result of a clear presentation of who we are as an institution and body.

We believe the specific objectives of Trinity Christian Academy are realized when the *home and school are working in concert and mutual support*. While we believe God has given the primary responsibility for discipline and instruction of children to parents, TCA endeavors to assist the parents in the *teaching and training of truth and character development*. **Trinity Christian Academy approaches education within *the framework of our faith in Jesus Christ* as outlined in our doctrinal statement. TCA is committed to *combining a Biblical worldview with a college preparatory curriculum, benefiting the whole student; spirit, mind and body*.** TCA students are afforded the opportunity to develop critical thinking skills from a Christian worldview, guiding them into making their relationship with Jesus Christ meaningful in every aspect of their lives.\*

The objectives of Trinity Christian Academy ultimately can be seen in the following summary:

- To establish God's Truth as ***the*** guide for life.
- To maintain a college preparatory curriculum and high academic standard.
- To encourage an environment where fellow believers are co-laborers to the glory of God, benefiting students, families, faculty, and staff.
- To recognize that the TCA student's value system originates in the home and is further developed by the home, church, and school working together, which form a structure of great strength and stability.

*\*The italicized phrases are an abridgement of TCA's Doctrinal Statement, Mission Statement, Philosophy of Christian Education, and Parent Covenant.*

# TRINITY CHRISTIAN ACADEMY

## STAFF

Shelly McKee	Principal/4 <sup>th</sup> -8 <sup>th</sup> Grade Language Arts
Jacqueline Hudson	Office
Kim McDonald	K-3 Teacher
Jackie Evans	K-4 Teacher
Maegan Driver	Kindergarten Teacher/Janitorial
Destiny Paris	1 <sup>st</sup> & 2 <sup>nd</sup> Grade Teacher
Thela Short	3 <sup>rd</sup> & 4 <sup>th</sup> Grade Teacher
Leo Rios	5 <sup>th</sup> & 6 <sup>th</sup> Teacher
Jeanette Urbanowicz	7 <sup>th</sup> & 8 <sup>th</sup> Grade Teacher/PM Ext Care
Katie Gomez	Teacher Assistant and AM Extended Care
Maria Ayala	Cook
Shekinah Gilliam	Art and PE Teacher
Kathryn Hickman	Choir Teacher

## **TCA Leadership Team**

Board President:

Mike McKee

Chief Financial Officer:

Maggie Rodriguez

Principal:

Shelly McKee

Parent focus groups and TCA staff members are also utilized for input in decision making. Your suggestions and ideas are welcome. The TCA family is dedicated to Educating and Developing the Whole Person for the Glory of God.

# **TCA 2024-2025 SCHOOL CALENDAR**

**(Days are subject to change throughout the year)**

August 12	Professional Day
August 13	Meet the Teacher – 12:30 - 6 pm
August 14	First Day of School
August 29	PTF Ice Cream Social – 6:00 p.m.
September 2	Labor Day - NO SCHOOL
September 9	Student Showcase Chapel
September 19	Progress Reports
September 16	Student Showcase Chapel
September 23	Student Showcase Chapel
September 24	Student Council Elections
September 25	See You at the Pole – 8:00 a.m.
September 30	Student Showcase Chapel
October 7	Student Showcase Chapel
October 10	End of 1 <sup>st</sup> Quarter
October 11	No School- Parent Teacher Conference
October 14-18	Fall Break - NO SCHOOL
October 21	Student Showcase Chapel
October 21	Beginning of 2nd Quarter
October 24	Pastor Appreciation Lunch
October 28-Nov 1	Red Ribbon Week
November 4	Student Showcase Chapel
November 11	Veterans Day Observed - NO SCHOOL
November 14	Progress Reports
November 14-15	Blood Drive
November 11	Veterans Day Observed - NO SCHOOL
November 18	Student Showcase Chapel
November 22	Thanksgiving Luncheon – 12 noon
November 25-29	Thanksgiving Break NO SCHOOL
December 2	Student Showcase Chapel
December 6	Spelling Bee
December 9	Students Showcase Chapel
December 16	All School Dress Rehearsal- 9:00 a.m.
December 17	Christmas Program K3/K4 – 1:30 p.m.
December 17	Christmas Program KG-8th – 6:00 p.m.
December 18	Christmas Party at LOL
December 18	End of 1st Semester
December 19-Jan 3	Christmas Break - NO SCHOOL



**TCA 2024-2025 SCHOOL CALENDAR (CONT)**  
**(Days are subject to change throughout the year)**

January 6	Begin. 2nd Semester
January 6	Student Showcase Chapel
January 9	Report Cards
January 13	Student Showcase Chapel
January 20	Martin Luther King Day – NO SCHOOL
January 27	Student Showcase Chapel
January 27-31	School Choice Week
February 3	Student Showcase Chapel
February 5	100th Day of School
February 10	Student Showcase Chapel
February 13	Progress Reports
February 14	Valentine's Day Party – 2:00 p.m.
February 17	President's Day - NO SCHOOL
February 24	Student Showcase Chapel
March 3	Student Showcase Chapel
March 7	Bible Bee
March 10	Student Showcase Chapel
March 17-21	Spring Break - NO SCHOOL
March 24-25	Optional Parent/Teacher Conferences
March 27	Report Cards
March 28	Talent Show Entries Due
March 31	Student Showcase Chapel
April 7	Student Showcase Chapel
April 14	Student Showcase Chapel
April 17	Easter Parties at 130 pm
April 17	Progress Reports
April 18	Easter Break- NO SCHOOL
April 21	Easter Break- NO SCHOOL
April 22-25	Volunteer Appreciation Week
April 28-May 1	Testing Week
May 1	Art & Science Fair - (5-7 p.m.)
May 1	Talent Show/Auction - 6 p.m.
May 5	Student Showcase Chapel
May 5-9	Teacher Appreciation Week
May 8	Yearbook Signing Party- 2:00 p.m
May 12	Student Showcase Chapel
May 13	Super Kids Day/ Last Day for K3/K4
May 14	Kindergarten Graduation - 9 a.m.
May 14	Awards Assembly - 1 p.m.
May 14	LAST DAY OF SCHOOL
May 15-16	Professional Day /Staff Meeting
May 26	Memorial Day- Office Closed

## ADMISSIONS POLICY

Trinity Christian Academy of Lawton, Inc. accepts students for grades K-3 through 8<sup>th</sup> after preliminary testing (when applicable), a pastor's recommendation, and on the basis of a personal interview of the parents by the Principal. **It is important that at least one parent is a Christian.**

Upon completion and return of the student application, accompanied by a photocopy of the student's latest report card, and their pastor's recommendation, the Principal will interview the parents and test the student as needed. The parents and/or legal guardian will be informed of the admission decision by the Principal.

**Students who have had prior suspensions and/or expulsions will not be admitted unless approved by the Board.**

Trinity Christian Academy of Lawton, Inc. accepts students of any color, race or national origin without prejudice. Said students are entitled to all rights, privileges, programs and activities generally accorded or made available to students of the administration of its educational policies, admission policies, athletics, extra curricular activities and other academy administered programs.

### **Special Needs Considerations**

Students with an Individualized Education Plan (IEP) or Special Needs Medical Diagnosis may be considered for enrollment at TCA. The Principal will review the IEP or diagnosis with the parents and make recommendation to the board with regard to admission. If enrollment of child is accepted by the board an accommodation plan will be presented to the parents. Parents must agree to the plan and sign prior to school implementation.

## SAFETY ISSUES

### **Drop off: Mornings**

Classes begin at 8:20 a.m. Parents/Guardians may drop off their children at TCA's Main Entrance or East Doors at 8:10 a.m. Students arriving before 8:10 a.m. will go directly to the Computer Lab, located across from the office. Classrooms will be opened for students at 8:10 a.m. After the first week of school, please allow your child to walk to their classrooms on their own. (This teaches responsibility and independency). If you wish to walk with them, please obtain office approval. **IT IS VERY IMPORTANT THAT PARENTS BRING STUDENTS TO SCHOOL ON TIME!**

### **Pick up: After School**

Half Day Pre-Kindergarten and Kindergarten students will be dismissed at lunch, or they may participate in lunch with the class and be picked up after lunch recess. All Full Day students will be dismissed at 3:00 p.m. Students not picked up by 3:10 p.m. will be sent to extended care.

Students will gather their things and be dismissed as a class to the front of the building. Children are not allowed to roam the hallways, classrooms, or any other part of the building or campus.

Each class will line up in their designated spot. When the child's car has arrived at the sidewalk to the main entrance, the teacher will walk the student to the car. Each car should have the laminated **neon pink or orange card** in the front windshield. Students will not be released to a driver without the card unless teacher/administrator knows him/her. If the driver does not have the card, they will need to come into the office to sign the child out of school. If your child is not outside, please continue to drive around the carpool line until you are able to pick him/her up. **If you wish to park instead of going through the line, please USE THE WEST PARKING LOT and walk over to the building to get your child (for safety reasons).**

Students are not allowed to wait unsupervised on school property unless permitted by the Principal to do so. We strongly encourage parents and students to arrange for rides home immediately after classes have ended. Students are expected to behave responsibly and cooperatively while waiting for rides home.

## Extended Care

Any student, who is on campus and not with a parent or in the care of another adult, must report to TCA's Extended Care program. **This program will meet in the PE room after school. Students who arrive at school before 8:10 will need to go to the Computer Lab and not to their classroom. This room is provided for the safety of the student.** The cost is \$6.00/hour for each student.

Extended Care is offered from 7:30 a.m. to 8:10 a.m. Extended Care is offered from 3:00 p.m. to 5:30 p.m.

Extended Care is a convenience for working parents – but should not be confused with child care or day care. This service is provided at a cost for those whose jobs prohibit them from picking up their children at 3:00 or for those occasions where there is a meeting at the school with parents, teachers, or the Principal. In an effort to keep the cost affordable for all, children should not be left here to play with their friends or while parents are running errands, etc.

Students in Extended Care must bring their own snacks. Upon approval, they may also bring toys or games from home. Each child will be responsible for the items they bring from home. TCA will not be responsible for any personal items.

Parents must come to the PE room and sign out their child each day by **5:30 p.m.** or a **\$30** late fee may be charged. **Federal guidelines prohibit us from keeping your child beyond this time.**

**Note: Children may not attend extended care when fee payments fall behind. They may return when fees are paid in full. Invoices will be sent through Remind by the 5<sup>th</sup> of each month. All fees are due immediately upon receipt of the billing statement.**

## **Teacher/Staff Children**

Teacher's children may remain in their parent's classroom when the parent is in the room with them. When a teacher or staff member is in a meeting outside of the classroom, their children must be under the supervision of the Extended Care employees. **These children should not be allowed to use the teacher or office computers for their own personal entertainment.**

## **Carpool Supervision**

TCA truly needs the complete attention and cooperation of all parents in the carpool. The faculty and staff urge you to drive at a safe speed and to use caution at all times.

## **Transportation**

It is most important that school officials be notified of authorized persons picking up your child. Also, students need to be instructed by their parents about whom they may accept a ride from after school.

## **Visitors and Parent Sign-In**

TCA is a closed campus; therefore, any visitors must be approved. To enter the building when visiting us, push the entry button. **All visitors, parents, and volunteers will be expected to report to the office upon arrival and fill out a name tag to wear while on campus.**

# **HEALTH ISSUES**

## **Medical Records - Immunizations**

### **Illness and Medical Records**

Every student is required to have his/her medical records on file and up to date by the beginning of school each year. Oklahoma state law requires that immunizations be up to date. Students with incomplete records will not be allowed to attend classes beginning in August. In addition, **a medical emergency form will be completed each year** in order that specific steps may be identified and taken should a student become ill or have an accident at school for which immediate treatment is necessary.

**Again, if these records are not on file by the beginning of the first day of school each year, your child will be excluded from classes until these are received.**

**Immunization waivers must be signed by parents.**

## Medication Procedures

Before any medication can be dispensed, the following criteria must be met:

1. Medications should be taken at home whenever possible in order that the student not lose valuable classroom time or have a shortened lunch period. Any medication taken in school must have a signed authorization on file each year authorizing the school official to dispense any medication allowed by the parents. Medication must be kept in the school office during the school day. The parent/guardian must transport medications to and from school for elementary students.
2. All prescription medications, including physician's prescription drug samples, must be in their original containers and labeled by a physician or pharmacist. The parent/guardian must label the original container with the following:
  - a. Student's name
  - b. Date(s) to be given
  - c. Time(s) to be given, or how often
  - d. Exact dosage to be taken in school, which must include physician's written direction if different than the recommended dosage
  - e. Date request written
3. All over-the-counter medication ***must be*** provided by the parent/guardian in the original container with the name of the medication visible, properly labeled as stated above. **Trinity will not accept medication in unlabeled bottles, baggies, etc. or medication sent without written request for dispensing. Medication which is to be dispensed 10 days or longer must have a written doctor's authorization.**
4. The first dose of any new medication must be given at home.
5. The parent/guardian is responsible for submitting a new form to the school each time there is a change in the dosage or in the time at which medication is to be taken.
6. **All medication must be kept in the school office in a locked area, accessible only to authorized personnel. Medication cannot be stored in the student's possession. No exceptions.**
7. It is the student's responsibility to come to the designated area in the office at the prescribed time to receive medication. Parents should develop a plan with the student to ensure that the student goes to the office at the appropriate time. **Medication can be given no more than one half hour before or after the prescribed time.** Medications that are to be given three times a day will not be given at school. These medicines should be given before

school, after school, and at bedtime. The only exception to this will be when the medication prescribed is to be taken with meals or for students going to Extended Care after school.

8. Within one week after expiration of the effective date on the physician order, or on the last day of school, the parent/guardian must personally collect any unused portion of the medication. Medications not claimed within that period will be destroyed.
9. Trinity Christian Academy does not assume responsibility for authorized medication taken independently by the student himself or herself.
10. In no case may any school official administer any medication outside the framework of the procedures outlined here.

NOTE: These rules for dispensing medications also apply for all other school events including school trips, activities, and/or athletic events.

### **Illness and School Absence**

Students are expected to remain at home when they exhibit the following conditions:

- a. A Temperature of 100 degrees or more. The temperature should be normal for 24 hours before the student returns to school.
- b. General conditions such as discharge from the nose or eyes, cough, sore throat, nausea or vomiting, earache, diarrhea, undetermined rash or scaly patches over any part of the body, intense itching or open drain lesions.
- c. The student must remain home when there is a possibility of infecting others.
- d. Presence of any communicable disease, until treatment or remission, such as chicken pox, pink eye, strep throat, head lice, or ringworm.
- e. Head Lice: Any student with Head Lice or who suspects Head Lice must report to the office for a Head Lice check. Any student with a confirmed case of Head Lice may not return to school without first being checked and cleared by the office. Due to the increasing resistance of lice nits to the treatment of shampoos, **no student will be readmitted to class with any nits left in hair even after treatment.**

This list is not exhaustive, but these are the more common diseases which require medical treatment. Students may return only after clearance by the school official.

Any student under medical care which requires the student to receive special care while in school, i.e. change in activity, observations of signs and symptoms of worsening condition, special medications or treatments, etc. must send a written letter from their doctor informing the school of the student's condition and

instructions for the care of that student while at school. This also includes orders for dispensing medications.

If, in the judgment of the school official, a student should be sent home because of illness or injury, parents are expected to pick up the student as soon as possible.

### **PE and Chronic Health Conditions**

TCA staff needs to know of any chronic medical conditions which your son or daughter may have which could impact his/her ability to participate fully in normal PE activities. If your son or daughter has asthma, diabetes, heart conditions or other ongoing medical issues, please be sure and list this information on the Medical Form. Your son or daughter's teacher will have a copy of this form in the classroom.



## ACADEMIC INFORMATION

### Academic Achievement

**It is important that the student have a teachable spirit and a desire to learn.**

Each student needs to cultivate a sense of “calling” concerning the learning process, doing all his/her work as unto the Lord. Self-motivation, self-discipline, and responsibility are essential ingredients in the learning process. Mutual respect between students and teachers will create an atmosphere in which learning will flourish.

### Movies

Throughout the year teachers may use videos to enhance the curriculum. Teachers may show a full-length feature film as an incentive for their students. Parents will receive a permission slip prior to the showing of any full-length feature film. **All videos will be approved by the Principal.**

### Homework Policy

TCA students will be held to a higher standard and are expected to complete all assignments. The homework load will be an appropriate length of time for the specific grade level. (Homework times do not include time spent reading library books – even those required for book reports.)

Please note: There are wide discrepancies within a given classroom as to how much time a given homework task will take. Some students are far more driven to “the relentless pursuit of perfection” while others are more inclined to pursue a path which is less demanding. This potential discrepancy in homework load is a probable signal that parents should help both children establishing an appropriate and healthy approach to tackling a homework assignment.

In order to provide an effective partnership with families in the area of church involvement and family time, the Elementary School will not assign homework on Wednesday evenings or on weekends. Students may choose to use those times to work on long term projects or other school related work, but teachers will not assign homework to be done on those days.

**Please note:** a few children in a class may not have finished the normal school day’s work and will need to finish that work at home. The school does not consider this to violate the policy of homework on Wednesday or weekends.

If a child is absent and you wish to have homework collected, please call the office before noon.

### Progress Reports

During the 5<sup>th</sup> week of each nine week period, a progress report will be sent home with the student so parents will be informed of their child’s progress.



## Report Cards

Kindergarten through eighth grade students will receive their report card four times a year at the conclusion of each quarter. Please do not delay signing and returning these report cards. (See school calendar)

Pre-Kindergarten-4 and Kindergarten teachers use: G = Good Progress, W = Working on Skill, NA = Not Assessed. First thru Third Grade teachers will use checks, pluses, minuses and combinations of these symbols to indicate student progress. Beginning in fourth grade the teachers will use the traditional letter grading system.

Fourth through eighth grade students will be graded by employing the following numerical scale: (TCA grading scale)

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

## Honor Roll

All A's and B's – TCA Honor Roll

\*All A's – Principal's Honor Roll

**\*Each semester a reward trip will be granted to students who have achieved the Principal's Honor Roll. The reward trip shall be announced by the Principal.**

## Parent Conferences

Parent conferences are encouraged and may be scheduled by the Principal, teacher, or by parent request. Please feel free to request a meeting if necessary. Trinity has one prescheduled conference in the fall. Another day is set aside in the spring as an optional conference day. This is generally intended for parents of students who are experiencing some academic difficulty.

## Promotion Policy

A strong foundation in beginning reading and math skills is crucial to later academic success. For most students, the acquisition of these skills is an exciting and enjoyable process. For a few, however, the process of acquiring these skills is a difficult and exasperating experience. The causes for this lack of academic success can be attributed to a variety of factors such as poor grade-level placement, lack of maturation and development, and learning disabilities.

During the course of the year, the school uses a variety of standardized tests, developmental screenings, and diagnostic tools to determine why certain students are experiencing academic difficulties. Using the results of diagnostic tools, parent

conferences, and teacher recommendations, it may be determined that retention is necessary.

Research indicates that most retention will be at Kindergarten to First grade, with a small number in grades Two and Three. Over the past few years, we have found that, when retentions are necessary, the decision to retain has the end result to be of great benefit to the student.

Students will receive advanced reading and math instruction according to their abilities. However, **students will not be considered for skipping a grade level until after third grade.**

If we feel we are unable to meet a student's educational needs, the school may request that alternative school options be considered where students will be able to find more academic success. This would also apply to a student who has had consistent behavior problems.

### **Incompletes**

In grades 4 to 8, an Incomplete can be recorded on a report card if requirements are not met; these requirements must then be made up within two weeks.

## **Textbooks**

### **Issuance:**

The school issues all basic classroom textbooks to the students for use during the school year. These texts remain the property of TCA and should be treated as such. The condition of the text will be recorded at the time it is issued and examined again at the end of the school year.

### **Lost and Damaged Books:**

Whenever a book is lost or damaged, it must be paid for before a replacement book is given. Report cards will not be issued until the student's textbook record is clear. Students will be charged replacement cost of the book.

## **Classroom Observations/Visitation**

As an educational institution committed to providing our students with the best educational environment, we strive to minimize interruptions and distractions. In addition, the school is sensitive to the issue of security and supervision of classes. Consequently, **we strongly discourage parents from going directly to classrooms to deliver lunches, messages, or just watch the class in action.** In the event you need to bring a missing lunch, a forgotten assignment, an article of clothing or any other necessity, we require that you come to the office and drop it off. The secretary will make sure the needed items are delivered.

In the event you wish to formally observe a class in action, we will be happy to make arrangements for you to do so. You would need to call the Office and we will work with the teacher to find an appropriate time. We limit parent observations to an hour at a time. Please be assured that we wish to encourage parental involvement, but not to the detriment of academic progress and continuity.

## **STUDENT ISSUES AND CONCERNS**

An active student activity program is viewed as an important part of the total education program. TCA students will be provided with opportunities to interact socially, to form lasting friendships, to develop leadership, and to learn the value of assuming a responsibility and following through to completion. Student activities, like all other programs, are governed by overall philosophy of our school. Thus the result of everything we do should honor our Lord Jesus Christ.

### **Chapel and Assemblies**

**Speaker Guidelines** – Trinity Christian Academy’s Chapel and assembly programs are designed:

1. To inspire our students to worship Christ together.
2. To encourage our students to grow in grace and knowledge of Christ and God’s Word.
3. To challenge our students to think through what it means to follow the Lord and be true to His Word and in the difficult issues of life.
4. To stretch our students to see a larger vision of the universal character of Christ and His Kingdom.
5. To remind our students of the diversity of gifts God has given them, their peers, their teachers, and the Body of Christ.

Since we are an evangelical Christian school which admits students from diverse denominations and Christian traditions, we exclude from our chapel assemblies:

1. The promotion of criticism of specific denominations, Christian traditions, church ministries, or Christian leaders.
2. Infomercials which use chapel to promote organizations, programs, camps, or other ministries unless Trinity has invited an organization to do so, because it fits our mission and programs.
3. An emphasis on doctrinal issues or systems that go beyond our own doctrinal statement which tends to divide rather than unites evangelical believers.
4. Teaching or presentations designed to shock or merely to entertain students rather than to make them think more deeply.
5. Messages and programs which are not age appropriate in content and method.
6. Any methods that coerce students into immediate mass response to the speaker’s remarks.

We ask each speaker to follow these guidelines to indicate his or her willingness to speak within them. Trinity does not as a rule allow literature to be passed out to our students. If a speaker wishes to pass out literature or information it must be submitted to the Principal at least one week prior to the scheduled speaking engagement. The Principal will decide whether or not the literature can be distributed, and by what means, and will notify the speaker as to whether or not literature may be distributed.

**Chapel will be one day a week for one half hour.** The chapel is for students of all grades. Each chapel begins with Flag salutes, scriptures, and singing periods. The overall purpose of the chapel is to enhance the spiritual development of the students. An assortment of programs such as class plays, Biblical filmstrips, guest missionaries, and other programs may be used to provide this spiritual enhancement.

On occasion, the chapel time will serve as a time for assembly. The assembly will usually feature a guest speaker, children's author, or special program. Spiritual enhancement will not be a major part of an assembly program.

### **Off-Campus Activities**

All social activities need not take place during school hours or on the campus. These activities should follow these guidelines:

\*Classes and organizations are encouraged to plan social events for the benefit of the group or the entire school and to plan some of these programs for the weekend.

\*Any function sponsored by a TCA student group to which an invitation has been extended through the school to every member of the class or organization shall be considered an official TCA-sponsored activity.

\*All TCA activities must be planned through the office of the Principal. Sponsors and chaperones are required for these activities and the purpose for the activity shall be with keeping with the philosophy of the school.

**Trinity Christian Academy does not accept the responsibility for activities of a social nature which may include TCA students but were not planned under the direction of the Principal.**

### **Parties**

All social events sponsored by Trinity Christian Academy must be approved and sanctioned by the respective classroom teacher, sponsor, or coach as well as the administration. The party must then be placed on the school calendar.

Birthday parties – K-3 through 8th grade students may have a low-key party, during the last 20 minutes of class, to celebrate their birthday. This party must be

scheduled in advance with the classroom teacher. Cupcakes or cookies may be served with individually boxed, bagged, or canned drinks.

Off-campus birthday party – No one likes to be excluded from a party. To be sensitive to this matter, **no invitations are to be distributed on campus for off-campus parties unless entire class is being sent an invitation.**

There will be three scheduled parties per year. Parties will be at Christmas, Valentine’s Day, and Easter. These parties will be planned by the Homeroom Moms, in coordination with the classroom teacher.

Any additional parties may be scheduled by individual teachers for various events that may occur throughout the year.

### **Party Dates for the 2023-2024 School Year**

Christmas	December 18, 2024	11:00 a.m.
Valentine’s	February 14, 2025	2:00 p.m.
Easter	April 17, 2025	1:30 p.m.

### **Attendance Issues**

The following lists the policy for attendance at Trinity Christian Academy.

### **Absences**

If a student is absent from school for any reason, a parent or guardian should contact the school office as soon as possible. Absences reported by a parent or guardian will be considered **authorized**.

School-sponsored activities which require a student to miss school (for an entire day or part of a day) will also be considered **excused** by the administration; however, students with excessive absences may lose the privilege of being **excused** from classes for school-sponsored activities. Activities requiring students to miss class have been modified to reduce the amount of time students spend out of class in effort to achieve greater stability in the classroom for both the students and teachers.

Any absence that has a doctor’s slip is considered excused. Any absence from school (for an entire day or part of one) without parental knowledge or consent will be considered **unauthorized**. Any absence when a parent or guardian has not contacted the school, and cannot be reached, will be considered **unauthorized**.

**Each student will be allowed 10- whole-day absences per semester (including authorized and un-authorized absences).** Once a student exceeds his or her allowed number of absences, a conference will be scheduled with the parent to determine whether or not the student will receive credit for the courses completed that semester. Additional requirements may be deemed necessary in order for the student to receive credit for course work.

Parents should notify the school office of any planned absences as far in advance as possible. Students should notify their teachers as far in advance as

possible, and request any homework or assignments that will be covered during their absence.

Parents are asked to schedule student appointments outside of school hours, whenever possible. If a student must attend appointments during school hours, the parent is asked to schedule these during different times of the day, so as to allow the student to miss as little class time as possible in one particular course.

Upon returning from authorized absences, **students** are responsible for coordinating any missed work with their teachers. It is at the teacher's discretion what work may be made up; if there will be a penalty for late or missed work, and how much additional time the student will have to complete the work.

### **Signing in/Signing Out**

Students arriving at, or returning to, campus between 8:20 a.m. and 3:00 p.m. are required to sign in at the office.

Students are required to sign out at the school office any time they leave campus during the day. Students may not sign out until a parent or guardian comes in to the office to pick them up, or a parent or guardian has notified the school office that the student is authorized to leave on his/her own. Parents may sign their students out.

### **Tardiness Policy**

Parents are responsible for ensuring that their children attend school on a regular and punctual basis. The purpose is to help students learn daily and be educationally prepared for the next school year. TCA believes that teaching children the importance of regular and punctual attendance also will help them mature into responsible adults who will one day be prepared for the future. However, children should not be sent to school when ill or have a temperature over 100 degrees, who are still broken out from infection, or for any other reason not proper to be in school. Children are expected to be in school a minimum of ninety percent (90%) of the time.

**Students are considered tardy** if they are not seated in the classroom by 8:20 a.m. Parents and students need to be aware that **chronic tardiness will be addressed**. Students (Kindergarten through 8<sup>th</sup> Grade) arriving late for their first hour class must sign in and obtain a tardy notice from the Principal. The tardy notice must be given to the teacher before the student is allowed to enter class.

Teachers/Principal will determine whether a tardy is authorized or unauthorized for students who are late to classes during the school day. Students who are **consistently tardy and unauthorized will be referred to the Principal for corrective and/or disciplinary action.**

Tardy or Absent – A student who is late arriving to school is considered tardy (up until lunch time). If a child shows up after 11am he/she will be marked absent for a half day.

First hour tardiness is counted on a “per semester” basis and it does not matter if they are authorized or unauthorized. Excessive first hour tardiness will result in the following corrective and/or disciplinary action:

- **1<sup>st</sup> Tardy** – Grace
- **2<sup>nd</sup> Tardy** – Parents will receive a phone call from teacher.
- **3<sup>rd</sup> Tardy** –Parent meeting with principal.

**TCA leadership believes that excessive student absenteeism and tardiness, whether caused by excused or unexcused absences, may be an early warning sign of poor academic achievement and may put students at risk of dropping out of school. The TCA leadership desires to ensure that all students attend school in accordance with the state’s compulsory education law and take full advantage of educational opportunities provided by the school.**

## **Disaster Drills**

**Fire Drills** are held at various times during the school year. Instructions and directions for leaving each room and the building will be given during orientation at the beginning of each school year.

Directions will be posted in each room. Students are to leave the room in an orderly manner and proceed to the proper location. Students should recognize the seriousness of such a drill and refrain from improper behavior.

**Tornado Drills** are held during the school year. Should there be a tornado warning, students are safer at school than trying to get home. Therefore, students will be required to remain at school where they will follow the safety guidelines they have practiced.

**Intruder Drills** are conducted periodically during the school year.

## **Inclement Weather Weather Cancellations**

When inclement weather conditions warrant cancellation of school, information will be announced by 6:30 a.m. on KSWO Television (Channel 7, ABC) and KLAW radio (FM 101.3).

Once students are at school it is very rare for them to be dismissed early. Parents will be notified by phone if a situation warrants this action. If there is a delayed opening, we will generally begin at 10:00 a.m. If we begin at 10:00 a.m., half-day students will stay until 12:00 p.m. Every effort will be made to make this decision early enough to avoid confusion. Please stay tuned to the above station.

When the weather is at a safe and moderate level (at the Principal's discretion), children will have regularly scheduled outside recess. Please dress them accordingly.

## **Recess**

When the weather is extreme and the temperature, along with the heat index, is above 100\* or below 32\*, with the windchill, we will not be going outside. Recess will be inside in the gym.

## **Lost and Found**

All articles left on campus will be placed in the school office. Unclaimed items will be donated to CBC clothes closet.

**Please mark all of your student's articles with name and grade, and encourage your student to check for lost items as soon as these are missed.**

## **Electronic Devices**

TCA strongly encourages students to leave all electronic devices at home. **Cell phones will be checked into the teacher and kept in a secure location unless student has permission to use it during school hours. Cell phones may be allowed if kept in backpacks or lockers** and must be turned off during school hours. Misuse of phone could result in privileges being revoked at the discretion of the Principal. Students may take cell phones on field trips with teacher permission. Any cell phones being used during class will be sent to the Principal's office.

**Toys should not be brought to school unless authorized by teacher or principal.**

## **School Lunches**

Students are required to bring their own lunch on Monday through Wednesday. **Teachers are unable to refrigerate or microwave lunches.** Therefore, foods should be prepared with this in mind when the child brings their lunch from home. A drink and necessary utensils used for specific foods should be included. Parents must ensure food and drinks are properly sealed to avoid leakage. Label all belongings. It is preferred that drinks containing carbonated soda and/or caffeine not be sent.

Each Thursday and Friday, TCA will offer a hot lunch (usually pizza, hamburgers or hot dogs) for \$5.00 per lunch. Students will eat lunch in the cafeteria



or in the classroom depending on the preference of their teacher. **Students must pay for their lunches in advance. A one-month advance payment on lunches is suggested. Students MAY NOT charge lunches.**

Parents may eat lunch with their child at school. If you eat lunch with your child on campus you assume complete responsibility for their behavior. Parents are not allowed to dismiss their own child to go to the playground early. This would pose a safety risk and would place the child on the playground with no teacher on duty.

## **Field Trips**

Field Trips are an integral part of each grade level's curriculum. Generally speaking, each grade level may have one field trip per month – one major trip per semester.

All Field Trip drivers must have the following information on file in the TCA office:

1. Copy of auto insurance verification
2. Copy of driver's license
3. Signed "Field Trip Guidelines" form

### **Please make sure all information is updated as needed.**

The following guidelines are implemented to be sure field trips are well-planned, orchestrated, supervised, and safe.

1. Teachers, parents, and children will meet in the Chapel or another designated place prior to leaving to review guidelines for the Field Trip.
2. Parents will drive to the main entrance to load and unload children in their designated caravan position.
3. Children must remain seated with individual seat belts fastened at all times during the trip.
4. Seat belts shall be properly anchored and fit snugly across the lap.
5. Children are NEVER to be left unattended in the automobile.
6. Use of tobacco is prohibited while children are being transported.
7. Vehicles must be clean and in safe operating condition. The vehicle should be free of hazardous objects or non-essential items which could injure a child if thrown about as a result of a collision.
8. The driver is to find a safe place to load and unload children at the field trip destination.
9. Radio stations should be tuned to Christian stations only. CD's, tapes, and movies should also be Christian in nature and must be approved by the Principal.
10. Electronic devices should be monitored by teacher. All games, videos, and music must be appropriate.

## **Change of Address**

Change of address or telephone number should be reported to the school office as soon as the change is made. It is important that the office records contain correct information at all times.

## **Fund Raising**

All proposed fund raising activities by student organization or parent support organizations must be submitted to the Principal in writing for approval before implementation. The school's fundraising policy has been established by the Board and is administered by the Principal.

## **Telephone Use**

1. Students have access to the phone in the receptionist area in the office.
2. Phone use is restricted to important situations such as canceled soccer practice, missed carpool rides, or special projects left at home.
3. Phone use in the classroom must be at the approval of the teacher.

**Please note:** Calling your child at school should be reserved for emergencies or matters of extreme importance.

## **Parent Volunteers**

Parent participation with TCA fundraisers or with classroom activities and field trips is required. Please complete the sign in sheet in the office when volunteering

## **Athletics**

Participation in athletics initiates students into the order and stewardship of their own bodies. It leads them to the thrilling tension of competition and cooperation of care for self and respect for others.

Athletic competition engages the total person: spiritual, mental, emotional, and social as well as physical. Students have an increased awareness of how their body functions and develops. They learn how to deal with stress through competition in individual and team sports.

In II Corinthians 6:16, Paul tells us that “we are the temple of the living God.” It is the responsibility of each person to cherish and maintain his/her temple. Athletics clarifies the needs of our physical bodies and how we can best develop, understand, and care for this physical vessel, which is the “temple of the living God.”

Students are encouraged to develop themselves with all of their strength, so that they may become what God intends for them to become.

We also place a strong emphasis on the coach/athlete relationship, knowing that a strong role-model in this area is important for a program to be successful. This mentoring makes our program unique.

**TCA athletic program includes:** soccer (fall and spring), basketball, archery, flag football and softball & baseball. Other programs will be added as interests grow.

Transportation to and from the required practice sessions will be the parent’s responsibility.

### **GUIDELINES:**

1. Our teams will not practice or play games on Wednesdays or Sundays.
2. All coaches will sign our Doctrinal Statement and Drug Abuse Policy.
3. The cost of these extra-curricular activities is not included in the tuition. Parents will be responsible for any additional costs that are involved for each sport, including providing transportation for their child to and from the practices and games.

**DISCLAIMER: All athletic programs are subject to change if numbers permit. We may also partner with outside entities for sports.**

## SCHOOL UNIFORM DRESS CODE

A statement of rationale of having a uniform:

### Personal Appearance

Ever since those fig leaves in the Garden of Eden, one's dress and appearance have been a personal and important issue. One assumes a certain amount of independence in the choice of clothing, and rightly so. Clothing has always been a vehicle for self-expression and a way to establish individual distinctiveness. Appearance is also important in a community, though, and deserves to be addressed in a learning environment such as a Christian Academy. The following assumptions govern our thinking:

1. Your appearance reflects your values. In many ways, you become what you look like. Your values are shaped by your choice of appearance, and your choice of appearance represents to others what you consider important. In other words, if you chose to look like the latest superstar, not only will others assume you want to look like that superstar, but you will begin sharing those same values as well. Naturally, we don't want your appearance to conflict with the values associated with our school.
2. Your appearance affects your behavior and that of your peers. If your appearance is excessive or draws attention to itself in some way, then you are a distraction to the tasks at hand which are education and maturity. There are two extremes of clothing: being overly concerned and having no concern. Both extremes will distract from and interfere with the learning process.
3. Your appearance sets the tone in our environment. That which is visual often represents and establishes that which is not visible. In this case, since clothing influences mentality, and appearance affect group living, our standards of dress aid in shaping the overall climate of the place in which we operate. We want to be proud of our learning environments, no matter what the current standards and taste of our society.
4. Community interests take precedence over personal preferences. Personal sacrifices are inevitable whenever a group of people function in a close setting. Unless a rule or expectation is a violation of any individual's integrity, personal life-style choice like dress and conduct are acceptable when within the confines imposed by the community as a whole. In some ways, we would rather leave this issue up to you. But we believe we have the right to expect appearances and demeanor which both truly reflect the distinctive mission of our school and encourage the personal growth of each student.

## Clothing Labels

Parents are encouraged to **label all school items**. Uniform items especially need to be labeled. With labels in place, we can return lost uniform items to your child the same day. When there are no labels, we may not be able to return the clothing to the rightful owner. Please feel free to check the lost and found as often as you like for missing items. We always make every effort to return lost items to the rightful owner. Small or valuable items (watches, jewelry, glasses) will be kept in the office and will need to be identified.

## Dress

Uniforms are to be worn Monday through Thursday. Jeans and school t-shirts may be worn on Friday or the last day of the school week

Bottoms or Jumpers: Navy blue, Black, Khaki, or Gray

Polo Shirts or Polo Dresses: Any Solid Color – NO LOGOS

(Shorts, Leggings, or Tights must be worn under dresses)

Cardigan or Sweat Jacket: Any Solid Color

Belts: Any Color

Socks: Any Color

Tights or Leggings: Any Color

Shoes –Must be closed toe and closed heel or Crocs. (No Sandals)

**(Students MUST wear sneakers for P.E.)**

## Denim Day

Every Friday or the last day of the school week, students may wear an approved TCA shirt or top with the **blue or black denim bottom** of their choice. Approved shirts are any TCA uniform shirt, music program shirt, sports shirt, or any shirt sold by TCA. Denim bottoms include denim jeans, skirts, jumpers, or walking-length shorts. **These items may not have holes or rips.**

## Cold Weather Options

Solid color sweatshirts or jackets, or items purchased from TCA may be worn over uniform shirts in the classroom.

Regular coats may be worn to and from school and during recess. They must be removed once student is inside the TCA facility.

TCA apparel should be worn on field trips.

**Friday jeans and clothes** worn during TCA functions (plays, PTF meetings, fundraising activities, etc.) should adhere to the following guidelines:

1. Appropriate, modest, clean, and in good condition.
2. Top garments must be to the shoulder.
3. Top garments should not scoop low in the front or back.
4. Bare midriffs and exposed undergarments are unacceptable.
5. Bottom garments must be mid-thigh length and without holes.
6. Clothing which is suggestive, offensive, or promoting illegal or immoral activity is unacceptable.
7. Clothing should not be tight fitting.

### **Personal Grooming and Appearance (for school and school related functions)**

1. **Hair should always be clean, neat, well-groomed**, and out of the eyes with no extreme haircuts or colors.
2. No pierced jewelry for boys
3. Pierced jewelry for girls is limited to earrings with maximum of 2 per ear. Jewelry should be modest with no over-sized earrings. (These can cause injury to ear lobes during play.)
4. Tattoos of **any nature**, including temporary, cannot be exposed.
5. Make-up will not be allowed on girls Pre-K through third grade.

### **SPECIAL NOTES:**

1. Logos on uniform clothes are unacceptable.
2. Navy shorts or bloomers **MUST** be worn underneath all Jumpers. No Spandex.
3. Students may not write “graffiti” on their own shirts or other student’s shirts.
4. The length of shorts and skorts must be no shorter than 4 inches above the knee, while standing straight. TCA reserves the right to send a student home if this length is violated.
5. All students are to wear uniforms which have been laundered and pressed, presenting a neat appearance at all times.
6. Every Friday (or last day of the school week) and Field Trip Day is “Jeans Day” with a TCA T-shirt and/or sweatshirt.

**Any student not in regulation uniform will be asked to call home for proper attire.**

**All clothing, personal grooming and appearance is subject to Principal’s discretion.**

## CONDUCT AND DISCIPLINE POLICY

Disciplinary action might include such things as recess detention, noon detention, after school detention (3:10 – 4:00), in-house suspension, or out-of-school suspension. In extreme cases, students may be sent home.

Teachers are encouraged to be creative and consistent in their disciplinary action and to keep the discipline in line with the offense, with the goal in mind of helping students grow in character and self-discipline. **The Principal has the final responsibility for all disciplinary actions taken.**

Trinity Christian Academy believes that a positive and constructive working relationship between the school and a student's parents/guardians is essential to the accomplishment of the school's educational mission. The school accordingly reserves the right not to renew a student's enrollment contract if the school reasonably concludes that such a positive working relationship is not possible.

Though most discipline issues will be handled by the teacher, more severe situations or continual disobedience will result in a visit to the Principal's office. If the student visits the Principal's office, the parent will receive a Discipline Report to be signed and returned to the Principal. The parent may also receive a phone call.

For very serious situations, the parent will receive a discipline report and a phone call, scheduling a time to discuss the matter in a Parent/Teacher/Principal/Student conference. Some very serious discipline situations or severe cases of misbehavior may result in suspension.

Behaviors that may result in suspension are:

1. Willful destruction
2. Continued willful disobedience
3. Behavior which is detrimental to the welfare or safety of others, including behavior which creates physical harm or threats to others
4. Using or possessing a dangerous weapon
5. Possession or under the influence of illicit drugs, alcohol, or tobacco
6. Stealing
7. Possession of inappropriate visual or written material
8. Other serious violations as determined by the Principal

Depending on the severity and repetitive nature of these or other violations, the student may face expulsion.

The Biblical and philosophical goal of Trinity Christian Academy is to develop students into mature Christ-like individuals who will be able to exhibit qualities of a Christ-like life espoused and taught by the school. While enrolled at TCA, students are expected to refrain from engaging in, condoning, supporting, or promoting sexual immorality, including homosexual and bisexual behavior. (Leviticus 20:13, Romans 1:27)

# SEXUAL HARASSMENT POLICY

## Employee-Student and Student-Student

This school is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. These actions are prohibited. The school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline up to and including termination and expulsion.

## Definition of Sexual Harassment

“Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and or verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of any individual’s academic status or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decision affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual’s academic performance, or of creating an intimidating, hostile, or offensive education environment.
4. Submission to, or rejecting of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities at or through this school.

## Examples of Sexual Harassment

Unwelcome sexual conduct of this type can include a wide range of verbal, visual, or physical conduct of a sexual nature. Among the types of conduct which would violate this policy are the following:

1. Unwanted sexual advances or propositions;
2. Offering academic benefits in exchange for sexual favors;
3. Making or threatening reprisals after a negative response to a sexual advance;
4. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects, or pictures, cartoons, or posters;
5. Verbal conduct such as making or using derogatory comments, epithets, slurs, and jokes;
6. Verbal abuse of sexual nature, graphic verbal commentaries about an individual’s body, sexually degrading words used to described an individual, suggestive or obscene leers, notes or invitations; and
7. Physical conduct such as touching, assaulting, impeding, or blocking movements.



## **What to do if you experience or observe Sexual Harassment**

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the school officials designated below.

Students who observe conduct of a sexually harassing nature are also encouraged to report the matter to one of the school officials designated below. All complaints will be promptly investigated.

## **Where to report Sexual Harassment**

The following individuals are specifically authorized to receive complaints and to respond to questions regarding sexual harassment:

- Principal
- Same sex teacher

These individuals may be contacted through the school (580) 250-1900.

## **Confidentiality**

Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint and to notify a student's parent/guardian and appropriate government official as the circumstances warrant.

## **Protection against retaliation**

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted or participated in any manner in any investigation, proceeding, or hearing concerning sexual harassment.

## **Procedure for the investigation of the complaint and for taking corrective action**

When one of the school officials designated in this policy receives a complaint, he or she shall immediately inform the Principal. The Principal will direct an investigation. The individual who suffered the harassing conduct shall be informed of the corrective action taken. In addition, an employee or student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

## **TOBACCO USE PROHIBITED**

The Trinity Christian Academy Board of Directors is committed to providing a healthy and productive environment for all persons using the school facilities. The Board of Directors also recognizes that tobacco smoking and environmental tobacco smoke (second hand smoke) has been shown to be linked to illnesses and disability and that federal law prohibits smoking in any indoor facility, or on the grounds thereof, which is used to provide educational services to children. This policy is intended to improve the health and safety of all individuals using the schools.

Therefore, smoking, chewing or any other use of tobacco, in any form, by staff, students and members of the public is prohibited on, in or upon any school property, twenty-four hours a day, seven days a week. (24/7), 365 days a year.

1. "School property" is defined as all property owned, leased, rented, or otherwise used by this school including, but not limited to, the following:
  - A. All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage.
  - B. All school grounds over which the school exercises control including areas surrounded by any building, playgrounds, athletic fields, recreation areas and parking areas.
  - C. All vehicles used by the school for transporting students, staff, visitors or other persons.
  - D. All school functions and events (ballgames, chapels, concerts, etc...) and any outside agency using the school's facilities.
2. "Tobacco" is defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such a manner to be suitable for chewing, smoking, or both, and to include cloves or any other product packaged for smoking.
3. "Use" is defined as lighting, chewing, inhaling or smoking any tobacco product as defined within this policy.

Signs will be posted in prominent places on school property to notify the public that smoking or other use of tobacco products is prohibited twenty-four hours a day, seven days a week (24/7).

Employees are warned that violation of this policy may lead to dismissal action. Patrons who violate this policy will be asked to leave the premises. Students violating this policy will be disciplined.

Approved February 3, 2017

## PARENTAL EXPECTATIONS

### Abuse Policy

TCA is required by law to report within 48 hours any allegation of child abuse to the proper governmental authority of the State of Oklahoma where TCA has cause to believe that a student's physical or mental health or welfare has been or may be further adversely affected by abuse or neglect.

TCA is expected by its families to communicate with them regarding the well-being of the children. The TCA administration is placed between the parent and the state, acting on behalf of the parent and in accordance with the law. Therefore, TCA is responsible to both.

### Cooperation with the School

Trinity Christian Academy requires participation in at least two fundraisers and as well as several other school activities throughout the year. Participation in these fundraisers or activities should total **12 hours per school year**. Please check with the school office for opportunities to fulfill this requirement.

As stated in the contract of enrollment, TCA believes that a positive and constructive working relationship between the Academy and a student's parents/guardians is essential to the accomplishment of the school's educational mission. TCA accordingly reserves the right to terminate or not renew a student's enrollment contract if the school reasonably concludes that the actions of a parent or guardian make such a positive and constructive relationship impossible or otherwise seriously interfere with Trinity's accomplishment of its educational purposes.

Also stated in the contract of enrollment is the agreement of parents/guardians to agree to cooperate with the administration of TCA in seeing that the student attends classes regularly and is at the school premises at the beginning of the school day and has transportation from the school premises at the close of the school day, in assisting the student to learn and advance in the educational process, in solving school-related problems, and in aiding the teachers and providing the student with a Christian education.

*Commit to the Lord whatever you do,  
And your plans will succeed.  
Proverbs 16:3*

