

Trinity Christian Academy 2015/16 Family Handbook

Elementary School Program

“And Jesus grew in wisdom, and stature and favor with God and Man.” Luke 2:52

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Trinity Christian Academy is accredited K-12 by
the Association of Christian Schools International (ACSI)
and the Southern Association of Colleges and Schools (SACS)/ AdvanceEd

The school board and administration of Trinity Christian Academy reserve the right to change any policy herein at any time at the school's sole discretion should it be determined that such changes are in the best interest of the school. Changes will be communicated to affected groups and individuals.

Table of Contents

	Page
A. Schedules	3
1. Before School	
2. Early Bird Drop Off	
3. After School	
4. Stay and Grow	
5. Eagle’s Nest	
B. Elementary Parking Lot Procedures	4
C. Chapel	5
D. School Supplies	5
E. Homework	5
F. Late Work	6
G. Grades	7
1. Grading Scales	
2. Character, Conduct and Enrichment Class Grades	
3. Incomplete	
4. Report Cards	
5. Progress Reports	
6. Academic Warning and Probation	
7. Large Class Projects	
8. Extra Credit	
H. Promotion and Retention	8
I. Academic Recognition and Awards	8
J. Eagle’s Wings	9
K. Elementary Student Discipline	9
1. Disciplinary Levels	
2. Suspensions	
3. Disciplinary Probation	
4. Expulsion	
L. Attendance	12
1. Absences and Tardies	
2. Returning to School	
3. Make-up Work	
4. Excessive Absences	
5. Extracurricular/ School-Sponsored Extracurricular Events	
6. Planned Absences	
7. Leaving Class	
M. Lunch	14
N. Enrichment Classes	15
O. Playground Safety Rules	15
P. Communications	15
Q. School Trips	16
R. Assemblies and Pep Rallies	17
S. Parties	17
T. Eagle Squad	17
U. Ribbon Squad	18
V. Elementary Athletics	18

SCHEDULES

Preschool: 8:20-12:30 (regular day), Stay-and-Grow until 3:05

Kindergarten: 8:20-3:05

Grades 1-5: 8:20-3:15

Before School

Students may enter the classrooms at 8:10 each day.

Staff members are in devotions and meetings before 8:10, so for the safety of your child, please do not drop them off before that time.

Early Bird Drop Off

Supervision will be provided in the Eagle gym for students arriving between 7:30 and 8:10 AM. The cost is \$1.00 per day per child to be paid on arrival or in advance only. Students arriving during this time must report directly to the Early Bird Teacher in the gym and may not go to classrooms or linger in the halls. A teacher will walk PK, K, 1st and 2nd grade students to class at 8:10 each day. 3rd-5th grade students will be dismissed at 8:10 to walk to class. Students may not eat or drink in the gym before school. Early arrivals are not to enter their classroom without a teacher present.

After School

Please be prompt about picking up your child after school. Students who are not under the direct supervision of a teacher should not be in the school building. Elementary students will be sent to Eagle's Nest and charged accordingly. On early dismissal days, we do not offer Eagle's Nest.

Stay-and-Grow

Stay-and-Grow is an extended day/enrichment class for PK and K students. Students stay at school until 3:05. During this time, students participate in purposeful learning activities which reinforce PK and K goals. Students also snack, rest, play outside and enjoy the company of their classmates. To participate, parents notify their child's classroom teacher on the day that their child will stay. The cost of Stay-and-Grow is \$7.00 per day and is billed separate from regular school tuition. Classroom teachers will walk students to Stay and Grow after class dismissal. (See parking lot procedures.)

Eagle's Nest

Eagle's Nest is TCA's after school program in which PK-5th grade students are supervised until 6:00 p.m. During this time, students work on homework, eat a snack, play, and do fun pre-planned activities. Eagle's Nest costs \$12.00 per day for "drop-in" students and \$10.00 per day for registered students. Registration forms are available from the Eagle's Nest teacher, the elementary office or online. Students participating in any part of a day will be billed for the entire day. The cost of Eagle's Nest is above the cost of school tuition and is billed separately. While parents may pick up their child at any time, students picked up after 6:00 pm are billed an additional \$1.00 per minute they are late. PK-2nd grade students will meet in the "Eagle Zone" (at the end of the PK hall). 3rd-5th grade students meet in the art room located in Eagle Gym. Parents must pick up children from their Eagle's Nest classrooms.

ELEMENTARY PARKING LOT PROCEDURES

PARENTS SHOULD ALWAYS ENTER IN ENTRANCE 2. If there is congestion, please loop around to Ranch House Rd. and Bankhead Rd. and try again. Do not enter the 3rd and 4th driveways. These are reserved for “exits only” and staff. Do not block the left lane or pick up your child from the left lane. That lane is reserved for parents picking up their children at the front of TCA. Please use the marked cross walk when crossing traffic. Do not drop off children on the access road.

Morning Drop-Off

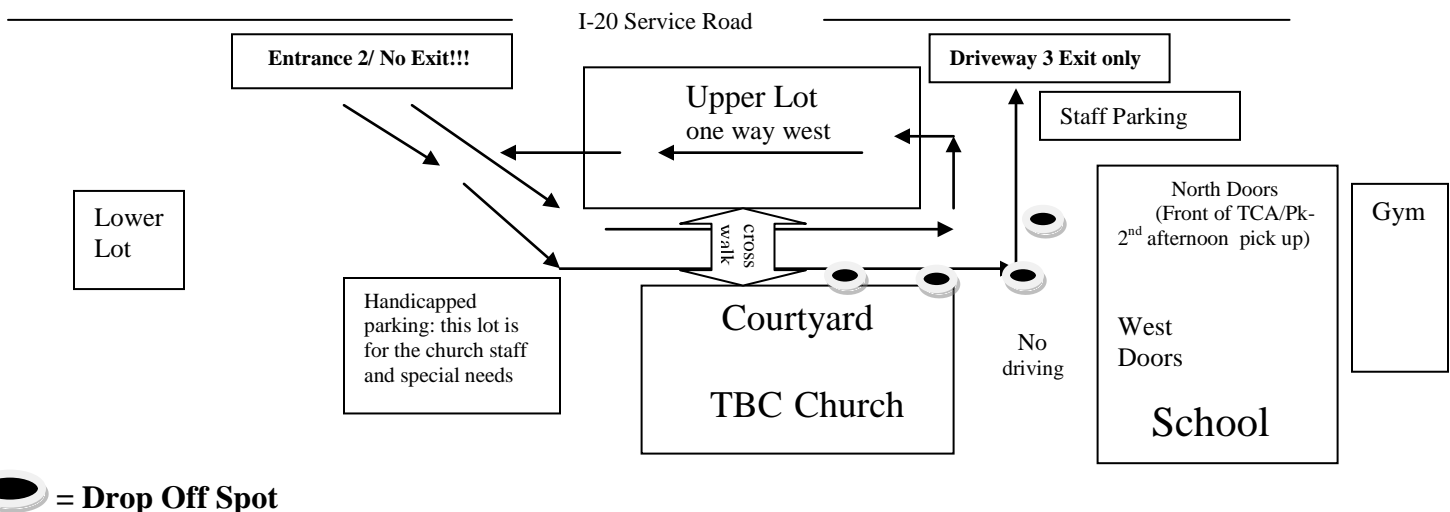
Please follow the directions below in order to safely drop-off and pick-up your child. Do not exit your car. If your child needs help in entering/exiting the car or entering/exiting the building, please park in the lower lot and walk your child to the building.

All Grades- Enter in through Entrance 2, use the right lane. Pull up to the next available drop off spot and then let your child exit the car. **DUE TO CROSSING TRAFFIC, PLEASE REFRAIN FROM PARKING and EXITING YOUR CARS.**

Do not drive into or park in front of the gym or the small faculty parking lot. This is reserved for faculty/staff and emergency vehicles only.

To help the traffic flow and for emergency vehicle access, we ask that parents not block or park in the front driveway areas. Please do not hold impromptu conferences with teachers or other parents during drop off and pick up times. If you must exit your car to unload students, backpacks, etc., please park and unload from a marked parking spot; do not block traffic. Do not park in handicapped parking spots even for “a minute” unless you have a handicapped sticker.

Please do not use your cell phone during drop off and pick up times.



Afternoon Pick-Up

PK-2nd Grades- Pick-up is on the front porch at the entrance of the elementary building. Enter in through Entrance 2, use the left lane to drive to the front of the TCA Elementary Building (North Door). **DUE TO CROSSING TRAFFIC,** please be careful when crossing over traffic to go to the front entrance.

3rd-5th Grades- Enter through Entrance 2, use right lane to load students from courtyard. Teachers will monitor this pick-up.

CHAPEL

“O come, let us worship and bow down: let us kneel before the Lord our maker.” Psalm 95:6

Chapel is the time students from various grades come together to worship our Lord in praise and song. Throughout the year different elementary grades will lead the elementary chapel service. Classes may sing, perform skits, invite a speaker, recite Bible passages, etc. to lead their peers in worship. Chapel is an uplifting and integral part of our school week. All students are expected to participate with an attitude of respect and love. Parents are welcome to attend too!

Chapel Schedule: Pre-K—1st...Tuesdays 8:30-9:00
2nd—5th...Tuesdays 9:10-9:40
Chapel is held in the sanctuary at Trinity Bible Church

Chapel Dress: *Grades PK-5
Girls – plaid jumper and white polo knit shirt
Boys – navy pants and green polo knit shirt, with TCA logo

*Girls may wear uniform pants during December, January, and February.

SCHOOL SUPPLIES

Official school supply lists for each grade are given to students at the end of each year, are posted on the TCA website (www.tcaeagles.org) or may be picked up at the elementary office. This is the list of supplies to be purchased before the first day of school. Pre-Packaged school-supplies are available for advance order each May. An order form will be sent home with students and posted on the school website. Pre-packaged supplies will be delivered directly to your child’s classroom teacher before the start of school. All students not purchasing pre-packaged supplies will bring their supplies to their classrooms on Elementary orientation night.

HOMEWORK

Homework is an integral part of Trinity Christian Academy’s curriculum. Homework is assigned in order to:

- improve/ refine skills learned in class
- extend or enrich learning
- complete projects that require creative effort over a period of time
- finish work not completed in class (as instructed by teacher)

Homework is assigned under the direction of each child’s classroom teacher. PK-1st grade students will receive homework assignments through: teacher notes, newsletters, Parents Web and/or student planners. 2nd-5th grade students are taught to use a student planner in order to record homework. It is

requested that parents review the student planner on a daily basis in order to check-off assignments as they are completed. Please check with your child's classroom teacher for more information regarding homework.

Homework is subject to grading and may be penalized for being late. Just as with class work, late homework may be penalized according to the late work policy below.

A common question asked by new parents is, "How much time should my child spend in homework each night?" Unfortunately, there is no set number of minutes that will apply to all children. Much depends on the study habits of your child; however, it is recommended that all students set aside an amount of time every night in order to establish successful study habits. During this time, children should complete assigned homework, review new concepts, and review any papers that were returned. It is a good discipline to use study time nightly to reinforce material from class. Teachers try to avoid Wednesday night homework assignments out of respect to those students involved in Wednesday night church activities.

LATE WORK

In an effort to teach responsibility and pride in completing class work, TCA elementary has adopted a hierarchical late work policy. As students mature, responsibility is greater and therefore consequences and penalties for late work increase.

Because of the importance of completing assigned work, teachers may ask a student to complete an assignment at recess or during an enrichment class, and a reduced grade may be given. Teachers may also send missed work as homework.

Below is each grade's late work policy. Parents are encouraged to make a note of the policies for each grade and thereby support their child in this developmental process.

Late Work Policy by Grade:

Pre-Kindergarten/ Kindergarten- Students, teachers and parents join together to help students complete their work, turn in assignments to teachers, and transport work and supplies back and forth from school to home.

First Grade - There is a 5 point deduction for each day work is late up to 3 days. After 3 days, work is given a zero.

Second Grade - There is a 10 point deduction for each day work is late up to 3 days. After 3 days, work is given a zero.

Third Grade - 10 points are deducted for the first day work is late. 20 points are deducted on the second day the work is late. 30 points are deducted on the third day work is late. After 3 days, work is given a zero.

Fourth Grade - 10 points are deducted for the first day work is late. 20 points are deducted on the second day work is late. After 2 days, work is given a zero.

Fifth Grade - 15 points are deducted for the first day work is late. After one day, work is given a zero.

GRADES

Grading Scale

A	90-100- Excellent
B	80-89- Above Average
C	75-79- Average
D	70-74- Below Average
F	69 and Below- Failing

Character, Conduct, Enrichment Classes, and Handwriting Grade

E-	Exemplary
S-	Satisfactory
N-	Needs Improvement
U-	Unsatisfactory

Incomplete

Incomplete work will be recorded with a zero until the work is made up. See “Late Work” policies for more information regarding how much time each grade is given to complete a missed assignment. In order for parents to get an immediate notification of an incomplete grade, they may select their preference on ParentsWeb. It is the parent’s responsibility to make this selection.

Report Cards

Report cards are sent via email at the end of every grading period (typically nine weeks in length). See your school calendar for dates when children are due to receive their emailed report card.

Progress Reports

Weekly emailed grade reports will automatically be sent out showing students’ standings in individual courses on a weekly basis. These reports will be emailed each Sunday night. Progress reports may also be given at a teacher’s discretion at any time in order to notify parents of changes in a student’s progress. It is suggested that parents contact their child’s teacher to discuss how below average grades or behavior can be improved.

Academic Warning/Probation

Students are expected to maintain passing grades in every subject on report cards. Any student receiving a failing grade on their report card will be placed on Academic Warning. If a student has brought up all grades to passing by the next report card period, he/she may return to regular status. If the student does not bring up the grade for which he/she was put on warning, he/she will be placed on Academic Probation until grades are released on the following six-week’s report card. Conditions of the probation will be specified in order to give the student direction. If the student fails to maintain the conditions of the probation he/she may be dismissed from TCA. Academic probation may be invoked earlier in the event of acute academic difficulties as deemed necessary by TCA administration.

All new students enter TCA are on an automatic one-semester probationary period during which time school authorities monitor their success in adjusting to life at TCA. This probation is not punitive and is automatically lifted after the successful completion of the probation period.

Large Classroom Projects

From time-to-time, teachers will assign a larger, multi-day/ multi-step project. These projects are recognized by the teacher with parameters for completion. Teachers will explain the requirements for these larger assignments. Due dates for completion will be clearly given. If the work is not completed according to the project guidelines and timetables, the work will not be accepted and will receive a zero. Work should be on time and at school when it is due- it may not be accepted if it is brought later that same day. Also, if a child is absent on the day the large project is due, a parent may need to bring the project to school in order for it to be accepted. Please contact the teacher if this situation arises.

Extra Credit

Extra credit is not available to individual students.

PROMOTION AND RETENTION

Students in grades K-5 may not show two or more grades below passing in major subjects (English, Math, Science, History, and Bible) on their year-end cumulative grade in order to automatically be considered for promotion and/or re-enrollment. Students that fail a major subject for the year must receive tutoring in a TCA approved program and show evidence that required concepts have been learned. The student will then be accepted on probation at the next grade level for nine weeks, but must pass all work to remain enrolled at grade level. Summer tutorials will not change the original grade given, but are mandatory for re-enrollment.

ACADEMIC RECOGNITION AND REWARDS

Honor Rolls

Each nine-week grading period, both semester grading periods, and at year's end, Honor Roll students will be recognized. Honored students will receive an award at the end of the year, and Honor Roll lists will be published in the local newspapers. Two levels of academic achievement will be recognized:

1. *All A Honor Roll* - students must have an A in each subject. All other grades shall be no lower than an S.
2. *A/B Honor Roll* - students must have an A or B in every subject. All other grades shall be no lower than an S.

All grades, other than penmanship, will be used to calculate honor roll.

At the end of the school year, students who have perfect attendance for the year will also be recognized.

EAGLE’S WINGS

Eagle’s Wings is TCA’s academic support class for K-5th grade students needing additional help with math, language arts and/or reading. It is designed to supplement TCA’s current instructional program in order to help struggling students maintain satisfactory progress and achieve grade-level expectations. The Eagle’s Wings teacher pre-teaches and re-teaches lessons and broad concepts. There is an additional cost for Eagle’s Wings. Pamphlets explaining this class are available through the elementary office. For more information and/or an application, please contact the Eagle’s Wings teacher.

ELEMENTARY STUDENT DISCIPLINE

The philosophy of discipline at TCA is redemptive in nature. At TCA our goal is to train and nurture children in the precepts of the Word of God so that they become more Christ-like in attitude and action. We want to provide an atmosphere that is both preventative and corrective with the goal of encouraging students to develop self-control. Classroom discipline is therefore a foundational aspect of our instructional program.

The teacher is charged with the responsibility for maintaining discipline in his/her classroom in such a way that creates a positive environment in which students can learn and interact with one another. Teachers establish an effective discipline plan by first clearly setting forth appropriate standards for conduct based on biblical principles and then consistently and fairly holding students accountable to those standards.

Discipline is taught and enforced through example, communication, positive reinforcement for obedience, and an established hierarchy of consequences for misbehavior. Teachers are encouraged to keep discipline actions in line with the offense. Our end goal is to help students develop self-discipline. In the event that a student continues to exercise poor judgment and/or is uncooperative with the teacher’s classroom management system, he/she may be referred to the Elementary Principal for further action.

Parents are responsible to God for the discipline of their children, and TCA endeavors to work with the parents when discipline is needed. We believe that a positive and constructive working relationship between the school and a student’s parent/guardians is essential to the accomplishment of the school’s mission. By enrolling one’s child at TCA, the parent consents to the teacher’s and/or TCA Administration’s judgment and discretion. The school reserves the right to deny re-enrollment to any student if the school concludes that such a positive working relationship is not possible.

The “Student Character” section seen in TCA’s General Family Handbook provides a school wide framework for behavioral expectations of the students of Trinity Christian Academy. Below is a more specific outline of behavioral offenses and their consequences. In some instances, circumstances may lead TCA administration to deal with an offense differently than indicated below. TCA administration reserves the right to take disciplinary action in response to actions occurring off campus or outside of school hours when such incidents hinder the school’s ability to accomplish its mission or reflect negatively upon the school. Student and parental cooperation is both expected and essential.

Elementary Disciplinary Levels

Level 1

1. Talking in class without permission
2. Minor disruptive behavior
3. Inappropriate verbal or physical teasing of another student
4. Deliberate inattention in class
5. Failing to follow directions or classroom procedures
6. Being unprepared for class
7. Not completing homework/assignments on time
8. Chewing gum
9. Eating in any area other than those designated for that purpose and in those areas only during specified times. Food and drinks brought to school for lunch must be stored in backpacks or cubbies for one day only. Water in clear, plastic bottles is allowed in class. Sodas, flavored waters, juices, etc. are not allowed.
10. Running in buildings or at inappropriate times
11. Littering on campus
12. Minor vandalism
13. Violation of Uniform Code
14. Bringing Non-Approved Items to School: Toys and electronic devices are not allowed on school grounds without specific permission. This includes, but is not limited to: cell phones, video cameras, cameras, laser pointers, video games, computer software, sports equipment, and music playing devices of any sort (Ipods, MP3 players, etc.). Calculators may be used with teacher permission.

Level 2

1. Actions or attitudes which are spiritually detrimental to the school. (Depending on the nature of this offense, it may be handled as a Level 1 offense.)
2. Verbal and/or physical abuse of others, acts of unkindness or cruelty, including threats to other students, harassment, or slander (Depending on the nature of the offense, it may be handled as a Level 1 offense.)
3. Failing to show respect to students, faculty, staff, or other adults who may be on campus.
4. The use of inappropriate language
5. Leaving the classroom without the permission of school personnel.
6. Failure to abide by school rules and regulations at extracurricular activities such as field trips, sporting events, etc.
7. Habitual violation of Level 1 offenses

Level 3

1. Academic dishonesty, cheating or plagiarism
2. Deliberate deception or lying
3. Deliberate rudeness or disrespect of students, faculty, staff, or other adults who may be on campus
4. The use of profane, abusive, or inappropriate language or gestures
5. Verbal and/or physical abuse of others, acts of unkindness or cruelty, including sexual harassment or activity, fighting and threats to other students or faculty, verbal or written

6. Engaging in threats or other acts of intimidation which interferes with another student's desire to participate in the education process
7. Stealing
8. Possession or use of tobacco, alcohol and/or drugs
9. Vandalism/destruction of property
10. Any use or possession of tobacco, drugs, alcohol or weapons
11. Cutting class or other forms of truancy
12. Failure to comply to school wide computer use policies
13. Habitual non-conformity to school rules
14. Any other acts of serious misconduct that disrupts the school environment in the classroom, school and/or school functions
15. Chronic or repeated disciplinary infraction of Level 1 and/or Level 2 offenses

Level 1 offenses are handled by the teacher by using oral correction, teacher/student conferences, parent contacts by email, note or telephone call, or any other appropriate in-class disciplinary action. Each teacher has worked to establish fair and effective discipline policies. These policies are covered in detail at the beginning of school. Teachers are free to request input and assistance from the administration at whatever level of infraction the teacher feels inappropriate.

Level 2 offenses will result in a phone call or note to the parent to allow the parents the opportunity to work together with the teacher to reach an appropriate solution to the problem. Teachers may choose to use any of the Level 1 classroom discipline procedures to correct level 2 offenses. Level 2 offenses may also result in a referral to the Elementary Office. This referral will serve to impress upon the student the seriousness of the offense and will allow the administration the opportunity to assist the teacher in finding an effective solution.

Level 3 offenses will result in an automatic referral to the Elementary Principal and a probable parent conference with the teacher and administrator. At this level discipline may include suspension or expulsion. In addition, a student may be placed on Disciplinary Probation.

Suspensions

In-School suspension may be assigned by the Elementary Principal for continued disruptive behaviors. It may be all or part of a school day. Students complete classroom assignments at a monitored desk. The student will be under the direct supervision of a substitute teacher (at the family's expense). Further guidelines at ISS will be given when it is assigned. Any student suspended for a second time in a school year is automatically placed on Disciplinary Probation for the rest of the year.

Disciplinary Probation

If a student is placed on Disciplinary Probation, the student's parents and Elementary Principal will be required to conference regarding the student's conduct. A plan of action will be drawn up to define the expected conduct and to provide compelling motivation and assistance for the student to change his/her behavior. The length of the conditions of the probationary period will be specified in writing for parents.

Disciplinary actions are not carried from one year to the next unless a student has been suspended twice in the school year and is therefore on Disciplinary Probation. If the student ends the year on Disciplinary Probation, a contract addendum may be added to the re-enrollment contract specifying the conditions under which the student may maintain enrollment.

Expulsion

The school may ask for the withdrawal of any student whose conduct is detrimental to the reputation of the Lord Jesus Christ or His school. When the Elementary Principal determines that a student should be separated from TCA, he/she will present that recommendation and the supporting evidence to TCA's Head of School in confidence. The Head of School will consider this and any other evidence bearing on the issue. He/she will consider the school's written policies and Biblical standards. Final decision and expulsion rests with the Head of School.

ATTENDANCE

Successful students attend school regularly and punctually. All class time is valuable and to miss class time means missing important instructions and interpretations given by a teacher as well as the give and take between other students and the teacher. Excessive absences (defined below) compromise the integrity of the curriculum and may violate accreditation attendance regulations. Students with lengthy absences may require additional outside tutoring to catch up with their studies.

School policy, ACSI, SACS and Advance Ed accreditation standards, and state law require that students be in school at least 90% of the days during a semester.

When a student is absent from school due to illness, a parent or guardian is requested to telephone the school office between 8:00am and 10:00am. Elementary teachers will also accept phone notes or email. Work may be requested before 10:00am and should be picked up by 3:45pm.

Absences and Tardies

1. If a student arrives between 8:21 and 11:20, he/she is tardy.
2. Students who are in attendance less than three hours in a school day will be counted absent for the day.
3. Teachers will accept phone calls, letters or emails to notify the school in case of an absence.

Returning to School

UPON RETURNING TO SCHOOL AFTER AN ABSENCE, STUDENTS MUST BRING A WRITTEN EXCUSE FROM EITHER A PARENT/GUARDIAN OR MEDICAL/DENTAL OFFICE. This note is presented to the student's classroom teacher. It must contain the date(s) of the absence, the reason for the absence, and a parent or guardian's signature. If the absence was for a medical or dental appointment, the student is to bring a note from the medical or dental office showing the time and date of the appointment. When possible, make such appointments after school or on Saturdays. A parental note excuses an absence due to personal illness for no more than (5) consecutive days; from then on, the student's absence must be excused with a doctor's note. **Without an appropriate note upon return, the absence will be considered unexcused. Elementary teachers will also accept phone calls and/or emails to provide an excuse for an absence.**

Make-up work

Teachers will let students know what assignments they have missed during their absence. The teacher may send home an assignment sheet, ask the student to write the assignment in his/her planner or send

an email to parents to notify them of the work missed. After this written notification, students are responsible for turning in all missed assignments. This includes instances when students are in attendance but have missed class because of a special activity or school-sponsored trip. If a student is in attendance for any part of a day or attends an after-school practice or function, he/she is expected to be prepared for all of his classes the next school day, even those classes he/she missed. In any case, the teacher and student will confer orally and in writing in order for the student to clearly understand the due date of each assignment.

Make-up work will be accepted when the absence is excused; zeros will be issued for any work missed on the days of unexcused absences. Work missed due to absences must be completed and returned promptly. One day is given for each day of absence (clarify due dates with your child's classroom teacher). **Students should be aware that work assigned before the absence that falls due the date of the absence or the following day should be turned in the day the student returns to school. Tests assigned before the absence, which fall due the date of absence, should be taken the day the student returns to school.** Tests assigned before the absence which fall due the day following the absence may be taken the day the student returns to school or the next day.

Excessive Absences

If an elementary student has unexcused absences for more than 10% of the total days per grading period (8 or more absences per semester, 4 or more absences per six-weeks), he or she may be put on academic warning or probation. The parents of students who have excessive absences may be contacted for a conference to alleviate this problem. Students who miss more than five days for **unexcused** absences during a school year may be ineligible for promotion. Retention or promotion will be decided at the end of the year.

Extracurricular / School-Sponsored Extracurricular Events

School-sponsored extracurricular events are not counted as absences for team members. Siblings or friends who miss school to attend extracurricular events in which they are not competing will be counted absent. Administrative exceptions may be made for play-off games.

In most cases, a student must be in attendance for at least four hours of the school day in order to participate in any extracurricular event on that same day.

Planned Absences (mission trips, family vacations and other educational trips)

The TCA calendar includes many holidays as well as spring and summer breaks. Parents and students are asked to schedule mission trips or family vacations during these breaks so that students do not miss important class time. Parents and students are also asked not to extend existing school holidays and breaks into longer family trips.

Up to five days for personal family trips may be taken per school year. These days do count as absences. Families should inform TCA administration by completing a Planned Absence Form at least one week prior to missing school for such a trip in order for the absence to be excused. Averages in all classes must be passing in order for the trip to receive administrative approval and for the absences to be considered excused.

Students are to arrange make-up work with teachers prior to leaving. Tests and quizzes missed during a planned absence are to be taken upon the student's return to school unless prior arrangements have been made with the student's teacher.

We ask that students not leave school to observe “Take your Daughter/Son to Work Day” and that parents wishing to take their children to work do so during regularly scheduled work days.

Leaving Class

Students are not to leave the classroom, playground, or the lunch area without obtaining permission from their teacher or lunch supervisor.

LUNCH

Since TCA does not have cafeteria facilities, students are asked to bring their own sack lunch.

Parents are welcome to eat lunch with their child and may take their child out to lunch after notifying the office and teacher. Please sign your child in and out of the office if taking him or her to lunch and be sure to return your student to class on time. No student will be allowed to leave school grounds during lunch unless he is accompanied by a parent or pre-approved guest.

In keeping with our closed campus policy, only Trinity Christian Academy alumni, immediate family members and school-aged children who are actively involved in the admissions process and have been invited by TCA administration are allowed to eat lunch with TCA students after checking in through the elementary office.

Students are not to have food commercially delivered to the school.

“Lunch Out”

Lunch Out is a program available for students Pre-K through 12th each Monday, Wednesday and Friday. A Lunch Out order form is available for download from the TCA website. Lunch options include fast food from local restaurants. Meals are ordered on a monthly basis, with orders being placed and paid for in the elementary office by deadline for the month, semi-annually or annually. Lunch Out does not include a drink, so please remember to send a drink with your child or money to purchase one. For more information regarding Lunch Out (prices, ordering, meal items, etc.), please contact Alana Nicely, lunchroom coordinator, at nicely@tcaeagles.org. There is no refund for missed pre-ordered lunches regardless of circumstances. In the case of inclement weather, the lunch out day will be moved to another day the following week. Parents will receive an email and text concerning the substituted Lunch-Out make-up day.

Missionary Lunches

In order to support our TCA missionary, Rachel Chapman in Mexico, volunteers hold fund-raiser food sales in which students may purchase a hot lunch on the 2nd and 4th Tuesday of each month. Parents may pre-pay for these lunches on the lunch out form.

ENRICHMENT CLASSES

TCA offers a variety of enrichment classes to all students PK-5th grade. Each week, students attend music, art, P.E., library, Spanish and computer. Enrichment teachers give grades based on the E, S, N, U scale. (See Grades) Grades are based on participation. Classroom rules apply to these classes. If a child misbehaves, an Enrichment Class Behavior Form is sent home for parents to sign and return. Parental support of enrichment teachers is both needed and expected.

PLAYGROUND SAFETY RULES

1. Slide down one person at a time, feet first, on all slides.
2. No food or drink is allowed on the playgrounds. Let's keep our play areas clean and litter free!
3. For the safety of the younger children, no more than one grade level difference may be on the playground at one time, nor more than two classes at one time.
4. Play should be courteous and respectful; no fighting, kicking, or hitting is allowed.
5. Do not leave the fenced area or go into the building without teacher permission.
6. Respect our property: do not hang on the gates, climb trees, rock walls, or fences.
7. Rocks, sticks, and dirt belong on the ground, not in students' hands.
8. Return to class in a line with your teacher.
9. Recess should be a fun time – use courtesy and respect to all.

Teachers may not take students outside to play if temperatures are below 32° or above 100°.

COMMUNICATIONS

Communication between parents and teachers is vital to students' progress. Student progress will be communicated as follows: report cards every grading period; weekly emailed grade reports, a scheduled conference with parents; and other conferences upon parent request or teacher request.

Orientation Night will be held at the beginning of the school year for elementary students and their parents. At least one parent is required to attend with their children.

A pre-scheduled teacher/parent conference will be held after the end of the second nine-week grading period. The school calendar reflects this conference day. Students will not come to school on that day so that teachers have time to meet with each student's parent. Additional conferences may be scheduled as needed throughout the remainder of the school year. Parents desiring conferences may request them by note, email or by phoning the office. Childcare for siblings is not provided at these conferences and we ask that you make other arrangements for your children so that conference time is not disrupted. If at any time you are not able to make a scheduled conference, please contact the teacher or school. Please respect teachers' rights to personal time by:

- avoiding calling teachers at home or on cell phones
- avoiding impromptu conferences during school events (athletic events, PTF meetings, etc.)
- avoiding initiating unscheduled meetings with teachers before or after school, as these are teacher work times

- always scheduling conferences with teachers during their conferences periods or during conference week mentioned during the second nine-week grading period

Your child's teacher should be your primary contact with the school. Please discuss concerns with him/her first. If further consultation is needed, a conference with the appropriate administrator may be requested.

Teacher Web Pages

Many teachers have a classroom web page. This is another source of communication for teachers/students/ and parents. Teachers will post classroom announcements and homework. Parents can access this info. through ParentsWeb. Check with teachers regarding the availability of their web page.

Change of Address/Telephone/E-mail

Changes in mailing addresses, phone numbers, or e-mail addresses must be reported to the school offices immediately. The most effective means of reporting these changes is by using ParentsWeb. Parents can update information themselves by going to RenWeb.

SCHOOL TRIPS

Field trips at all levels are offered at the discretion of the teacher. Trips must have a stated goal and purpose and are not optional for students. Written information will be sent home for the parents to read and sign and must be returned by the day designated on the form in order for the child to be allowed to participate. Neither verbal permission over the phone nor handwritten notes will be substituted for a signed school field trip form.

Non-TCA students and siblings will not be permitted on field trips. This enables field trip chaperones to give their complete attention to TCA students in their care. All students must return to the school from the field trip unless prior arrangements with the teacher have been made. Seat belts must be worn at all times while traveling in a car. Students who choose to unbuckle their seatbelts, misbehave, or treat a driver with disrespect may lose future field trip privileges. Since field trips are an extension of the classroom, TCA administrators or parents may be called to pick up students who choose to misbehave on trips. Anyone wishing to drive on field trips must sign their agreement to TCA's guidelines for field trip drivers on a yearly basis; furthermore, all field trip drivers must have a nationwide criminal background check that is no more than three years old on file in the office. Guidelines for school sponsors on field trips are available in the school office and must be signed by each driver annually. Students may not drive on field trips.

On class field trips that only require one hour or less of driving time (each way), students are not allowed to bring music, video games, video players, DVDs, iPods, etc. of any sort. Only Christian music is allowed to be played in the car. Drivers are responsible not only for driving, but also for the appropriateness of conversations in the car. **Drivers may not talk or text on cell phones while driving.**

Overnight Trips:

Students are allowed to bring appropriate music, video games and videos to overnight trips.

- 4th Grade Texas Heritage Trip-This 3 day trip to Austin and San Antonio brings to life the people, places, and events studied in 4th grade Texas History.

Because our students represent Trinity Christian Academy, they are required to reflect the school's Christian values while on trips. Any student not exhibiting TCA conduct standards may be sent home at their expense and/or lose the privilege of attending future trips.

ASSEMBLIES AND PEP RALLIES

From time to time, teachers and administration will schedule special events on campus. These times give a wonderful opportunity for students to show their good, Christian character. Students must behave courteously at all school assemblies and pep rallies. Students should give full attention to the performers on stage and show appreciation appropriately through clapping. Whistling, shouting and foot stomping is not appropriate except in some cases during pep rallies. Visitors often form a lasting impression of our school by student behavior at assemblies and pep rallies. Good behavior is both required and expected.

PARTIES

All parties in all PK-5th grades must be pre-approved by the administration a minimum of one day in advance. **Parents are asked not to bring siblings to class parties** for which they are chaperoning, as parties are planned for the specific number of students in the class. In grades PK-5th, birthday parties are to be scheduled for the last hour of the day. **Birthday celebrations should be limited to refreshments only. Parents who wish to provide birthday refreshments for their child should contact their child's teacher at least one (1) day in advance.** Invitations that are given out at school for parties off campus must be given to all classmates so that no child is made to feel left out. Easter, Christmas, and Valentine's parties may be scheduled for the last hour of the scheduled party day. TCA does not recognize Halloween. Students may exchange gifts with other students at school only as a part of a class-organized Christmas gift exchange. Trinity Christian Academy is responsible only for social events that have been pre-approved by the administration and are chaperoned by both staff and parents.

EAGLE SQUAD

The TCA Eagle Squad is a cheerleading, after school activity available to girls in PK-5th grades. Students join Eagle Squad in the summer during Eagle Squad camp. Throughout the year, Eagle Squad girls may cheer during a designated time at home football games and some pep rallies. There is a cost associated with Eagle Squad. Information regarding summer camp posted on the TCA website in March of each year. Information may also be found in the Eagle Newsletter and in the T-Camp summer camp pamphlet.

ELEMENTARY ATHLETICS

2014-15 Elementary Athletic Director: Stacy Reynolds- reynolds@tcaeagles.org

There are a variety of sporting options for Elementary students at TCA. The philosophy of the elementary athletic program is developmental in nature. Students are encouraged to work hard at practice in order to build skills and enjoy competition. While all the schools TCA plays are not Christian, TCA students are to exemplify Christ on the court. At TCA, good sportsmanship and Christ-like character are expected at all times.

Elementary athletics often provides students their first taste of CSAF competition. Unlike recreational and church leagues, students' playing time is based on their dedication to practices, skill level, and particular position the student is inclined to play. Coaches make every effort to play all students, but times of play may vary according to the needs of the team.

Information regarding sign-up for Elementary sports is posted in the Eagle Newsletter and by contacting TCA's elementary Athletic director Stacy Reynolds- Reynolds@tcaeagles.org.

School-sponsored athletic events are not counted as absences for team members. Siblings or friends who miss school to attend extracurricular events in which they are not competing will be counted absent. Administrative exceptions may be made for play-off games.

In order for a student to participate in any athletic event, he or she must be in attendance for greater than half of the day on the day of a contest or practice. Students may not make a practice of attending just enough of the school day to participate. Such a pattern will require a conference with TCA administration and disciplinary consequences as deemed necessary.

Students who sign up for a team are expected to play for the entire term of the season. They are required to attend all practices.

Specific CSAF guidelines for each sport will be given to parents and coaches at the beginning of the season.

Physicals are required to play elementary sports. Physical forms must be on file with the elementary athletic director before the first day of practice.

There is a fee associated with each sport. This fee must be paid in full before the first day of practice.

Elementary Sports: (For both boys and girls)

Soccer: 4th and 5th, 6th grades

Basketball: 5th, 6th grades

Track: 4th, 5th, 6th grades

Volleyball: 5th and 6th grades (girls only)