

Trinity Christian Academy

Governing Policy

Trinity Christian Academy's Co-op is a parent led program and staffed by volunteers. Our goal is to assist home schooling parents to teach, train, and equip their children to fulfill the purposes of God (II Timothy 3:16-17) and to provide classes that will sharpen children's God-given gifts and talents. Our desire is to teach the whole child.

Fees

- The fee for Trinity Christian Academy's co-op is \$150 per family for the year and \$75 if you only have high school students. This fee is due at registration and is nonrefundable.
- Teacher fees if applicable are payable directly to the teachers.

Volunteer Hours

- Parents agree to volunteer the number of hours equal to the number of class hours attended.
- Classroom helpers are assigned on a first come basis and are subject to change according to the needs in each classroom.
- If you have an infant, toddler, or preschooler, the majority of your volunteer hours will be assisting in their rooms.

Parent Responsibilities

- Remember that you are your child's primary teacher. Your teachers work diligently to provide instruction on Mondays but it takes you to help make the class a success by having students complete assignments during the week and having them come to class prepared.
- Make yourself aware if your child or children have been given assignments, and oversee completion.
- Cooperate with teachers and be supportive of class assignments or projects.
- Supervise the study of additional materials through the week and drill material as necessary.
- Prompt your children to be well prepared for class.
- Teach your children to be respectful of teacher authority by modeling the same behavior at all times.
- TCA cannot run without all hands on deck. Please do your very best to be present every week and to be on time, with the obvious exception of illness and emergency situations. There are only 30 total days of classes in our school year, and we really need everyone present and active to make this co-op run smoothly. With this in mind, please schedule non-emergency appointments on days other than when TCA is in session (see TCA calendar), if at all possible
- In case of an unavoidable absence please do the following:
 - Helpers: If you are unable to attend co-op, it is your responsibility to notify the teacher of each class you help in AND contact Glynna Jackson, volunteer coordinator, by PHONE, TEXT, or IN PERSON asap (Do NOT post on the TCA email loop or Facebook page). Her number is 865-388-1277. For those who work in the nursery classrooms, please contact Kristi Cooper, our nursery coordinator. Her number is 865-621-0761.

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- Teachers: If you are unable to attend co-op, it is your responsibility to find a replacement to teach your class(es) (which will typically be one of your helpers, but check to make sure they will be there) AND contact Glynn Jackson, volunteer coordinator, by PHONE, TEXT, or IN PERSON asap (Do NOT post on the TCA email loop or Facebook page). Her number is 865-388-1277. Please provide instructions/activities for your substitute teacher (preparing something in advance for emergencies is advised).
- TCA loves our helpers and teachers! You are vital to the success of our co-op. Helpers, please know that you are not just babysitting or passing time. When our helpers do these things, it makes it so much easier for the teacher to teach. Teachers love good helpers!
 - Here is a reminder of what teachers need from their helpers:
 - ~make copies
 - ~pass out papers
 - ~get school supplies (white baskets are in the NCF copier room on the left counter- fill your basket w/ items from drawers, then return items back to the drawers you got them from, and return the basket to the stack)
 - ~help prep and/or assist kids with crafts, activities, etc.
 - ~take attendance & keep track of tardies
 - ~take up fees and keep list of those who have paid if applicable
 - ~keep classroom noise down & help kids stay focused
 - ~escort child to restroom (younger classes)
 - ~tie shoes (younger classes)
 - ~maybe add a helpful comment or personal knowledge (if applicable)
 - ~help tidy up (room should be clean & neat when class is done)

Drop Off Policy:

- If you are unable to come on a Monday but feel it is important for your child to attend, please find a trusted adult to be responsible for your child(ren).
- There is a sign out book on the table in the downstairs foyer. Please fill this out if you are dropping off your child(ren).
- If you have had contagious illness in your family, please do not bring children to drop them off. Often we can carry these viruses before symptoms are present.

Illness

- If your child has had a fever, green drainage from the nose, sore throat, stomach virus, or has been diagnosed with a viral or bacterial illness within 24 hours of classes on Friday, please keep them home. We want to keep all our children safe and healthy, and to allow sick children to recover.
- In the event of an epidemic of illness, we will cancel classes until we feel it is safe to resume.
- Please see the teacher when you return for any missed craft, activity or homework.
- CDC considers a person to have a fever when he or she has a measured temperature of at least 100° F (37.8° C) or greater.
- Our goal is that each child has a loving, spiritual, fun and safe environment for learning.
- These practical steps will assure our children are not affected or infected—just PROTECTED!

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Student Responsibilities

- Come to class with complete assignments, appropriate materials (book, pencil, paper, etc.), fully prepared.
- Assignments are expected to be completed on time. If a student cannot comply with this, upon teacher notification, detentions will be assigned.
- A teacher can assign a detention if two homework assignments are missed.
- A student may be asked to drop a class if they do not turn in 4 homework assignments in a semester.
- Students are required to address those in authority in a respectful and formal manner.

Absence and Tardy Policy

- Teachers spend many hours preparing for class on Monday. To respect their efforts please make every effort to be present and on time to class.
- If excessive tardiness is occurring the student may be given a detention or asked to drop the class.
- A student who is absent 4 times in a semester may be asked to drop the class.

Detention Guidelines

- Detention is for 1 hour and is to be served on the same day it was assigned, beginning at 3:00 p.m.
- Any student required to serve detention will be expected to help the parent volunteers who are cleaning.
- There may be other specific jobs assigned to a student in detention.
- If a detention is not served as required, additional detention time will be added. If necessary, a meeting with the Principal, teacher, parent, and student will be arranged.
- If a student received 3 or more detentions in one semester for the same class, a meeting of the Principal, teacher, parent and student will be held to seek a solution. The student may be asked not to return to that class and or Co-Op.

Behavior Policy

Inappropriate behavior is defined as disrespectful attitudes towards adults, teachers, and other students. Cursing, offensive or unfit conversations, name-calling, bullying, hitting, biting, spitting, etc. will not be tolerated. Behavior as outlined above will be addressed in the following manner:

- **First Offense:** The student will be given verbal warning (children are expected to respond quickly and respectfully to verbal correction by teacher or adult in authority). The teacher will pull the student aside after class and let them know of the first offense.
- **Second Offense:** If the student is called on for any reason for a second time, there will be a parent/teacher conference and the Principal will be notified.
- **Third Offense:** If inappropriate behavior continues, the student will be required to leave the class and will be taken to the Principal; a one week suspension from all classes will be administered.

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Dress Code Policy

Trinity Christian Academy sincerely desires an environment where our students are dressed neatly, modestly, practically, and safely as we participate in classroom activities. TCA does not make any attempt to remove all fashion influence or personal style, however some trends are not acceptable in order to support and maintain our educational goals, promote Christian character, and spiritual growth. We require each student strive for excellence in academics, conduct, and appearance; we ask that you always try for your personal best.

- The purpose of our behavior and dress code is to nurture and promote developing attitudes of respect for self and consideration for others. By showing concern for your appearance, the student body as a whole benefits and our Academy will reflect the positive testimony we desire for our community.
- This behavior and dress policy will be in effect for every TCA function. Please remember that not only are we representing home schooling and our church, but also our Lord Jesus Christ!
- The final authority on the appropriateness of clothing in the setting of Christian education and enrichment belongs to the TCA Leadership, under the guidance of the Church pastors and elders. Students or teachers disregarding this dress policy will be asked to leave or change clothes at the discretion of TCA Leadership.

Dress Code

- Clothing should be clean, without fraying or holes.
- Fashion reflecting gang mentality, such as oversized/baggy clothes, or symbols and colors promoting any disrespect or rebellion is not accepted for any reason.
- No “message-wear” that is not in accordance with the goals of TCA; this would include most secular logos, disrespectful commentary, “off color” topics, or issues which would incite controversy.
- Shirts must cover the entire torso area; no midriff or cleavage showing.
- Clothing must not be form fitting. For example: bike shorts, tight tops, and spandex outfits.
- Appropriate underwear must be worn but not seen.
- No “heelies” or shoes with wheels are permitted.
- Unnatural hair color is inappropriate; extreme styles are prohibited.
- Body or facial piercing must not have jewelry in them during school hours, events or field trips.
- Tattoos must be covered.
- Proper swim attire must be modest: one piece suits for girls, and swim trunks for boys.

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Statement of Faith

- I believe the Bible is the infallible word of God, the supreme and final authority for all faith and life.
- I believe there is one God, eternally existent in three positions: Father, Son, and Holy Spirit.
- I believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through his shed blood, His bodily resurrection, His ascension, and His imminent bodily return in power and glory.
- I believe man was created in the image of God, but fell into sin and therefore is lost, and only those who put their faith in Jesus Christ alone can be saved.
- I believe that salvation is a gift of God brought to man by grace and received by personal faith in the Lord Jesus Christ, whose death on the cross paid the penalty for man's sin.
- I believe Christ has already done everything necessary by His death to remove our sin and make us holy from God's point of view.
- I believe that the ministry of the Holy Spirit is to convince men, indwell, guide, instruct, and empower the believer of godly living and service.

Failure to comply with the policies and guidelines may result in dismissal from TCA.

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We acknowledge the following:

- Attending TCA is a privilege, not a right.
- The importance of consistently demonstrating Christ-like behavior in our lives, including our time at TCA.
- Our responsibility to accept and show respect for all authority placed over us by the program, teachers, parents, church staff, and others with designated authority.
- The possession and/or use of firearms, knives, tobacco, alcohol, or any illegal drugs can be grounds for dismissal from the program.
- Instances of fighting, lying, or stealing will be grounds for dismissal from the program.
- The use of profanity, threatening remarks, disrespectful speech, or possession/viewing of pornographic materials while TCA is in session will be grounds for dismissal from the program.
- The policy of TCA is for modest attire to be worn at all times. We agree to follow the Dress Code Policy.
- For safety and accountability purposes, a parent or guardian MUST remain on the premises while his/her child/children attend classes. If the parent or guardian must leave for any reason, he/she must first sign out in the notebook located in the NCF foyer and designate a parent to be responsible in his/her absence.
- We are guests in this facility. Each individual is responsible to preserve the safety and cleanliness of the grounds and buildings. If an item is damaged, please notify TCA administration so we can get it replaced or repaired.
- I have read the Governing Policies and will abide by it.
- I have read and agree with the Statement of Faith.
- Our desire is to walk alongside families who are on a home school journey. This is a perfect place to form life long lasting friendships between our children and other parents as well. As with anything it is also a perfect place for offenses, hurts, and misunderstandings to occur. Let's make every effort to place value on people, let's choose to believe the best, let's choose to give them the benefit of the doubt, let's choose to give them grace when they are having a bad day, and treat others as we would want to be treated. Please make every effort to talk (privately) through the issue with the person in the attitude of humility and hope of restoration. If an offense does occur, we advise you to quickly go the person and talk with them (and only them). If there is no resolve, please bring the issue to a TCA staff member. Please give us the opportunity to seek the Lord, pray for wisdom and try to bring restoration.

I have read and understand the above information.

Parent's Signature: _____ School Year: _____

Student's Signature: _____ Student's Signature: _____

Student's Signature: _____ Student's Signature: _____

Student's Signature: _____ Student's Signature: _____