

# **Trimont Christian Academy**

**"Excellence to the Glory of God"**

## **Kindergarten – 8<sup>th</sup> Grade Family Handbook 2016-2017**

**98 Promise Lane  
Franklin, NC 28734  
828-369-6756**

Disclaimer:

\*\*Trimont Christian Academy retains the right to change any policy or procedure contained in this handbook "at will" and at any time at the sole discretion of the Board of Directors.

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# Trimont Christian Academy

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98 Promise Lane, Franklin, NC 28734

Phone: 828-369-6756

Fax: 828-524-0622

Email:

pete.rodewald@trimont-academy.org

Dear Parents and Students,

**This is a copy of the 2016-2017 Family Handbook. This handbook is designed to provide parents and students with policies and guidelines for the operation of our school. We hope it will answer any questions you may have.**

**It is important to remember this handbook was written to provide a guideline. Every problem that will arise may not be specifically addressed. Each problem requires reasonable consideration and will be addressed with these guidelines in mind.**

**The goal of Trimont Christian Academy is to realize spiritual growth and the very best education with a Biblical worldview. To achieve our goal will require cooperation between school personnel, parents and students. It will also require hard work, dedication, and discipline.**

**Throughout the school year we seek to develop in our student's grateful hearts for parents or guardians who care enough to provide the life-long legacy of a Christian education.**

**We would like to thank each parent for selecting Trimont Christian Academy to serve the educational and spiritual needs of your child. We look forward to partnering with you and pray the Lord will continue to bless Trimont Christian Academy and its families as He has done in the past.**

In His Name,

*Peter R Rodewald*

Peter Rodewald

TCA Principal

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**“Excellence to the Glory of God”**

# Statement of Faith

The following are the foundational beliefs on which Trimont Christian Academy is based. They are also the key elements of Christianity that will be unapologetically taught in various ways throughout all grade levels. The substance of these statements is that which will be considered “primary doctrine” at Trimont Christian Academy. Secondary or divisive issues will not be presented as primary doctrine. When these arise, they will be referred to the student’s family and local churches for final authority.

We believe that the **Bible is God’s Holy Word**. Every word of the Old and New Testament is the verbally inspired Word of God. It is inerrant, infallible, and has been perfectly preserved according to the promise in Psalm 12:6 & 7. It is indeed the final authority in all matters of faith and practice.

We believe that there is one **God, eternally existent in three Persons**: Father, Son and Holy Spirit. He is omnipotent, omniscient, and omnipresent.

We believe in the deity of our **Lord Jesus Christ**, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.

We believe that for the salvation of lost and sinful men, **regeneration** by the Holy Spirit is absolutely necessary.

We believe that **salvation is by grace through faith alone**.

We believe that **faith without works is dead**.

We believe in the **present ministry of the Holy Spirit**, by whose indwelling the Christian is enabled to live a godly life.

We believe in the **resurrection of both the saved and the lost**, they that are saved to the resurrection of life and they that are lost to the resurrection of damnation.

**We believe in the spiritual unity of all believers in our Lord Jesus Christ.**

## Educational Philosophy

### Mission Statement

Excellence to the Glory of God

### Vision Statement

The vision of Trimont Christian Academy is:

- To form a partnership with parents in order to establish their children with a Biblical worldview.
- To train up a generation of Godly leaders who love learning and are sought after for their wisdom.
- To prepare a student spiritually, academically, socially, emotionally and be able to articulate and defend their faith.
- To raise up servant leaders in their God-given vocations.

## God, Parents, and Teachers

God is sovereign over all things, yet He has commissioned man to rule over all living things on earth. We are to be responsible caretakers of all that He has placed in our hands, including our intellectual and spiritual gifts and abilities. Trimont Christian Academy is designed to prepare our children for this undertaking. However, God has given responsibility to the parent, not the school, to see that their children are educated. Thus, while children are at school, the teachers and staff will be working, within the parameters of Trimont's Statement of Faith and Philosophy of Education, to help the parents fulfill their responsibility. Trimont Christian Academy will teach and discipline in a manner consistent with the Bible and a godly home environment.

## Excellence

We want to help parents teach their children that all they do should be done "heartily, as unto the Lord." (Colossians 3:23)

Therefore, we seek to encourage quality academic work and maintain high standards of conduct. Trimont Christian Academy will help students fulfill their academic, spiritual, and all-around potential through the example and encouragement of teachers and peers.

## A Biblical / Christian Worldview

Trimont Christian Academy will endeavor to teach a Biblical/Christian worldview. A **worldview** is the filter of ideas and values through which we see, evaluate, and behave in all areas of life. Our beliefs about the nature of man, the possibilities of knowledge, ethics, politics, science and history - all flow from our world view. It is the foundation of our belief system and embodies our most basic presuppositions about God and His relationship to man and nature.

Teaching a **Christian worldview** is not a single issue, but rather a comprehensive perspective that applies Scripture to all of life. It is developing a Biblical frame of reference through which all subjects in life are evaluated. A well-developed Christian worldview will affect a student's ability to respond with wisdom and understanding to art, politics, history, literature, current events, math, and science. Students should see God's hand and have His perspective as they view the subject matter they are taught. They should see how certain subjects were developed from Christian thought and are interwoven with principles that reveal God and His handiwork. Bible teaching and Scripture memory will be essential tools at the school to lay a spiritual foundation and to demonstrate how Christian thought and academic subject matter are integrated.

Trimont Christian Academy's biblical role is to work in conjunction with the home to mold students to be Christ like. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the biblical lifestyle the school teaches. This includes, but is not limited to, sexual immorality, homosexual sexual orientation, or inability to support the moral principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. Partnerships contrary to or outside of the school's biblical teaching will not be acknowledged in regards to parent recognition at any school function or meeting. Only the biological parents of the student will be recognized.

## Admission and Tuition Assistance

### Admissions

Students are tentatively accepted at Trimont Christian Academy after completing application forms, paying registration fees, being tested, and having an interview with school personnel. Final acceptance of students is contingent upon all information given during initial interview being authenticated by school records, testing, and approval from responsible personnel. New, incoming students will be on a 60-day probationary period for both academics and conduct.

**Additionally, North Carolina law requires that all students entering school for the first time have a physical exam within 30 days of the first day of school and that all immunizations be kept up to date.**

Parents are required to sign the Home and School Commitment. Students are required to sign the Student Honor Code. A copy of each of these is enclosed as part of this handbook. No student will be admitted or allowed to remain at Trimont Christian Academy who does not agree and cooperate with the overall purpose and program of the school. This home and school commitment and student pledge is to be renewed yearly during the re-enrollment and orientation process.

The academic program of Trimont Christian Academy is designed for the average or better student. No provisions are available for children with severe learning disabilities.

The application fee is non-refundable when a student is accepted in the grade requested. If Trimont Christian Academy determines, after evaluation, that a student requires summer school, additional testing, or placement in a lower grade, and such requirements are not acceptable to

the parents, all of the application fee minus the testing fee will be refunded if the child is not enrolled.

## **Non-Discriminatory Policy**

Trimont Christian Academy admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its education policies, admissions policy, scholarship programs, and other school-administered programs.

## **Pre-Registration Procedures**

During the month of March, pre-registration for the next year is accepted from currently enrolled students only. Students are accepted on a first-come, first-served basis according to space available. After March, registration is opened to new students.

Continued acceptance at Trimont Christian Academy is based on the successful completion of the academic expectations of the previous grade level and a satisfactory attitude and effort on the part of the student.

## **Financial Aid**

Trimont offers a “creative tuition solution” where scholarships are available depending on certain qualifications. Information and applications are available in the school office upon request. Families who qualify for financial aid are required to do volunteer hours as part of the scholarship. A Volunteer Coordinator will be assigned to help communicate the needs of the school with families who need to complete their volunteer hours. Failure to comply with Financial Aid Requirements could include the loss of such assistance. In that case, full tuition costs will be charged to the student’s account. Other fees such as registration, curriculum, supplies and testing are in addition to the scholarship.

# **Attendance**

## **Attendance is a Privilege**

Attendance at Trimont Christian Academy is a privilege and not a right. Any student who does not conform to the standards and regulations of this school may forfeit that privilege. The school may request the withdrawal (at will) at any time of any student, who, in the opinion of the faculty and administration, does not fulfill the spirit of the school.

## **Attendance Policy**

Regular attendance and prompt arrival are essential for satisfactory achievement. A student must be present for at least four hours to be counted present for a full school day.

## **School Hours**

The school doors open at 7:30 am for student arrival. There are no provisions for students who are dropped off earlier than 7:30 am. The Chapel area is the designated area for drop off prior to 7:50 am. **ALL** students that arrive between 7:30 and 7:50 are to report to the Chapel.

**School hours are as follows.**

**Kindergarten - 8th Grade 7:55 AM - 3:00 PM**

**The academic day is a full day.** Please honor our teachers’ time by not picking your child up prior to 3:00 PM. Only exceptions to this request will be a family emergency or doctor’s appointment that can not be scheduled outside of the 2:30-3:00 time frame. **Doctor’s Appointments scheduled during this time frame will require a Doctor’s Note the next day.**

Any K-8<sup>th</sup> student not picked up by 3:15 PM will be charged for After-school Care at the rate stated in the tuition and fee information available from the school office.

After School Care starts at 3:15pm. There are no provisions for students who are picked up after 5:30pm. Any child not picked up by 5:30 pm will be charged a late pick-up fee at the rate explained on the late pick-up information sheet available in the school office.

## **Safe Arrival Policy**

To insure the safe arrival of your child, Trimont asks that you phone the school secretary if the student will be absent or more than 30 minutes late for school. If your child is absent and we have not heard from you, we will do our best to contact you. If we are unable to contact you, the student will be considered absent unexcused until a note is sent to school.

## Arrival and Departure Areas

Please abide by the traffic flow pattern in the parking lot. During school hours, please enter the campus from Womack Street and exit by Golf View Drive. When dropping off or picking up your child, pull to the designated area (outlined using orange cones) and allow your child to exit or enter your car there.

Any time you park, please do so in one of the lined parking spaces. Do not park in the handicapped parking space unless vehicle has the appropriate marking.

At dismissal time, if you are waiting for your child, get into a single file line with the other vehicles, starting at the orange cones. Your child will be allowed to leave the building when your car is stopped at the designated stopping point. If you are waiting for your child for an extended length of time, please move out of the normal traffic flow and pull into a marked parking space to allow other cars to pass.

For their safety, an adult or a safety patrol member must escort kindergarten students to and from the classroom. Please do not drop off kindergarten students outside unless a safety patrol member is there to escort your child to class.

Once a student is signed out or picked-up, they are to leave campus.

## Release from School

The school is responsible for its students from the time they arrive at school in the morning until they depart the campus.

If the safety patrol is not on duty upon your student's arrival or departure, the student's parent or guardian must physically come in the main office and sign in or out the K – 8 students.

**If an adult, other than one listed on the application as authorized is to pick up a child, the office must be notified in writing (fax is acceptable) and the individual, if unknown to the staff, must present photo identification. A minor may not pick-up a child.** We will not allow a child to leave our campus with an unauthorized individual.

**We realize occasionally there will be reasons to pick your child up before 3:00. It is our preference that, outside of a family emergency or doctor's appointment, families refrain from picking up students between the time of 2:30 – 3:00. The last 30 minutes of school is a critical time for teachers to wrap up lessons, share important announcements, and preparing for dismissal.** Excessive early pickup disrupts the classroom environment just as being tardy disrupts. Please be mindful of this. Trimont asks that parents phone the school office to notify the Administration that early pickup is necessary and will only be allowed in the case of an emergency or a prearranged physician visit. A note will be required before entrance to homeroom the following day.

## Extended Child Care

An After-school program is available from 3:15 to 5:30 PM. All students must be picked up by 5:30, otherwise a late pick-up fee will apply. (Late fee information is provided separately.)

Parents must sign the sign-out sheet noting the time of departure of their child.

Parents of students staying for After-school Care will be billed monthly. The amounts charged for this service are listed on the Tuition and Fees Schedule.

## Absences

Regular attendance and prompt arrival are essential for satisfactory achievement. Students in K-6th must be present for at least four hours to be counted present for a full school day. Students in 7th and 8th, please see the last paragraph under absences.

When a student is absent, on the day of return, student is to present a written excuse to the teacher(s). It must be signed by the parent or guardian and state the date(s) and reason for the absence.

If a child is absent for more than five days due to illness, a note from the doctor should accompany the child when they return to school.

**Unexcused absences** are absences without a parental note or absences that are not for reasons covered under "excused absences" below. Missed work may **not** be made-up and students will receive a grade of zero on missed tests, quizzes, and graded assignments.

**Excused absences** are granted for illness, death in the family, or medical/dental appointments. Trips may be excused provided they are approved beforehand (if possible, a minimum 2 weeks notice is appreciated) and are educational in nature. For trips other than for a death in the family, missed schoolwork will need to be completed during the trip and turned in upon return to the classroom. If 2-weeks notice is not given for trips and schoolwork is unable to get put together, an alternative assignment (as determined by the

teacher) may be required. The alternative assignment will be due upon return. However, all missed schoolwork will be given upon return and the appropriate due date (as determined by the teacher) will be given.

Schoolwork missed for family death or student illness absences may be completed up to a week after return. If not completed within the week, a grade of zero will be given for the missed work.

No refunds of tuition will be made because of absences.

Any student K-6<sup>th</sup> missing over 20 days of school will have their performance evaluated by the administration before a decision is made about promotion to the next grade.

For 7<sup>th</sup> and 8<sup>th</sup> grades students, attendance is taken per class. Students missing more than 5 class periods per quarter will be required to make up the time after school from 3:30-5:30 within the quarter they are missed. Any student absent more than 20 times in a particular class will have their performance evaluated by the administration before a decision is made to promote to the next grade level.

## Tardiness

We believe that students who make a sincere effort to arrive at school and class promptly demonstrate the qualities of self-discipline and responsibility that are not only important for proper academic achievement, but also for the development of good habits, which are characteristic of success and good citizenship in every walk of life.

Students in K-8th grades are expected to be on time unless we have been informed in advance of a delay due to illness, a medical /dental appointment, or there is an emergency situation that precludes arrival on time. A student is considered tardy if they are not present **in their classroom by 7:55 a.m.**

Students who arrive late to class for unexcused reasons will be handled according to the following established guidelines each grading period:

- a. After two (2) unexcused tardies, a letter will be sent home (by the teacher) to the student's parents informing them of the student's tardiness.
- b. After four (4) unexcused tardies, a conference with the student's parent(s), teacher, and the school Principal will be required.
- c. **After six (6) unexcused tardies, the student will be placed on a one-day in-school suspension, as well as being charged with one unexcused absence. Class work covered on this in-school suspension day will be done by the student during this time. The in-school suspension will be served on the day following the sixth unexcused tardy, unless other arrangements are made. Continued patterns of tardiness will be discussed with TCA Board Members and possible dismissal from TCA may result.**

## Visiting the Classroom

You may visit your child's classroom at any time to observe, with permission from the office. To avoid testing days, etc., please call ahead. **All visitors must stop by the office to check/sign in and must be wearing a visitor pass.**

When you visit, please make every effort to avoid disturbing normal classroom instruction and student work.

## Volunteer Policy

Trimont Christian Academy appreciates that you have entrusted your children to us, and therefore, we take the safety and well being of your children seriously. Pursuant to the *National Child Protection Act of 1993 (NCPA), Public Law (Pub. L.)103-209, as amended By The Volunteers For Children Act of 1998 (VCA) Pub L. 105-251 (Sections 221 and 222 of the Crime Identification Technology act of 1998, Codified at 42 United States Code (USC) Sections 5119a and 5119c*, it has become necessary to set up a system where volunteers are "registered" with the office. This act authorizes a state and national criminal history background check to determine the fitness of a volunteer with unsupervised access to children.

What does this mean for you as a parent? Pursuant to the VCA, the entity to which you have applied for employment or to serve as a volunteer, by which you are employed or serve as a volunteer, or which provides care to someone to whom you have or may have unsupervised access, may request a background check. Therefore, if you plan to drive on a field trip, volunteer in the class room, assist at events planned by the school, etc... where you will come in contact with children at Trimont and possibly be alone with them, you must do the following.

1. Fill out a volunteer application
2. Have fingerprints taken at the Sheriff' Department
3. Have a background check run at the Clerk of Court's Office

This includes but is not limited to you, your spouse, your family members or friends who might come to volunteer at the school for various reasons.

We apologize for any inconvenience this may cause. We appreciate your cooperation in helping us make our school a safer environment for your children. If you have any questions, please contact the office.



## Parent / Teacher Organization

Because Trimont Christian Academy is a non-profit Christian school, we rely on volunteer hours to help our school. As part of the Tuition and Fee Schedule agreement each two-parent family agrees to work 25 volunteer hours **per semester** and each single-parent family agrees to work 15 volunteer hours **per semester**.

The volunteer coordinator will have a list of positions, tasks, etc., that need completion. Call the office for information.

Volunteers are asked to commit to the assignment given or give at least 24-hour prior notification if they cannot complete the task. Each time you work, it is your responsibility to stop by the office to be issued a voucher.

Volunteers are asked to sign-in at the school office and sign-out at the completion of the assignment. Linger during school hours is not beneficial for the day-to-day operation of school business.

A Gold Pass (registered volunteer – can be left alone with the students) or a Purple Pass (unregistered volunteer – cannot be left alone with the students) must be worn at all times while on school grounds.

When the family has completed the amount required, the family is responsible for turning in the vouchers and will receive a \$250.00 credit towards their tuition the following month.

Vouchers are non-transferable to other families and must be received and turned in during the current school year by May 15<sup>th</sup>. Vouchers turned in after May 15<sup>th</sup> will not be honored until the next school year.

Vouchers are not reproducible. Each family is responsible for and must keep up with their vouchers and turn them into the office to receive the discount.

Discount will only be applied when 25 hours or more are logged per two-parent household or 15 hours per single-family household. There will be no partial discounts applied.

Vouchers are obtainable only from the secretary's office and will not be valid without an Administrative member's signature.

## Homeschool Student Policies

We are very proud you have chosen our school. Together, we are embarking on new territory in partnering with you in providing classes for your child. In order to participate in Trimont Christian Academy activities such as sports, field trips, events, etc., your child must abide by these guidelines.

- \*We must have on file a *Current* Homeschool License from the state
- \*Copy of yearly testing administered by parent must be on file in the office.
- \*Must be enrolled in at least one class to participate in the sports program.
- \*Must adhere to uniform policies and all policies of the family handbook.
- \*Must sign that the handbook has been read in front of administration.
- \*Must attend the required meeting times of the classes as required by Trimont
- \*Must fulfill all academic requirements for each course and attend required field trips
- \*Must also participate in Trimont sponsored fund raising events that are required throughout the year.
- \*Must sign in and out of the office upon arrival and departure
- \*If driving, must fulfill all driving requirement as outlined in the family handbook.

A Registration fee of \$100.00 must be paid per year plus the cost of books. Books must be purchased through Trimont. Depending on class schedule period, the cost per class will vary. Please contact TCA Administration to get an exact cost of classes. **If your student will be taking the IOWA Assessments with TCA in the Spring, a \$60 Testing Fee is required. Because testing materials are ordered, this fee is due before we order testing materials and is non-refundable after testing materials are ordered. In addition, if extra testing materials are needed due to late testing registration, the family will be charged the \$60 testing fee plus the cost of shipping for those additional materials.**

At the end of the grading period, Trimont will report to the homeschool the grade achieved. Homeschool students are required to attend the meeting times and dates of the class assigned in order to receive a grade for the class.

## Dress Code

Let us dress in our school uniform proudly since it indicates that we are members of the Trimont Christian Academy family. More importantly, we belong to a Christian school; God-centered and value-oriented.

The wearing of uniforms at Trimont accomplishes a number of valuable objectives. Uniforms instill in students a sense of belonging and loyalty to the school community. Student behavior and productivity are generally improved when students wear uniforms. Wearing a prescribed uniform helps de-emphasize fashion consciousness and diminishes tendencies to form socio-economic cliques. Most families find that purchasing uniforms cost

less than buying the typical student wardrobe and uniforms help reduce family conflicts over what to buy and what to wear. Uniforms serve a practical purpose of safety since students are easily identifiable on field trips and persons not in uniform are easily noticed on our campus.

Finally, Trimont students are expected to dress modestly and in good taste. Students must be neat, clean and well groomed at all times – during and after school hours – while on campus and at all school-related functions. It is important that students keep in mind they serve as ambassadors for Trimont Christian Academy. In keeping with these principles, students at Trimont Christian Academy are required to wear uniforms, and every student who accepts a place in Trimont’s student body agrees to abide by the uniform guidelines. **There will be exceptions to the uniform guidelines as outlined in the section titled Other Attire (ie. Dress Down Days, Spirit Days, etc.).**

## **General Uniform Guidelines**

### **Uniform Requirements**

#### Grades K-8 - Girls

- Khaki or **Black** shorts, pants, skorts, or capris
- Purple Jersey or pique knit shirt, either long sleeve, short sleeve or cap sleeve with a Trimont embroidered logo.

#### Grades K-8 – Boys

- Khaki or **Black** shorts or pants
- Purple Jersey or pique knit shirt, either long sleeve or short sleeve with a Trimont embroidered logo.

#### Grades 3-8 PE Uniform Policy

All students in grades 3-8 are required to dress out for PE. PE Uniform is defined as a TCA PE shirt (can be purchased through the TCA Office), black shorts, and athletic shoes.

Only exception to this policy is during colder months, students will be allowed to wear black sweats, athletic pants, or black yoga pants. The PE teacher will inform students when this exception is allowable. Repeated abuse of this exception will result in the removal of this option for the individual student.

### **Uniform Guidelines**

All shirts, sweatshirts and hoodies that are worn in the building must have an embroidered logo.

We recommend that bottoms be purchased through JC Penney or Uniforms Plus, however, you may also find them from other vendors. They must be uniform type clothing. Shirts, sweatshirts, and hoodies must be purchased through SportsZone or Uniforms Plus.

### **Footwear and Socks**

Any type of athletic shoes are acceptable and must be appropriate for PE/recess activities (running, turning, etc) and have soles that provide good traction. Soles must to be non-marking to protect gym floor. Shoes must have no lights, decorations or characters.

For safety reasons, all shoes must be completely enclosed heel and toe. The sole of the shoe must not exceed one inch and the shoe heel must not exceed ½ inch.

Boots are acceptable as long as they follow these guidelines: Must be black or brown, no pointed toe (ie. cowboy boots), and have a flat heel that does not exceed ½ inch. On PE days, student must have appropriate athletic shoes to change into. Failure to have appropriate athletic shoes for PE could result in the individual student being banned from wearing boots.

*Students are not allowed to wear flip-flops, open-toed shoes, sandals, platform shoes, clogs, or crocs. No Heelys are allowed.*

Snow boots are acceptable when needed. Hiking boots are acceptable snow boots but not as everyday shoes. ***Students must change into athletic or dress shoes once inside the building.***

Socks: All socks and hosiery must be solid in color, absolutely no exceptions. **The sock color must be SOLID white, black, grey or brown, absolutely no exceptions.** Socks must be at least ankle to knee height; tights are permitted for K-8th. Socks and tights can not be patterned or designed. Solid colors are the only acceptable versions.

### **General Clothing Guidelines**

Backpacks: No character backpacks are allowed. Christian logos are acceptable. Because of limited space in some rooms, the teacher may require a small backpack be used or a tote bag. Because of safety reasons, rolling backpacks are **not allowed** in Grades K-3. Due to the amount of books that may need to be transported from class to home and back, students in Grades 4-8 will be permitted to use rolling backpacks as long as the backpacks adhere to the guidelines outlined above.

Shorts and skorts: Girls shorts and skorts in grades K-5 will be no shorter than 5 inches from the floor to the hemline when kneeling. Hemlines for shorts and skorts of grades 6-8 will be no shorter than 3 inches from the floor to the hemline when kneeling.

Skirts: Skirts for grades K-8 must be no more than 3 inches from the floor to the hemline when kneeling. \*In the interest of modesty bike shorts or other type shorts should be worn under all skirts.

Shorts: Boys K-8: Shorts cannot be more than 2 inches above the knee and should not extend more than 1 inch below the knee.

Shirts: Shirts must be tucked in at all times. Sleeves and collars of the shirts should be neat and must be buttoned where appropriate.

Undershirts: Undershirts worn must be solid white in color and have no screen-printing. Long sleeve undershirts are not to be worn under short sleeve polos.

Belts: Belts are required for 2nd-8th grade and optional for K-1st grade for girls or boys if the pant or short has belt loops.

Leather: Black or Brown

Cloth: Must match pant color

Outerwear: Upon entering the building, any outerwear that is not a Trimont embroidered logo item must be removed. Hoods of sweatshirts and jackets are not permitted to be worn inside and must be removed when entering the building. Outerwear that is not a Trimont embroidered logo item hides the attractive look of the Trimont uniform, and is a distraction in the classroom.

Outerwear requirements for all students:

-Black sweater with Trimont embroidered logo.

-Sweatshirt, with or without hood, gray, purple or black, with a Trimont embroidered logo.

On days when the outdoor temperature is below 40 degrees, students will be permitted to wear heavier coats and jackets over their embroidered logo items inside the building. However, these coats and jackets must be plain (no decorations) and of a neutral or school color (black, brown, khaki, purple, etc).

### **Condition and Appearance of Uniforms**

Uniforms must be kept in good repair. Faded, tight, stained, frayed or torn articles of clothing are inappropriate. All pants, shorts, skorts, and skirts must be worn at the natural waist. NO ROLLING OF WAISTBANDS IS PERMITTED. Clothes must be in proportion to body size. No oversized shirts, sweaters or sweatshirts are permitted. Trimont reserves the right to deem uniforms items unacceptable due to condition. (ie: frayed, holes, faded, etc.)

### **Uniform Resale**

Uniforms may be sold through the school office during the school year or at the end of the year resale days. Clothes must be in clean, in good condition and must be Trimont approved items.

## General Guidelines (Hair, jewelry, makeup etc.)

Hair: Students are to keep their hair neat, well groomed, and in traditional styles. No extreme hair colors or styles are allowed.

- Boys are to keep their hair in moderate length and style. Length in front should not hamper vision (eyebrow length); on the sides, it should not cover the ear; in the back it should not be longer than the top of the collar (shirt in the button-down position). Boys are to be clean-shaven.

- Girls are permitted to dye, tint, or color their hair, provided that the color is consistent with a natural hair color. Extreme colors or distracting hairstyles are not acceptable. The Administration reserves the right to determine the appropriateness of the hairstyles. No hair ornaments of a semi-permanent nature such as feathers, beads, etc will be permitted.

Hats: Hats, caps and bandanas shall not be worn on campus during school hours except on dress down days or on specified hat days. The Administration reserves the right to determine the appropriateness of the hat. Hoods of sweatshirts and jackets are not permitted and must be removed inside the building.

Piercing: Body and facial piercing (other than earrings) will not be permitted.

Approved Christian Symbols: Cross, Heart, Fish, Bible, and Dove. While there may be more symbols with somewhat obscure connections to Christianity, these will be the only five recognized as such on jewelry and T-shirts.

Earrings / Rings: Girls may wear simple post style earrings. For safety reasons, multiple piercing (more than two piercing per ear) is not permitted. Dangling or hoop earrings must not exceed 1 inch in diameter. Non-traditional piercing other than the lobe will not be permitted. Boys will not be permitted to wear earrings. One ring is allowed on each hand.

Bracelets: One per arm may be worn, plain or with an approved Christian symbol. (see Christian Symbols). Colored beads will not be allowed as a bracelet.

Necklaces: Simple gold or silver chains are allowed, worn plain or with an approved Christian symbols or medical alert on a chain. **Christian symbols may also be worn on a plain leather string. Chokers are not allowed. No necklace should exceed 20" in length.**

Tattoos: Trimont Christian Academy does not condone tattoos on students. Pre-existing tattoos must be kept covered at all school related activities.

Nails: **Nail polish will not be allowed on boys.** Girls may wear nail polish; however, the color must be pastel. No dark colors or black colors may be worn. Artificial nails may be worn, but must be neat and clean and not exceed ¼ inch beyond the fingertip. **If administration or staff deems color of nail polish to be inappropriate, the student will be required to go to the office and remove the polish immediately.**

Makeup: No makeup may be worn grades K-5. Makeup for grades 6-8 must be modest and conventional in style. **No excessive eyeliner is permitted. If make-up is deemed inappropriate by administration or staff, the student will be required to remove all make-up immediately.**

## Other Attire

Dress Down Days: The following policy is to be followed for Dress Down Days: Plain or Christian T-shirts will be allowed. Dress clothes are also permissible, provided it meets the general dress code requirements regarding length and fit. Clothing must be clean, have no holes, rips, tears, or frayed edges. Excess length on jeans should be turned up. Clothing (other than shoes) was not meant to drag the ground or be walked on. Low riding or sagging pants, shorts or skirts will not be permitted more than 1" below the natural waistline. Bandanas will not be allowed either as head covering or as an accessory. Chains (such as dog chains, wallet chains, belt chains) may not be worn. Exposed midriff, backs or necklines will not be allowed. Shoes must always conform to general dress code regulations. No skull and cross bones will be allowed on any article of clothing. Clothing which is excessively tight is not appropriate and will not be allowed. When in doubt about an article of clothing, err on the side of caution and don't wear it. Violations of dress down day will be addressed immediately. Parents will be required to bring appropriate clothing to the student before he or she is allowed to return to class. A severe violation or second offense will result in loss of dress down privileges for the rest of the year. The Administration reserves the right to final approval of the appropriateness of the students' dress.

Violation of the Dress Down policy will result in loss of dress down privileges for the remainder of the year.

After School on Campus Attire: No student will be allowed to change prior to 3:30 unless required for sports or after-school activities, such as a job or drama. Clothing for after school on campus events and sports practices conform to Dress Down Day attire, and general dress requirements regarding length and fit.

Field Trip Attire: Students are to wear their school uniform on any school-sanctioned trip. For trips involving outdoor activities, jeans or shorts may be worn with Trimont Polo, providing permission is granted by Administration. Shoes and accessories (i.e. Jewelry, hats, etc.) must conform to the general Dress Code Guidelines, as provided on page 10.

## DRESS CODE VIOLATIONS

It is the parent's responsibility to provide their student(s) with a proper, clean uniform daily. It is the student's responsibility to wear a complete uniform in a neat, tidy, appropriate manner.

Teachers, faculty, staff, and administration will enforce daily uniform requirements. **Dress code violations will be assessed quarterly. Three violations result in loss of dress down privileges including blue jeans on Friday; 4 violations will result in detention, 5<sup>th</sup> violation will result in ISS. Parents will be notified with each violation via note or email. Administration and homeroom teachers will inspect uniforms daily. There will be no exceptions. Administration has the final decision regarding questionable attire.**

# Conduct & Discipline

## Conduct

It is the desire of the school to help each student develop the mind and image of Jesus Christ as demonstrated by the fruit of the Spirit listed in Galatians 5: 22-23, ("But the fruit of the Spirit is love, joy, peace, long-suffering, kindness, goodness, faithfulness, gentleness, self-control. Against such there is no law."). These traits are the standard of conduct for the students, teachers, staff, and parents that are associated with our school.

Trimont Christian Academy supports Philippians 4:8 which states that "...whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are of good report; if there be any virtue, and if there be any praise, think on these things." Therefore, actions and habits that are unprofitable for a person's mind, spirit, or body are not condoned. Listening to music that advocates immoral or unlawful behavior, viewing television programs that compromise standards for a Christian home, being abusive in speech or behavior, being disrespectful, cheating, lying, stealing, and vandalizing property are unacceptable actions and habits.

Students should at all times be respectful and considerate of other persons and property. Students are expected at all times to conduct themselves in a manner that will uphold those values taught by the Lord Jesus Christ; a manner that will contribute to the best interest of the student body and Trimont Christian Academy. To act responsibly, the student needs to observe all of the school's rules and respect the rights and property of others. Additionally, standards of conduct and attire, which apply to students during school, will be adhered to at anytime students are representing the school or are at school-sponsored functions unless exceptions are specified by the school administration.

## Cell Phone / Wireless Device Policy

The use of a cellular phone or other wireless devices (ie: Ipad, Ipod, MP3, etc) during school hours or while participating in a school-sponsored event is strictly prohibited. While on a school-sponsored function, cell phone device use is allowed with the permission of a school employee or parent volunteer but only to call home. Cell phones must be off and out of sight during school hours. "Texting" is prohibited and will not be allowed during school hours (7:30-3:15). **Administration reserves the right to check the confiscated phone or other devices in the presence of the parent(s) for inappropriate information. Contents of a confiscated phone or other device may result in more serious disciplinary action.**

*1<sup>st</sup> offense violation* of this policy will result in the device being confiscated and returned to the parent.

***2<sup>nd</sup> offense violation of this policy will result detention and in confiscation of the phone or device for the rest of the term. (Quarter or Semester) depending on the grade of the student.***

*3<sup>rd</sup> offense violation* of this policy will result in the phone being confiscated until the end of the year

Students MAY NOT use their cell phones to call home during the school day. Students who need to call home must do so from the office.

Use of a wireless communication device in violation of this policy may result in disciplinary action by the Administration and/or criminal penalties if the device is used in a criminal act.

## Cheating Policy

The purpose of the cheating policy at Trimont Christian Academy is to remind each student of his or her responsibility to build and maintain a strong system of integrity. It is the Academy's belief that all students are committed to an environment of honor and are willing to do everything possible to prevent violations. The Cheating Policy will succeed only if the staff seeks its enforcement and the students care enough about their peers and school to take the responsibility for enforcing the Cheating Policy. Reporting a cheating violation does not destroy a fellow student's life; rather, it presents the person with an opportunity to learn from his or her mistake and to build stronger moral character.

**Definition of Cheating:** If a student gives or receives any unauthorized assistance on homework, quizzes, tests, papers, or projects.

A. Examples of cheating are:

1. Copying another student's assignment or homework.
2. Looking at or copying from another student's quiz or test.
3. Plagiarism – **the act of taking someone else's work or ideas and passing them off as your own.**
4. Using or acquiring information during a test or quiz (i.e. copied notes, formulas pre-programmed in your calculator, etc.).
5. Possession or use of a copy of the test or quiz prior to taking the same test or quiz.
6. Cheating / Plagiarism applies also to copying from Internet sources.

B. Consequences for cheating are:

1. One to five day suspension (in school or out of school at the discretion of the Principal).
2. Additional detention and/or community service for aggravating circumstances at the discretion of the Principal.
3. Grade of "0" on the assignment, project, test, quiz, etc. in question.

C. Any student who witnesses someone else cheating shall let the teacher know with out fear of reprimand from fellow students.

## General Code of Conduct

1. Necessary, Desirable Attitudes

A. Respect and Obey Authority (Hebrews 13:17)

B. Treat Classmates with Kindness (Ephesians 4:29)

C. Listen During Instruction (Proverbs 19:10)

D. Follow the Dress Code with a Positive Attitude. (Philippians 4:8)

## 2. Unacceptable Actions or Attitudes

- A. Dishonesty: never lie, cheat or steal
- B. Fighting
- C. Damaging property
- D. Using profanity
- E. Having any inappropriate contact with another student.
- F. Any and all infractions as same as particularly described in Section 4 below, titled Student Rules and Codes of Conduct.

## 3. Guidelines for items, which can and cannot be brought to school:

- A. Do not bring toys, radios, CD or tape players, iPods, cell phones, playing cards, or other non school related items without specific prior approval of the teacher.
- B. Do not use, possess, or bring to school tobacco, alcohol, illegal drugs, or controlled substances including prescription drugs or over the counter drugs including but not limited to inhalants and steroids. (See medication at school policy)
- C. Do not bring knives, guns, hunting equipment or explosives.
- D. Do not possess or view on the computer inappropriate or pornographic literature.
- E. Any and all students and or property on school grounds are subject to random search and seizure “at will” and at any time.
- F. Any and all items as particularly described in Section 5, titled Student Rules and Codes of Conduct.

## 4. Searches and Seizures

General searches of school property (including personal items found in or on school property) may be conducted at any time when there is reasonable cause for school employees to believe that something that violates a law or a school rule is located on school property.

A student's person may be searched by school employees when there is reasonable cause to believe that the student has on his/her person illegal items that may interfere with the school program.

The appropriate law enforcement personnel may at times, conduct searches if the Administration deems it necessary to the safety of the student body.

## 5. Student Rules and Codes of Conduct

Definitions of Disciplinary Actions

### Parent Conference:

In instances where violations of the Student Code of Conduct occur, the administration may require a parent conference before a student is allowed to return to school.

### Detention:

A requirement that the student report to a specific school location and to a designated teacher or school official to make up work missed or receive specific instruction in behavior modification. Detention will require the student's attendance **before school** at the specific time assigned by the Principal.

### Suspension:

Suspension shall be the removal of a student from the school campus and exclusion from all school-sponsored activities during the suspension. Suspension may be either “in school” or “out of school” depending upon the student's past conduct and the nature and severity of the offense. The length of suspension may be from one to ten days and, for multiple offenses occurring simultaneously, the suspension may be either concurrent or consecutive.

For “in school” suspension the student will be at the school but out of the classroom.

“Out of school” suspension will result in the child being restricted from the school property and all school activities during the period of suspension. During out of school suspension, the parents may pick-up and return academic assignments.

### Tribunal Hearing:

A student may be referred for a hearing before the Tribunal Committee for possible suspension or expulsion. The Tribunal is composed of the Principal and two board members.

Expulsion:

Removal of a student from the school system for an extended period of time or permanently removed by the Trimont Board of Directors and/or the Administrator. The TCA School Board realizes that expelling a student is a very serious matter and should always be carefully dealt with on a case-by-case basis. Forgiveness and restitution are fundamental to our total discipline policy.

Re-admittance:

Should an expelled student desire to be readmitted to Trimont at a later date, the school board, or its delegated committee will make a decision based on the student's attitude and circumstances at the time of reapplication.

**These Rules Shall Apply When:**

1. On school grounds before, during, and after school hours, or when school is being used by any school group.
2. On school grounds while in attendance at a school activity, function, or any other school related event.
3. Off the school grounds while attending any school sponsored function.
4. On a school bus traveling to and from school, or engaged in any travel relating to school sponsored activities.

The following code sets forth school rules prohibiting certain types of school conduct that constitutes major offenses. A student found to be in violation of any one of them may be subject to suspension or expulsion:

**Rule 1: Disruption and Interference with School**

No student shall:

- A. Occupy any school building, gymnasium, school grounds, school property or part thereof with the intent to deprive others of its use, or where the effect thereof is to deprive others of its use;
- B. Block the entrance or exit of any building, property, corridor, or room thereof so as to deprive others access thereto;
- C. Set fire to or otherwise damage any school building or property; cause a false fire alarm; discharge a fire extinguisher in the absence of a fire;
- D. Prevent or attempt to prevent the convening or continuing function of any school and/or class activity or lawful meeting or assembly on the school campus;
- E. Prevent students from attending a school or class activity;
- F. Except under the direct instruction of the principal, block normal pedestrian or vehicular traffic on the school campus;
- G. Continuously and intentionally make noise or act in any class in any manner so as to interfere seriously with the teacher's ability to conduct his/her class;
- H. In any manner, by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the disruption of any lawful mission, process or function of the school, or engage in any such conduct for the purpose of causing disruption or obstruction of any lawful mission, process or function;
- I. Refuse to identify oneself upon request of any teacher, principal, administrator, school bus driver, or other authorized school personnel; and
- J. Urge, encourage, or counsel other students to violate any of the preceding paragraphs of this rule.

*Violation of Rule 1. may result in suspension from school for 1 to 10 days, a Tribunal Hearing to decide punishment, and possible referral to the law enforcement agency that has jurisdiction in the matter.*

**Rule 2: Damage and Destruction of School Property**

A student shall not cause or attempt to cause damage to school property or to steal or attempt to steal school property either on school grounds or during a school activity, function or events off school grounds. A student shall not possess, sell, use or transmit stolen school property.

*Violation of Rule 2. may result in a suspension from school for 1 to 10 days. Substantial damage to property may result in referral to a Tribunal Hearing to decide punishment and/or the referral to the law enforcement agency that has jurisdiction.*

**Rule 3: Damage and Destruction of Private Property**

A student shall not cause or attempt to cause damage to private property or to steal or attempt to steal private property either on school grounds or during a school activity, function or events off school grounds. A student shall not possess, sell, use or transmit stolen school property on school grounds.

*Violation of Rule 3. may result in a suspension from school for 1 to 10 days. Substantial damage to property may result in referral to a Tribunal Hearing to decide punishment and/or the referral to the law enforcement agency that has jurisdiction. (NOTE: Trimont Christian Academy is not financially responsible for any private property damaged or stolen on school property.)*

**Rule 4: Assault or Battery on a School Employee**

A student shall not cause, attempt to cause, or threaten to cause physical injury or behave in such a way as could reasonably cause physical injury to a school employee while in class or on school grounds, during a school activity, function or event off school grounds or while under school supervision. This includes, but is not limited to, insult, use of profanity, verbal slurs or harassment.

*Violation of Rule 4. may result in a suspension from school for 1 to 10 days. Substantial damage to property may result in referral to a Tribunal Hearing to decide punishment and/or the referral to the law enforcement agency that has jurisdiction.*

**Rule 5: Assault / Battery to a Person not Employed by the School**

A student shall not cause, attempt to cause, or threaten to cause bodily harm or behave in such a way as could reasonably cause physical injury or mental anguish to any student or guest in a classroom, on the school grounds or during a school activity, function or event off school grounds or while under school supervision. A student shall not make threatening, harassing or intimidating remarks, gestures or posturing toward any student that threatens the safety or well being of that student or has the likelihood of provoking a fight. This includes, but is not limited to, fighting, use of profanity, verbal slurs and/or threats and harassment.

**Rule 6: Weapons and Dangerous Instruments**

No student will be allowed to have a weapon in his/her possession while on the TCA campus or off school property but while engaged in a school activity or school-sponsored program. Students having a weapon in their possession will be turned over to the legal authorities.

The term "weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, Bowie Knife, switchblade knife, ballistic knife, any other knife having a blade of two (2) or more inches, straight-edged razor, spring stick, metal knucks, blackjack, or any flailing instrument consisting of two (2) or more rigid parts connected in such a way to allow them to swing freely, which may be known as nun chuck, or fighting chain, throwing star, or oriental dart, and stun gun or taser or any weapon of like kind as defined under North Carolina law.

Punishment: Possession of a firearm by a student will result in expulsion of at least one (1) year. Possession of any other weapon may result in long term suspension or permanent expulsion as determined by a student disciplinary tribunal. The law enforcement agency that has jurisdiction will be notified of any violations of state and/or federal law.

**Rule 7: Disregard of Directions or Commands**

A student shall not fail to comply with reasonable directions or commands of teachers, student teachers, substitute teachers, teacher aides, principals, school bus drivers or other authorized school personnel, neither shall a student run away from school personnel to avoid a conference or search by school authorities.

*Violation of Rule 7. may result in suspension from school for 1 to 10 days.*

**Rule 8: Criminal Law Violations**

A student may not remain on campus if he/she has been charged with a criminal law violation and his/her presence endangers the safety of other students or causes disruption to school operations.

*Violation of Rule 8. may result in suspension from school for 1 to 10 days.*

**Rule 9: Sexual Misconduct/Harassment/Offense**

A student shall not sexually harass or molest another person, indecently expose himself/herself, or engage in any other sexual misconduct on school property; during school functions or under school supervision. Students shall not engage in inappropriate bodily contact or displays of affection.

*Violation of Rule 9. may result in a suspension from school for 1 to 10 days. A Tribunal Hearing will decide punishment and/or the referral to the law enforcement agency that has jurisdiction.*

**Rule 10: Bullying**

For the purpose of this policy, bullying is defined as but not limited to any willful attempt to threaten or inflict injury on another person, when accompanied by an apparent present ability to do so; or any intentional display of force such as would give the victim reason to fear bodily harm. To constitute bullying the act does not necessarily have to be physical in nature but may also include, but is not limited to, verbal threats as well as perceived threats of physical violence or danger.

**Cyber-bullying**



No student shall willfully participate in “Cyber-bullying”. “Cyber-bullying” is defined as, but not limited to, the posting or threatening messages to internet web sites, email, “texting”, message boards, personal spaces such as “my space”, cell phone messages, etc.

*Violation of Rule 10. may result in suspension from school for 1 to 10 days. Upon the third violation of Rule 10., regardless of how or if the student was disciplined for the previous two (2) violations, the student will be referred to a Disciplinary Tribunal with the recommendation of long-term suspension or expulsion from school. Should the Disciplinary Tribunal recommend suspension, either long-term or short-term, for a student for any reason, and should the student violate Rule 10. again after the student serves the suspension, the student will be automatically expelled; expulsion will result regardless of whether or not the student was suspended after the first violation, the second violation or the third violation.*

**Rule 11: The conduct which is subversive to good order**

A student shall not perform any other act that is subversive to good order and discipline in the school. This includes, but is not limited to, violation of school rules, violation of state and/or federal law, providing false information to school personnel, actions that are inflammatory, or community misconduct that would be so serious as to pose a threat to the TCA community, even though such behavior is not specified in the preceding written discipline rules.

*Violation of Rule 11. may result in a suspension from school for 1 to 10 days and possible referral to the law enforcement agency that has jurisdiction.*

**Rule 12: Failure to eliminate unruly behavior or unacceptable behavior of any kind.**

Should a student and his/her parents not be able to eliminate behavioral problems before a fifth visit to the principal, the student will be expelled.

**Rule 13: Serious Misconduct**

Should a student commit an act with such serious consequences that the principal deems it necessary, the office-visit process may be by-passed and suspension or expulsion imposed immediately.

Examples of such serious misconduct could include: acts endangering the lives of other students or staff members, gross violence/vandalism, violations of civil or criminal law, or any act in clear contradiction of scriptural commands. Students may be subject to school discipline for serious misconduct that occurs after school hours either on or off school property.

**Rule 14: Plagiarism / Forgery and Alterations of Records**

A student who falsifies, alters, or destroys a school record or any communication between home and school shall be subject to corrective action/disciplinary sanctions.

Everyone who submits written work in the school must be the author of that work. When students use facts or ideas originating with others, they must make clear what is theirs and what is not.

Anyone who knowingly offers as their own what is in fact someone else’s work, participates in a form of cheating and if caught, the work submitted will receive a grade of “0” and other actions associated with cheating may be implemented. (See Cheating Policy for Specific disciplinary actions). No student shall sign their parents (or guardians) or any other persons name to school related documents.

**6. Obey God’s Word, the Laws / Ordinances of the Town of Franklin, the State of North Carolina, and the United States of America.**

## **General and Classroom Discipline**

It is our goal to conduct an orderly and efficient school, and therefore, it is necessary to maintain good discipline. Good discipline is teaching the right way and requiring it consistently. It is training that goes beyond the present and into a lifetime. Its effectiveness depends upon cooperation between home and school. We are here to cooperate with you in the proper training of your child. We solicit your support in carrying out our discipline policies.

All discipline will be based on Biblical principles such as restitution, apologies (public and private), punishment, and restoration of fellowship. Prayer, counseling, correction, corporal punishment (in cooperation with the parent(s) and a witness), love and forgiveness will be an integral part of the discipline of students.

In addition to those disciplinary measures as outlined in the Student Rules and Codes of Conduct, the kind of discipline and the type of punishment will be determined by the teachers and, if necessary, the principal. Effectual discipline will be determined in light of the student’s transgression, motive, and attitude.

## 1. Classroom Discipline

Most discipline problems are to be dealt with at the classroom level, except as specified hereinabove. For minor infractions not specified in Student Rules and Codes of Conduct, teachers will have the option to impose discipline themselves for their students or refer the student to the principal. Further, teachers may require janitorial work in the classroom, additional academic work, restitution of property, apologies (public or private, individual or group), or other appropriate actions or activities.

In order to maintain consistency, teachers regularly are to meet together to discuss Biblical standards and school policy concerning discipline.

## 2. Violation of the General Code of Conduct

All teachers and staff are responsible for monitoring and responding appropriately to violations of the Code of Conduct or the Dress Code. When a situation arises that they believe to require administrative action they will refer the child to the principal. When that occurs the principal will determine the nature of the discipline and may require restitution, school wide janitorial work, parental attendance during the school day with the student, corporal punishment in cooperation with the parent(s) and with a witness, in or out of school suspension, expulsion, or other measures which may be appropriate.

If for any reason, a student receives discipline from the principal, the following accounting will be kept within each semester of the school year:

1. The first time a student is sent to the principal the student's parents will be contacted and given details of the visit. The parents' assistance and support in averting further problems will be sought.
2. The second office visit will be followed by a meeting with the student's parents and the principal.
3. Should the student require a third or fourth visit, a suspension will be imposed on the student.
4. If a fifth office visit is required, the student will be expelled from school.

## 3. Corporal Punishment

Trimont Christian Academy recognizes that corporal punishment, when administered properly, is one of the Biblical tools used in the discipline of young people. Spanking is reserved for willful defiance and follows a specific warning to that end. As in any disciplinary circumstance, wisdom is used for the best interest in each child's life. Spanking is not appropriate for every age or situation. The emotional and physical stage is considered in concert with his/her parents.

Students will be warned that if this particular behavior or action is repeated, a parent or guardian could be called to administer a spanking. (The parent is notified that conditions have gotten this far.)

The child's parent will be notified, and the circumstances will be discussed before any action is required.

Spankings will be administered in love. If the authority figure is angry the spanking will not be an option. Spankings are always done with a witness and in privacy.

A student will not receive more than three swats.

**Spankings are administered only by the parent or guardian.**

If a spanking is administered, a written notice of the incident will be filed in the student's file and a copy sent home.

***“Do not withhold discipline from a child; if you punish him with a rod, he will not die. Punish him with the rod and save his soul from death.” Proverbs 23:13-14***

***“He who spares the rod hates his son, but he who loves him is careful to discipline him.” Proverbs 12:24***

## 4. Suspension

Suspension may be either “in school” or “out of school” depending upon the student's past conduct and the nature and severity of the offense. The length of suspension may be from one to ten days and, for multiple offenses occurring simultaneously, the suspension may be either concurrent or consecutive.

For “in school” suspension the student will be at the school but out of the classroom.

“Out of school” suspension will result in the child being restricted from the school property and all school activities during the period of suspension. During out of school suspension, the parents may pick-up and return academic assignments.

## 5. Expulsion

The TCA School Board realizes that expelling a student is a very serious matter and should always be carefully dealt with on a case-by-case basis. Forgiveness and restitution are fundamental to our total discipline policy. However, should a student and his parents not be able to eliminate behavioral problems before a fifth visit to the principal, the student will be expelled.

## 6. Serious Misconduct

Should a student commit an act with such serious consequences that the principal deems it necessary, the office-visit process may be by-passed and suspension or expulsion imposed immediately.

Examples of such serious misconduct could include: acts endangering the lives of other students or staff members, gross violence/vandalism, violations of civil or criminal law, or any act in clear contradiction of scriptural commands. Students may be subject to school discipline for serious misconduct that occurs after school hours either on or off school property.

## 7. Re-admittance

Should an expelled student desire to be readmitted to Trimont at a later date, the school board or its delegated committee will make a decision based on the student's attitude and circumstances at the time of reapplication.

## Complaint Procedures

During the course of the year, occasional misunderstandings or problems may arise between a teacher and a student, a teacher and a parent, or a parent and the school. The school's policy for dealing with these situations is mentioned below. This policy is consistent with the teachings found in Matthew 18.

*"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen even to the church, treat him as you would a pagan or a tax collector. I tell you the truth, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven. Again, I tell you that if two of you on earth agree about anything you ask for, it will be done for you by my Father in heaven. For where two or three come together in my name, there I am with them." Matthew 18:15-20*

**All questions, problems, or complaints should follow a direct chain of command starting with the staff member involved. Refrain from using email or voice mail to resolve conflicts.**

If the situation is not corrected at this level through direct contact, it should then be brought to the proper department head. The Principal and the staff member involved will be included in this meeting.

If the problem is still not solved at this level, it should be presented to the Board of Directors Personnel Committee. The staff member involved will be included in this meeting.

Finally, if the steps listed above are taken without resolution, the President of the Board of Directors involves the Board of Directors through a written appeal from the individual filing the complaint. The Board of Directors is the final level of appeal.

Efforts are made to resolve concerns and conflicts at the lowest level of intervention necessary. Parents agree to follow these steps and to attempt a positive resolution to problems and disagreements within the school community.

**Activities to be avoided at all times include gossiping, rumor-mongering, and spreading of hearsay reports. Also, refrain from using social media, such as Facebook, to post complaints about situations involving TCA.** The good reputations of other persons and of the school are to be protected and promoted. **Continued refusal to follow these expectations could lead up to dismissal from TCA. Upon dismissal from TCA, you will still be responsible for unpaid tuition.**

# Academics

## Curriculum

Trimont's curriculum reflects its Christian character and academic intent. The Bible is a required subject taught each day in every grade and its principles are interwoven with all other curricula.

All incoming students are provided a copy of the New King James version of the Bible, which will be used for in-class work. The student is expected to use that copy each year and so must bring it back to class each fall. **Based on your student's grade level, New International Version (NIV) will also be utilized in the classroom.**

ABeka Book Publications and Bob Jones University Press publish most of the curricula used at Trimont Christian Academy. These curricula emphasize a number of topics including:

Knowledge of the Bible

Development of Christ-like character

Mastery of academic subjects

Respect for authority

All Textbooks are purchased / leased by Trimont Christian Academy. The curriculum fee covers the purchase of consumable books and the cost to lease other books. All non-consumable books must be returned to the school in good condition at the end of the school year. Parents will be responsible for replacing damaged books.

# Grading & Report Cards

The following grading scales are used at Trimont Christian Academy:

## Kindergarten

A – Outstanding	E – Excellent
B – Good	S – Satisfactory
C – Average	I – Improvement
D – Poor	N – Needs Improvement
F – Failing	U – Unsatisfactory

## 1st - 8th Grades

A – 90-100	E – Excellent
B – 80-89	S – Satisfactory
C – 70-79	N – Needs Improvement
D – 65-69	U – Unsatisfactory
F – 0-64	I – Incomplete

First quarter report cards will be given to a parent at a parent/teacher conference. Second and third quarter report cards will be sent home with the student. If a parent/teacher conference is needed after the second or third quarter, it will be set up at the request of the parent and/or the teacher. Final report cards will be mailed after all fees and tuition bills are paid in full.

Elementary students will be given a weekly folder of their work each week with weekly grades listed in the folder. This gives the parent the opportunity to keep up with their child's progress. Trimont also utilizes Renweb, where you have online access to your child's grades and homework assignments. Progress reports will be sent home halfway through each grading period.

## Homework Philosophy and Guidelines

### 1. Philosophy

These are the primary reasons or causes for homework being assigned:

- A. Students often need some amount of extra practice in specific new concepts, skills, or facts. In certain subjects (e.g. math or languages), there is not enough time in school to do as much practice as may be necessary for mastery. Therefore, after reasonable in-class time is spent, the teacher may assign homework for practice.
- B. Repeated, short periods of practice or study of new information is often a better way to learn than one long period of study.
- C. Since Trimont Christian Academy recognizes that parental involvement is critical to a child's education, homework can be used as an opportunity for parents to actively assist their child in his studies. This will also keep the parent informed as to the current topics of study in the class. Under no circumstances should homework be completed by the parent. If a situation arises (ie. broken arm, etc.), please notify your student's teacher or the office.
- D. Students, having been given adequate time to complete an assignment in class, did not use the time wisely.

### 2. Guidelines for Assigning Homework

Homework will not be assigned due to the teacher's poor planning.

Under normal circumstances, homework will be assigned three nights per week: Monday, Tuesday & Thursday, although incomplete or improperly done class work may be sent home any night. No homework will be assigned on Wednesdays. On occasion, homework may need to be completed on the weekends (Annual Science Projects, etc.). Test preparation may also be included as homework.

The following time limits for homework will generally be followed. They are designed for the average child. We encourage parents to communicate with the teacher if assignments take longer than the suggested limit.

<u>Grade</u>	<u>Maximum Time Per Week Night</u>
Kindergarten	Occasionally
Grade 1	15 minutes

Grade 2	15-20 minutes
Grade 3	30 minutes
Grade 4	30-45 minutes
Grade 5	45 minutes
Grade 6-8	60-90 minutes

## Honor Roll & Honors Chapel

There is an “all A” honor roll as well as an “A-B” honor roll. The “all A” honor roll requires an “A” (93-100) in ALL areas on the report card. The “A-B” honor roll requires an “A” (90-100) or “B” (80-89) in ALL areas on the report card.

Parents are invited to join us as we honor these outstanding students at an Honors Chapel. Honors Chapel will celebrate students in the following categories: Golden Eagle, Silver Eagle, Soaring Eagle Attendance Award, TCA Citizenship, TCA Servant Award, Diligent Eagle Award, and Biblical Eagle Award. Special Areas will also award the following: PE Award, Computer Award, Art Award, and Music Award. The criteria for award are as follows:

**Golden Eagle** – Presented to a student who achieves all A’s (1<sup>st</sup>-8<sup>th</sup>) for the entire academic year.

**Silver Eagle** – Presented to a student who achieves all A’s and B’s (1<sup>st</sup>-8<sup>th</sup>) for the entire academic year.

**Soaring Eagle Attendance Award** – Presented to a student who was present and on time every day during the academic school year.

\*Student must be present through lunch for the day to be counted towards perfect attendance. A student with a pattern of early dismissals or tardies that are not related to Family Emergencies, Doctors Appointments, etc. will not be considered for this award.

**TCA Citizenship Award** – Presented to a student who consistently demonstrates the following four TCA Expectations:

\*Obey and Respect Authority (Hebrews 13:17); Treat Classmates with Kindness (Ephesians 4:29); Listens During Instruction (Proverbs 19:10); and Follows the Dress Code with a Positive Attitude.

**TCA Servant Award** – Presented to a student who consistently demonstrates the following criteria:

\*Helps teachers and staff willingly and without complaint; Initiates or works on projects that help others or improves the school; Consistently demonstrates the willingness to “Go to the Second Mile”; and Dependable when given responsibilities.

**Diligent Eagle Award** – Presented to a student for showing an outstanding work ethic, diligence, proper motivation, and a joyful attitude during the entire year.

**Biblical Eagle Award** – Presented to a student who consistently scores high on their Bible Lessons and weekly memory verses.

**PE Award** – Given to a student who consistently demonstrates the following criteria:

\*Follows PE Uniform Policy (3<sup>rd</sup> and up) for every class meeting; Must attain all A’s or P’s for all 4 academic quarters; Outstanding Character – Cooperative, Honest, Attentive, Enthusiastic; Leadership – leader in class activities and accept responsibility; and Role Model – Consistently active, positive attitude toward activities, and provides support for the success of others.

**Computer Award** – Given to a student who consistently demonstrates the following criteria:

\*Must attain all A’s or P’s for all 4 academic quarters; Outstanding Character – Cooperative, Honest, Attentive, Enthusiastic; Leadership – leader in class activities and accept responsibility; and Role Model – Consistently active, positive attitude toward activities, and provides support for the success of others.

**Art Award** – Given to a student who consistently demonstrates the following criteria:

\*Must attain all A’s or P’s for all 4 academic quarters. Outstanding Character – Cooperative, Honest, Attentive, Enthusiastic; Leadership – leader in class activities and accept responsibility; and Role Model – Consistently active, positive attitude toward activities, and provides support for the success of others.

**Music Award** – Given to a student who consistently demonstrates the following criteria:

\*Must attain all A’s or P’s for all 4 academic quarters; Outstanding Character – Cooperative, Honest, Attentive, Enthusiastic; Leadership – leader in class activities and accept responsibility; and Role Model – Consistently active, positive attitude toward activities, and provides support for the success of others.

## Promotion Policies

Students are promoted to the next grade upon successful completion of the academic program at the previous grade.

The Principal and the teacher, in consultation with the parents, make retention and/or promotion based upon classroom performance as supported by standardized testing.

# General Information

## Office Hours

School business hours are from 7:30 AM to 3:30 PM. Appointments for conferences with the principal or teachers should be made ahead of time to avoid confusion or disappointment. **Unless absolutely necessary, no appointments with teachers will be scheduled after 7:45 AM or before 3:15 PM on a school day.** Please call 369-6756 to set up an appointment.

## Lunch and Snacks

Students may bring their own snacks, lunch, and drinks. If what is brought requires refrigeration, the North Carolina Department of Health requires that the lunch be stored in a cooler with an ice pack. We do not provide any form of refrigeration at the school. Microwave availability is limited, please be sensitive to time constraints for lunch in regards to packing items needing to be heated or cooked. Please pack items where cooking time is limited to one minute or less.

Elementary children should bring a morning and afternoon snack if they desire one.

**Snack items are available for purchase from the classroom teacher. Snacks are 50 cents.**

Lunches maybe purchased from the cafeteria on a weekly or monthly basis. These may be purchased through Ren-web.

## Accident or Illness

In case of accident or illness, an assessment will be conducted by the teacher in charge. If deemed necessary, the student will be sent to the office and parents will be notified to pick them up or they will receive emergency care per parental instructions on the Emergency Health Treatment Form.

Do not bring a child to school if he/she has a temperature above 99.9 degrees or allow him/her to return to school until his/her temperature has been normal (between 97 – 99) for 24 hours. Do not bring a child to school if he/she is vomiting or has diarrhea. **A student may not return to school until he/she has not vomited or had diarrhea for 24 hours.**

Do not send a child to school if he/she has a cold or any other physical condition that would cause him/her to be kept inside during the PE and recess periods. A doctor's note must be presented in order for your student to sit out of PE and recess.

## Medication at School

Any medication to be taken by a student on school grounds must be administered in the school office by school personnel. Students are not allowed to have medication of any type on their person. This includes cough drops, inhalers, epi-pens etc...

**All medication must immediately be turned in to the office by the parent upon arrival of the student.**

School office personnel may administer medication to a student only upon written request of a parent. All medication must be in its original container, properly labeled with the student's name, dosage, and times of administration.

Prescription medication must also have the name of the physician and pharmacy on the original label.

**Never** send medication of any sort with the student. **We will not be allowed to administer the medication without a medication form filled out.**

## Appointments with Teachers

**One parent-teacher conference will be scheduled during the year, at the conclusion of the 1<sup>st</sup> Quarter. Any additional conferences after the 2<sup>nd</sup> or 3<sup>rd</sup> Quarters will be at the discretion of the teacher or parent.**

At any time during the school year if you have any problems or questions please feel free to request a conference. Our principal and teachers desire to serve both parents and students. You may contact either the teacher involved directly by phone or email or contact the school office. **Due to the importance of the instructional time of the classroom, we request no conferences be scheduled after 7:45 AM or before 3:15 PM.**

## Chapel

Chapel services will be held on **Tuesday** mornings for all grades. Parents are invited to attend any chapel service at any time.

## Field Trips

Teachers will plan field trips in support of their academic and character development programs. Parents are encouraged to help chaperone. **Field trips are great learning experiences for students. That being said, we ask that any parents signing up to chaperone that desire to bring younger siblings, to please communicate that early to your student's teacher, so he/she may determine if the trip is appropriate for said additional children.**

At the time you signed the Home and School Agreement, you agreed to allow your child to participate in all required field trips and activities. Therefore, absence from a field trip or scheduled class activity will be considered Unexcused except for reasons listed for excused absences. **An unexcused absence from a field trip will require an Alternative Assignment.**

**All students are expected to ride on the TCA Bus or other TCA designated vehicles to and from all field trips. Exceptions to this policy include, but are not limited to: class size attending field trip does not require the use of the bus, principal approval has been given for alternative transportation of student, etc. The teacher will communicate and receive pre-approval from principal for any alternative field trip transportation needs or requests.**

The same conduct required at school is expected of students during a field trip. Students are expected to abide by all instructions provided for the field trip.

## Sports Program

Trimont Christian Academy is proud to be the Home of the Eagles. The purpose of the athletic program of Trimont Christian Academy is to establish fundamental-based programs that are highly competitive at all levels and develop athletes with positive Christian character.

Trimont Christian Academy offers Volleyball and Basketball. Additional sports may be added in the future.

**Participation:** Students grades 6-8 may choose to participate in our sports programs.

**Homeschool students** are welcome to participate in our sports program. The fee to play may be up to \$75.00 per sport. This fee is determined year to year. For full-time TCA students, this is included in the monthly tuition.

### **Guidelines for play are as follows:**

Proper uniforms must be worn. For away games, when students are not in sports uniforms, chapel dress must be worn unless otherwise specified by the coach or school personnel.

### **Medical Exams and Insurance Verification:**

For the protection of each school and the NCCSA, it is mandatory that all athletes have a physical examination and a waiver of responsibility on file prior to participating in any NCCSA game. Each student should also have on file an insurance waiver form or evidence that the student is enrolled in the school's student insurance program prior to participating in any NCCSA contest.

### **Athletic Contracts:**

Athletes must complete all required enrollment paperwork before they may begin to participate in practices or game sessions. Paperwork must be turned in to the registrar or the school office.

### **Academic Eligibility for Sports Program:**

Students must have and maintain a "C" or higher cumulative GPA in core curriculum classes consisting of Bible, Math, English, History and Science. Eligibility for play will be determined by the next grade-reporting period. This includes progress reports and report cards.

### **School Attendance Requirements:**

Athletes are required to attend school for the full day on the day of competition in order to practice or play. Exceptions will be allowed for excused absences as defined by the school policy (E.G. Doctor Appointments, funeral, etc.) The Principal may approve other exceptions on a case-by case basis.

### **Permission forms for Non-School Vehicles:**

Students must ride with the team when traveling to away games unless a parent is attending the game driving the student. Students who are not part of the team may not ride the bus unless the coach gives permission. Faculty members may ride the bus. The Administrator may make other exceptions at least one day prior to the scheduled game.

### **School Suspension:**

An athlete in suspension may not participate in athletics (including practices, games, or competitions) for a period of one week starting with the first day of suspension.

Athletes are required to agree to follow athletic and team policies. The coach of each sporting team will provide participation contracts to athletes. Team coaches retain the right to institute additional team policies with the approval of the Administrator.

## School Bus Code of Conduct for Field Trips

To ensure safe student transportation, the pupil shall...

1. Follow directions of the driver the first time.
2. Arrive at the bus stop before the bus arrives.

3. Wait in a safe place, clear of traffic and away from where the bus stops.
4. Wait in an orderly line and avoid horseplay.
5. Cross the road or street in front of the bus only after the bus has come to a complete stop and upon the direction of the driver.
6. Go directly to an available or assigned seat when entering the bus.
7. Remain seated and keep aisles and exits clear.
8. Exhibit classroom conduct at all times.
9. Refrain from throwing or passing objects on, from, or onto the bus.
10. Carry only objects that can be held on his/her lap.
11. Refrain from use of profane language, obscene gestures, tobacco, alcohol, drugs or any other controlled substance on the bus.
12. Refrain from eating and drinking on the bus without the driver's permission.
13. Refrain from carrying hazardous materials, nuisance items, and animals onto the bus.
14. Respects the rights and safety of others.
15. Refrain from leaving or boarding the bus at locations other than the assigned stops at home or school unless the student has written parental permission.
16. Refrain from extending head, arms, or objects out of the bus windows.
17. Refrain from hitching rides via the rear bumper or other parts of the bus.

## **Playground Procedures**

During school hours, children are to obey their supervising teacher on the playground. If you choose to let your child play on the playground after he has been dismissed from school, the school will not be responsible for him/her. However, if a teacher or staff member observes the child breaking any playground rules at that time, the teacher or staff member has the authority to correct and discipline the student.

## **Class Parties**

Room parents, with the approval of teachers, may plan seasonal parties. We emphasize the Christian significance of Christmas and Easter and de-emphasize the secular aspect. Because of the flourishing occult activity in our society, as well as the historical meaning of the various activities and symbols associated with Halloween, we give no recognition to Halloween. Parents are welcome to plan class parties for their children's birthdays, but advance arrangements must be made with the teacher. Birthday parties are normally held at the end of the school day but can be integrated into the end of the lunch period. Parties will be limited to one hour or less.

## **Lost and Found**

**The school does not assume responsibility for items lost or stolen.**

It is important that all personal belongings be marked clearly with the student's name so that they may be returned to the student if lost. Lost and found items that are marked will be returned to students immediately. Unmarked lost and found will be kept in the office for two weeks from the date of discovery and then they will be donated to a needy cause.

## **School Board Meetings**

All parents are invited to the monthly School Board meetings. Normally meetings are at 5:30 PM the third Thursday of the month. The time, place, and date will be posted in the school hallway at least a week in advance. From time to time, it may be necessary to change the date or time of a regularly scheduled Board meeting. As mentioned above, the time, place, and date of the meeting will be posted at least a week in advance. Once per quarter the school board meeting will be held as a combined Board / PTO Meeting.

## **Inclement Weather Policy**

**It is the policy of TCA to follow the Macon County School's Inclement Weather Policy as much as possible. However, there will be times that TCA will be open or on a delayed schedule even though MCS will not.**

After checking the road conditions, the principal will determine if Trimont will be closed or on a delayed schedule. The principal and/or TCA secretary will notify the media and radio stations listed on the next page by 7:00 AM of a closing or delay.

During the school day, should road conditions warrant closing the school early, the principal will notify these radio stations and media of the closing, and we will attempt to contact parents with the Schoolcast and RenWeb systems in place.



Television:                      Internet Website:

WLOS on TV                      <http://wlos.com/>

Radio Stations:                      Internet Websites:

WNEG AM 630                      <http://www.gacaradio.com>

WFSC AM 1050                      <http://www.1050wfsc.com/>

WPFJ AM 1480                      <http://www.wpfj.com/>

WNCC FM 96.7                      <http://www.967wncc.com/>

Trimont's School Website

[www.trimont-academy.org](http://www.trimont-academy.org)

Schoolcast

Trimont uses a phone notification system where all parents can be called at one time. In the event of a snow day or early closing or emergency, this Schoolcast system will be used. This system is also used on a non-emergency basis in order to make announcements about events, changes to schedule, etc. Families enrolled in Trimont will automatically be added to our Schoolcast system. If at anytime you wish to NOT be part of this notification system, or if you have alternate telephone numbers, please notify the school office.

Ren-Web

We will notify parents by email. All parents must have a valid email on file in RenWeb. **Please make sure to update your email address ANYTIME it changes.**

## Student Pledge and Commitment

**Each student is required to sign as part of his or her permanent file, Trimont's Student Pledge and Commitment as follows.**

In an effort to partner with you as parents and support our students in making Christian decisions in our challenging American culture, the school has developed policies for students that reinforce a Christian lifestyle both on and off campus. The intent of these policies is to further enhance our Christian culture and commitment, promote the school's philosophy and goals, to prevent drug use, and should there be a problem, to allow school and family to work toward a resolution that is in the best interest of both student and the school community. All students, therefore, take upon themselves the responsibility of defending and promotion ideals of the school by their actions and words both while at school and during out of school time.

### Student Pledge

Because I want to be a person of integrity and honorable character, and I want to be a member of Trimont Christian Academy's community, I will choose to model my life, both on and off campus, after the example of Jesus Christ.

*I make a personal commitment to:*

*Cooperate respectfully with those in authority*

*Strive for excellence as a student.*

*Seek to build relationships with people of high moral character.*

*Care for and respect others and their property.*

*Be truthful, trustworthy, and appropriate in my words and actions.*

*Be pure and upright in my relationships, not involving myself  
in immoral misconduct.*

*Choose modes of entertainment that are Christ honoring, avoiding  
the appearance of evil.*

*Refrain from any form of cheating.*

*Totally abstain from the use or possession of tobacco, drugs, or alcohol.*

*Behave at all times in a manner consistent with that expected of a Christian.  
as to bring honor and respect upon Jesus Christ.*

*Acceptable behavior is to be exhibited both in and out of school.*

I agree to follow the policies and procedures stated in the Trimont Christian Academy Family Handbook. I understand there are school administered consequences, up to and including expulsion from school, for behavior that is unacceptable both at school or in conjunction with school sponsored events, and/or for behavior occurring off campus including when school is not in session such as vacations and summer time. School involvement for out of school offenses will occur only when there is seriously unacceptable and/or illegal behavior that negatively affects the school community. I recognize that additional penalties may be applied to affect my role in extracurricular, co-curricular, and leadership positions.

I understand my enrollment in Trimont Christian Academy allows for testing for use of drugs and alcohol either at random or for suspicion.

If my actions are such that I am judged to have violated the letter or intent of this code, I agree to submit to the discipline of the school.

## **Home and School Commitment**

**In making this application to Trimont Christian Academy I/We understand, accept and support the following:**

- A. **We understand** that TCA will teach and base its teachings on the understanding that the Bible is the inspired Work of God, that it is without error and is our guide for all facets of life.
- B. **We understand** that our children will be taught that salvation and a relationship with God comes only through individual faith in the person and work of Jesus Christ. They will be instructed and encouraged to live for Christ in their thoughts, conversations and actions.
- C. **We understand** that our child will be encouraged to participate regularly in Bible reading, study and prayer.
- D. **We commit** to making weekly worship and Biblical instruction a sacred commitment in our family.
- E. **We understand** that TCA's mission originates and extends from the Christian home, and that reporting and communication through mutual accountability will characterize the home-school relationship.
- F. **We understand** the need for the home and school to work together toward a common goal of nurture and education.
- G. **We understand** that TCA has full discretion in the discipline of my child within the bounds of the discipline policy as stated in the *TCA Family Handbook*.
- H. **We authorize** the use of emergency or professional medical treatment if our child is injured or becomes seriously ill during a time when we cannot be immediately reached. (**Parent/Guardian initials:** \_\_\_\_\_)
- I. **We understand** that TCA has full discretion in determining the proper grade level placement for our child, as determined by age and developmental screening or by diagnostic testing, interviews and transcripts.
- J. **We understand** that TCA reserves the right to refuse (at will) any application at any time, if it is determined by the school administration that the applicant is not suited to the program offered in the school. TCA further reserves the right to dismiss (at will) any students whose academic performance or whose conduct does not meet the standards as set forth in the *TCA Family Handbook*.
- K. **We agree** to support the school, to the best of our ability, by making regular tuition payments, by faithful prayer for the kingdom work of the school, and in the offerings of practical help and resources to the school inasmuch as tuition fees do not cover the full cost of education.
- L. **We agree** to support the spiritual, academic, dress code and moral standards of TCA, as set forth in the policies found in the *TCA Family Handbook*.
- M. **We agree** to allow our child to participate in all required field trips and school activities during the school year.
- N. **We agree**, should we take any legal action against TCA or any employee or agent thereof on our child's behalf, and the school or its agent not be found at fault, that we will pay any attorney fees, court fees, damages or other costs that TCA or its agent should incur to defend itself against such action.

**But those who wait upon the Lord  
shall renew their strength;  
they shall mount up with wings like eagles,  
they shall run and not be weary,  
they shall walk and not faint.**

**Isaiah 40:31**