

1.0 General Information

Trinity Academy is a classical, Christian, hybrid model school established as a gift-supported mission (unaffiliated with any one denomination) in west central Illinois to partner with Christian families in the education of their children. As a school, Trinity Academy adheres to what is held in common by the historic Christian churches for the sake of the Gospel without denominational bias. Trinity Academy leaves final doctrinal teachings to the family and local church while holding that which unifies us to be greater than that which divides us.

- 1.1 **Mission** - The mission of Trinity Academy is to provide classical education combining Christ-centered focus with academic excellence. (Proverbs 2:6)
- 1.2 **Vision** - Trinity Academy will be a beacon of hope in the community as we strive to nurture joyful children whose hearts are inspired to love God and mankind; whose minds can discern what is true, good, and beautiful; and who speak with eloquence to boldly proclaim and defend Truth. Our legacy will be their devoted lives marked by compassion, integrity, and a continued longing for knowledge and God's wisdom as they bear Christ's image in the world.
- 1.3 **Core Values**
 - **WONDER**-We will encourage and model wonder in order to cultivate gratitude and forge a deep desire to learn.
 - **RESPONSIBILITY**-We will embrace our responsibilities by facing any challenge, failure or success with a courageous spirit.
 - **WISDOM**-We will honor the wisdom of those who have come before us and build our own, going beyond the mastery of facts into rich conversations and life application.
 - **KINDNESS**-We will train our hearts inwardly and behave outwardly with kindness.
 - **INTEGRITY**-We will be honest in our words, strong in our wills and fair in our deeds, always striving to display Jesus Christ, who is the perfect picture of integrity.
 - **LEGACY**-We will treasure the bonds of physical and spiritual family to hone a legacy that is a blessing.

1.4 **Statement of Faith** (Nicene Creed)

We believe in one God, the Father, the Almighty, maker of heaven and earth, of all that is, seen and unseen.

We believe in one Lord, Jesus Christ, the only Son of God, eternally begotten of the Father, God from God, Light from Light, true God from true God, begotten, not made, of one Being with the Father; through him all things were made. For us and for our salvation he came down from heaven, was incarnate from the Holy Spirit and the Virgin Mary and was made man. For our sake he was crucified under Pontius Pilate; he suffered death and was buried. On the third day he rose again in accordance with the Scriptures; he ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead, and his kingdom will have no end.

We believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son, who with the Father and the Son is worshipped and glorified, who has spoken through the prophets. We believe in one holy catholic** and apostolic Church. We acknowledge one baptism for the forgiveness of sins. We look for the resurrection of the dead, and the life of the world to come.

** Denotes "universal" rather than referencing a denomination or religion.

1.5 **Biblical Basis**

We recognize the Holy Bible as the word of God (Psalm 19:7-10; 119:105; Acts 17:11, 1 Thessalonians 5:20-21, 2 Timothy 2:15, 3:15-16). As it was God's will to speak through the writers of the Old and New Testaments, there is no better way to learn about Him than to study their words. We endeavor to write His truths on our hearts, using scripture when we lift our voices in praise and extend comfort. Recognizing the limitations of a sin nature, we use the Holy Bible for guidance in all matters. The following prayerfully crafted principles are presented as an aid as we seek to please God, not man (Galatians 1:8-10) and understand His will for Trinity Academy.

- 1.5.1 We submit in awe to God's supreme authority (Exodus 20:2-3; Jude 24, 25). Recognizing that God is our Father, Creator, Sustainer, Savior, and Lord; we live our lives showing that His ways and His plan are best for us. This means denying ourselves and our natural ways and desires in order to submit to His Word in how we worship, interact with others, and spend time and money.
- 1.5.2 We accept with humility our designation as His image-bearers. (Genesis 9:6, John 17:18-23; 2 Peter 1:4) God created us to reflect Him, both in the beginning and in our identification with Jesus' death and resurrection. We are therefore called to display His character and attributes to the fallen world and to each

other. This means sacrificially placing others before ourselves, extending mercy and forgiveness, and speaking the truth in love.

- 1.5.3** We believe God's design for humans is unequivocal and immutable (Genesis 1:26-28; Genesis 2:7, 24; Ephesians 5:30-31; Psalms 139:13-16; Malachi 2:14-15; Exodus 20:14; Jeremiah 1:5; Isaiah 44:2). Humans are of inestimable value at all stages and conditions of life, from conception through natural death. We are created male and female as two distinct and complementary genders together reflecting God's image. For the good of all creation, God instituted marriage with only one meaning: the joining of one man and one woman in an exclusive union and as the only venue for sexual intimacy. We will therefore hold fast to the integrity of God's mandate for humanity, responding with compassion and truth when pressed by the shifting opinions of current culture.
- 1.5.4** We honor the intentional purpose of God's creation (Genesis 2:15; Ephesians 2:10). Our world is fearfully and wonderfully made. Humans were placed in the garden to be stewards over what God declared to be good. In our lives and in our school, we seek to understand our role in creation and how to rightly love and esteem the world around us.
- 1.5.5** We seek a Spirit-filled life that displays the joy of our salvation (Isaiah 61:1-3, 10-11; Jn. 14:26). The helper Jesus promised to send us His Spirit, who dwells inside of believers. It is vitally important that we cultivate our relationship with Him through prayer, study, and meditation. We know He is present when the fruit of the Spirit (love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control) is seen in the way we treat others, react to hardship, and prioritize our time.
- 1.5.6** We long for perfect communion both with God and with each other (Revelation 21:3-4). Together with all creation, we look and hope for the time when Jesus Christ will return and make all things new. In light of that promise, we fix our eyes on a heavenly prize, not allowing ourselves to get caught up in worldly snares such as materialism, selfishness, and vanity. Rather our words and actions will serve as a guide so others may come to know His way.
- 1.5.7** We love because God first loved (John 3:16). God is the truest, purest, and most perfect definition of love. We cannot understand love without an understanding of Him. We will answer God's command to love Him by opening our hearts to His will and by listening for His calling in our lives. We will love others as ourselves, serving in the name of Jesus Christ.

2.0 Admission/Enrollment

2.1 Philosophy - Trinity Academy will treat all applications for admission/enrollment in a Christ-like manner that precludes discrimination on the basis of race, color, ethnicity, national origin, or gender.

2.2 General Policy

2.2.1 All students attending Trinity Academy must come from a home where at least one parent or guardian has a personal relationship with Jesus Christ and is active in a local body of Christ-followers.

2.2.2 Trinity Academy shall utilize consistent, objective standards for enrolling students in class vacancies such that the mission of Trinity Academy has maximum outreach to Christian families in the region based on the resources available to do the good work.

1. No arbitrary method of acceptance or denial shall be applied to any applicant seeking enrollment.
2. No enrollment standard will be relaxed without complete documentation of the decision process.
3. No applicant may be accepted if the time of enrollment or the placement of the student will jeopardize either the applicant's learning experience or that of the student body in general.

2.3 Parental Responsibilities (See family beliefs and agreement section under 7.0 Family.)- Parents shall:

- Retain all parental responsibility and refrain from the transfer of such responsibility to Trinity Academy faculty and staff,
- Shall engage their children in all denominational training in the home environment, and
- Shall function as effective co-teachers of their children with the assistance of TA faculty.

2.4 Admission

2.4.1 Preschool children can be between the ages of three to five years old on or before 01 September for Fall enrollment and must be potty trained.

2.4.2 Kindergarten children must be five years old on or before 01 September for Fall enrollment except where the child's level of development has been adequately demonstrated to TA admissions staff to warrant a waiver of the age rule. See Acceleration Information Packet in the Appendix for details.

2.4.3 Admission priority is given to families with students enrolled the previous year, the children of TA faculty and staff, and the children of active board members. Subsequent priority is based on date of registration application receipt followed by lottery should the number of applicants exceed the number of remaining classroom slots.

2.4.4 Standards for Admission

- Parents must fill out and sign the Financial Agreement form as part of the enrollment packet.
- The child must show evidence of potential success in the academic program.
- The child must show evidence of good social and emotional adjustment.
- The child gives evidence of a satisfactory behavior record.
- The educational needs of the child must be met within the confines of the classroom as no special education or resource room currently exists at Trinity.
- Parents must exhibit a commitment to co-educating their child in the classical model and name an acceptable primary co-teacher.

2.4.5 Special requests for enrollment that fall outside the standards of admission shall be made in writing and reviewed by the Administrator and the Board Chair. Requests will be handled on a case by case basis with the following considerations:

- a. The child's needs articulated and evaluation of how those needs can be met at TA.
- b. No more than 15% of students within a given class may require special accommodations or resources.
- c. Assessment of available resources (personnel, manipulatives, medical care, etc.) and cost of additional resources outside the scope of typical instruction.
- d. Other family members enrolled at TA.

2.5 Finances

2.5.1 Remittance of tuition payment (including fees) is expected of parents on or before the due date of any scheduled payment.

2.5.2 Partial tuition refund or tuition balance relief is only available for the following conditions:

1. A family's work-related move to a location >50 miles from Industry, IL.
 2. A documented medical condition with the child or co-teaching parent that would preclude the child's continuation as an enrolled TA student.
 3. At the Administrator's election for distressed family situation in which it is deemed best for the child's welfare to terminate enrollment.
- 2.5.3** Any unused funds remaining as a result of a student discontinuing enrollment for any reason will be calculated and acknowledged with a gift receipt to the donor.
- 2.5.4** Tuition and fees do not fully cover the cost of providing a student's education at TA. TA relies on donations and fundraising to cover a portion of the true annual cost of educating a student. Each family is strongly encouraged to prayerfully consider what portion of their financial resources God would have them donate for this purpose.
- 2.5.5** Re-enrollment for families that have an outstanding balance from the current or any previous semester will not be considered complete until payment of the outstanding balance is made in full.
- 2.6 Termination of Enrollment** – This may occur for any of the following reasons:
- 2.6.1** At any time by parent election. (Note the policy on tuition refund above.)
 - 2.6.2** At any time by Administrator for documented cause, e.g., repeated unresolved discipline issues. (See discipline section under 3.0 Student Conduct.)
 - 2.6.3** Transfer to another school. TA staff will work diligently with the parents and new school to provide in a timely manner all student information required to affect the transfer.
 - 2.6.4** If enrollment is terminated, book fees are non-refundable. Tuition refunds are only available for semesters not yet started.

3.0 Student Conduct

- 3.1 Philosophy** - "Even a child is known by his deeds, whether what he does is pure and right" (Proverbs 20:11). TA desires to maintain biblical standards of conduct. The teaching and modeling of these guidelines are part of TA's mission to train and nurture children for godliness and excellence. TA recognizes the difference between "behavior" and "heart." Transformation of the heart is an enduring process in which a person is radically reformed and does not revert back to a previous condition. Only God brings about lasting transformation in a person's life (Romans 12:2, 2 Corinthians 3:18). While TA cannot transform the heart, its outward manifestation can be molded. TA will expect students to conduct themselves in a manner that shows respect for both adults and peers.
- 3.2 General Policy**
- 3.2.1** All behavior and conversation associated with Trinity Academy shall be conducted to the glory of God. Students are expected to conduct themselves in a manner that is pleasing to the Lord and contributes to the learning environment of the school. TA desires to provide a safe, orderly environment that supports learning, achievement, and enjoyable social interaction. TA students are fully expected to follow these guidelines both on and off campus, striving to demonstrate Christian virtue at school, at home, at church, and in the community in order to draw others to Christ and glorify God.
 - 3.2.2** Students have the responsibility to respect the rights and property of others.
 - 3.2.3** Student Conduct - Trinity Academy shall utilize a Code of Conduct that encourages conformation to Biblical standards of behavior in all circumstances in order to maintain the Christian witness of the individual student and that of Trinity Academy.
 - 3.2.4** Student Discipline - Trinity Academy shall maintain clear standards for applying (in partnership with a student's parents) proportionate and escalating corrective discipline in a Biblical fashion with a goal of restoring a student to a right Christian relationship with God, family, faculty, peers, and the general public.

3.3 Guidelines for Conduct

3.3.1 General

- Leave any area of the school in a condition at least as good as when found.
- Maintain responsibility for all personal property brought to school. Logic/Rhetoric students store their belongings in their assigned lockers. (Valuable property should not be brought to school.)
- Do not bring or use electronic devices (including cellular telephones), games, or entertainment materials to school or school-sponsored events without pre-arranged faculty permission.
- Do not bring toys (including fidget spinners) or trading cards to school.
- Do not engage in bullying behavior at any time.
- Do not bring live animals to school except by special arrangement.
- Do not commit or create an impression of involvement in immoral activity.
- Do not use or possess tobacco products, non-prescriptive drugs, alcohol, or weapons on campus or at school-sponsored events.
- Do not engage in public displays of affection while on campus, during school-related field trips, and at school-sponsored events.

3.3.2 Oral Communication

- Use respectful language and proper manners with all people (e.g., “thank you,” “no thank you,” “please,” “excuse me”).
- Use proper forms of address with adults (e.g., title plus name).
- Respond when greeted.
- Exhibit eye contact when addressed or in conversation.
- Demonstrate a respectful attitude (in voice and body language).
- Listen respectfully and without interruption when in conversation.
- Avoid abruptly disengaging in conversation (particularly to give attention to someone or something else).
- Avoid intruding in a conversation between other people unless invited (physically or verbally).
- Do not argue with an adult.
- Do not employ improper or disrespectful speech (e.g., profanity, lying, sass) on campus or off-campus while involved in a school-related activity.

3.3.3 Hallways and General Purpose Areas

- Walk quietly, calmly, and orderly while moving in school hallways.
- Keep hands off others and the walls while moving.
- Greet visitors warmly and make them feel welcome.
- Open doors for others and use gender-appropriate etiquette (i.e. ladies first).

3.3.4 Classroom

- Obey teachers promptly, cheerfully, and completely; obey published classroom rules.
- Arrive at class on time and prepared for the day’s instruction.
- Respect adults and peers (courtesy, kindness, cooperation, and consideration)
- Respect the work and personal property of other students.
- Do not abuse restroom privileges.

3.3.5 Physical Activities/Outdoors

- Obey the adults in charge.
- Play only in designated areas, avoiding off-limit areas of the building and grounds.
- Play gently, avoiding rough play and physical aggression.
- Show kindness and consideration to others. (Older children are expected to consider and accommodate the more modest abilities of younger students.)
- Follow game rules and otherwise exhibit good sportsmanship and Christian charity.
- Use activity equipment and materials only in a manner for which they have been designed.
- Ask permission of the adult-in-charge to re-enter the building during recess.
- Sit face forward on the swings. No standing on or jumping from swings. Descend slides feet first. No standing on or climbing up the slide assembly.
- Share portable play equipment.

- Collect and store portable activity equipment at the end of the play period.
- Do not throw items unless engaged in an organized activity that requires it and in which specifically designed equipment is being used.
- Re-enter the school quietly and orderly at the end of the activity period.

3.3.6 Material Distribution by Students – Any material distribution by students requires faculty approval in advance.

- The distribution of party invitations should only occur at school if all of the student's classmates are invited.
- Materials which are out of line with the vision and Christian witness of Trinity Academy will not be permitted.

3.4 Student Corrective Discipline

3.4.1 Philosophy - Christian parents and educators discipline (train) children as a spiritual mandate because they are loved. The ultimate goal for each student is a heart that follows after Christ, a goal that requires training in righteousness. Therefore, students are trained to be disciples accountable for their words and actions in order to better reflect Christ. Corrective discipline is needed in order to restore the broken relationships between God and man, man and man, and man and creation.

Home and school cooperate as partners in the training process as well as in implementation of disciplinary measures. With this in mind, the teachers and Administrator will carefully evaluate each incident of student misconduct and will take the disciplinary action deemed necessary for the good of the student and the student body.

3.4.2 General Policy (Mt. 18)

1. Discipline is an action taken by those in authority at Trinity Academy in response to an identified problem behavior. Measured response to a student's problem behavior will be determined by TA faculty with the Administrator's oversight. Applied discipline will be based on biblical principles (e.g., rebuking, restoration, repentance, and restitution). The vast majority incidents will be resolved at the classroom level.
2. Trinity Academy staff will apply necessary disciplinary action for any student misbehavior observed during school hours or school-sponsored events in which TA staff have maintained authority for the event. During off campus events or events in which students are representing TA, parents are expected to apply corrective discipline for any occurrence during which they are present.
3. Corporal punishment shall not be employed at Trinity Academy as a corrective discipline. In some situations reasonable and necessary physical restraint may be used in order to prevent harm or injury to school personnel, to the student, to other students, or to prevent vandalism or destruction of school property.
4. TA reserves the right to make searches of student-controlled areas and personal items for possible contraband with reasonable cause. This includes temporary seizure of questionable items until resolved with the student's parents.
5. Problem Behaviors - The following behaviors will automatically elevate to Level 3 correction (below)
 - Blatant disrespect shown to any staff member as determined by the staff member.
 - Rebellion, i.e., outright disobedience in response to instructions.
 - Fighting, i.e., striking in anger with the intention to harm another.
 - Use of obscene, vulgar, or profane language.
 - Public displays of affection (including any forms of physical or verbal intimacy).
 - Repetitive classroom issues with no indication of repentance or change.

3.4.3 Application of Corrective Discipline - Trinity Academy shall generally apply four distinct and escalating levels of behavioral correction.

1. Level 1 – This is the lowest level of correction (and most common) and occurs in a one-on-one manner involving the student and the supervising adult at the time of the misbehavior.
 - The adult (generally teacher) will provide Biblical correction in a manner deemed most effective for the particular student and at a level proportionate to the nature of the offense.

- The parents may be notified of the misbehavior and the corrective measure applied.
2. Level 2 – At the second level of correction, the actions to be taken will involve conversation between the teacher, the student, and the student’s parents. The result will be an agreed plan of behavior correction that may include missing recess (sit/not participate outside or copywork in the classroom), in-school detention, or after-school detention with the teacher. This level of discipline is applied when (but not limited to):
 - The student shows a pattern of misbehavior without evidence of desire to change or the self-control to affect change.
 - The misbehavior causes a significant degradation in the learning environment.
 - The student demonstrates blatant disrespect for authority, peers, or physical resources.
 3. Level 3 – This is the point at which a student’s behavioral offense(s) require the intervention of the Administrator to prevent the misappropriation of a teacher’s time or marks a pattern of misbehavior. Corrective discipline at this level may be documented in the student’s records.
 - A first offense will be addressed in a one-on-one meeting between the Administrator and the student during which time a root cause will be determined, student responsibility will be accepted, and corrective measures will be applied. Parents will be notified.
 - A return appearance by the student within six months will result in immediate parental involvement to determine a plan of action. Corrective action may include a detention, suspension, or a recommendation to the Board for student expulsion.
 4. Level 4 – Discipline levels 1-3 may be bypassed and suspension or expulsion imposed immediately if a student commits an act with such serious consequences that the Administrator deems it necessary. Corrective discipline at this level will be documented in the student’s permanent record. Such serious misconduct includes, but is not limited to:
 - Willful endangerment of another person
 - Physical or verbal abuse, intimidation, or bullying
 - Willful destruction or defacement of school property or the property of others
 - Violations of civil law (including theft)
 - Possession, use, or distribution of illegal weaponry
 - Possession, use, or distribution of sexually explicit material (electronic or hardcopy)
 - Possession, use, sale, or distribution of drugs, alcohol, or tobacco products

4.0 Student Appearance and Attire

- 4.1 Philosophy** - Improper appearance and attire can be disruptive to the education process and detrimental to Christian testimony. Cooperation of students, parents, and teachers is necessary in maintaining standards of appearance and attire. TA has opted to require uniforms for attending students under the following rationale. Uniform usage:

- De-emphasizes the use of clothing as a significant means of establishing self-identity or gaining attention
- Allows students to focus on studies instead of clothing
- Adds to the disciplined environment of the classroom
- Minimizes economic differences
- Improves school community spirit
- Reduces the stress of morning student preparations at home
- Makes students easily identifiable in public settings

4.2 General Policy

- 4.2.1** Trinity Academy shall maintain a standardized dress code (applicable on campus and at off-campus, school-sponsored events) that includes age-appropriate uniforms to encourage modes of dress exemplifying modesty, respect, decency, propriety, and Biblical virtue to show Christ to peers, parents, and the community. The dress code and guidelines set boundaries within which distractions from learning and Christian testimony are minimized.
- 4.2.2** The TA Uniform Standard and appearance and attire guidelines must be accepted and consistently enforced by parents and TA teaching and administrative staff. Final authority with regard to appearance and attire will rest with the school under the authority of the Administrator.

4.3 Appearance

- 4.3.1** All students will present themselves with an appearance that does not elicit undue attention or that demonstrates disrespect/poor stewardship of God's creation of the human body.
- 4.3.2** Cleanliness - Proper cleanliness and personal hygiene is expected. Uniforms are to be clean and well maintained. Hands and fingernails also should be free from artificial color, ink, or dirt.
- 4.3.3** Piercings
- Girls may have a single piercing in each ear. Large hoops (no larger than 12 mm) and dangling earrings are not permitted as they can be a distraction and can put young, active students at risk of injury.
 - Boys are not permitted to have piercings or wear earrings.
- 4.3.4** Tattoos (permanent) are not permitted. If a student has a previous tattoo (temporary or permanent), it should be covered and not visible with the standard school uniform.
- 4.3.5** Hair - Styles should be neat, clean, and appropriate to a school setting; not drawing undue personal attention or disrupting the learning environment.
- Unnatural hair colors or hair styles deemed by the Administrator to be distracting from the learning process or Christian witness are not permitted.
 - Boys' hair must be cut short enough to be kept off the shirt collar and the eyebrows.
 - Young men should be clean-shaven.
- 4.3.6** Make-up
- Make-up is not permitted for grammar stage students (PreK-6)
 - Logic and Rhetoric students (grades 7-12) may wear make-up in a way that does not draw personal attention, distract from the learning process, or undermine the Christian witness of the student or school.

4.4 Attire/Dress Code (See the Appendix for the annual Uniform Code)

- 4.4.1** All students are required to wear the TA-approved school uniform for all on-campus learning days and off-campus school-sponsored activities. The Administrator may grant variances for special purposes (e.g., physical activities, attire required as medical treatment, activities requiring special attire for performance or safety, and special dress days).
- 4.4.2** Uniforms are to be neat, clean, and in good condition. Uniform components are not permitted that are stained, torn, frayed, excessively worn, or have been modified to draw unwarranted attention.
- 4.4.3** All clothing must be worn in the manner and of a fit for which it was designed (e.g., shoes tied, belts worn, tops tucked in, waist band at waistline, fit appropriate to child's size).
- 4.4.4** Headwear or outdoor wear are not allowed to be worn in the school building. The Administrator may waive this for a special activity.
- 4.4.5** No modification to the TA-approved school uniform may be made without written consent from the Administrator.
- 4.4.6** When school uniforms are not required, students should dress modestly and avoid clothing with icons, graphics, or characters that could potentially distract from the learning process or one's Christian witness.
- 4.4.7** No undergarments should be visible.
- 4.4.8** Uniform accessories.
- Girls may wear small hair bows, clips, headbands, or pony tail holders that are tasteful and that do not light up.
 - Necklaces and watches are permitted as long as they are not a distraction.
 - Medical Identification bracelets or necklaces are not considered jewelry and are permitted.

4.5 Enforcement

- 4.5.1** The Administrator and faculty retain the authority to determine the appropriateness of a given student's attire or appearance and may remove the student from class or campus until the violation of dress code can be remedied.
- 4.5.2** Failure of the student to correct uniform deficiencies immediately upon notification may result in measured disciplinary action. Repeated uniform infractions will result in removal from class and the

Parent/Student Handbook



appropriate disciplinary measures will be implemented following Section 3.4. In all cases, parents will be notified of dress code violations.

5.0 Student/Faculty Relationships

5.1 Philosophy - TA is dedicated to maintaining an atmosphere of mutual respect, fairness, and trust as well as a community free of behaviors that can undermine the school's mission. TA staff and faculty are responsible to demonstrate the highest standards of ethical, moral, and professional behavior while interacting sensibly and courteously with students, parents, staff, and the public.

5.2 General Policy - Trinity Academy prohibits behavior or communication between student and faculty that is unethical, immoral, disrespectful, or illegal.

5.3 **Guidelines**

5.3.1 Trinity Academy faculty/staff shall NOT engage in or use the following with a TA student:

- Online gaming, social media (for instance Facebook), or instant communication of any nature
- Written communication of any form not completely and easily accessed by the student's parents and the Administrator
- In-school favoritism or mentorship with excessive unprofessional, non-academic conversation
- Private sessions (one-on-one meetings), counseling, or social encounters at any location without the presence of at least one other adult having 100% visibility of the session and without pre-arrangement with the student's parents (including time in private transportation)
- Unwarranted or inappropriate touching beyond what is requisite in a Christ-centered relationship
- Use of obscene, vulgar, or profane language or gestures
- Sexual contact or exhibitionism, conversations of a sexual or romantic nature, suggestive remarks or actions, sexual or off-color jokes
- Deliberate exposure of students to sexual behavior of others (except in the case of prescribed curricula in which sexual themes are contextual)

5.3.2 Students are not to encourage TA faculty/staff to deviate from the above behavior guidelines nor attempt to engage in any of the noted behaviors.

5.4 **Reporting Offenses**

Students exposed to possible inappropriate adult behavior tend to delay disclosure by reason of deference to an authority figure, embarrassment, guilt, or fear (retaliation, disbelief, punishment, or blame). It is imperative that suspicion of inappropriate behavior be reported to the Administrator immediately. Students are encouraged to disclose issues to a parent or other trusted adult. Parents are encouraged to report suspect behavior to the Administrator. The Administrator will take immediate investigative action with mitigation appropriate to the determined factual evidence (including legal reporting requirements).

5.5 Gift Giving – Expressions of appreciation to Trinity Academy faculty and staff is appropriate and kind. A personal note of thanks is always appreciated, and individual gifts should be given in a way so as to not make other students or parents feel pressured or uncomfortable.

- Gifts of significant value may be given to the school as an honorary gift of recognition in lieu of giving to a specific individual.
- No gift given to an individual may be of significant intrinsic or subjective monetary value.
- Other acts of appreciation should be discussed beforehand with the Administrator.

6.0 General School Grievances

6.1 Philosophy - As the body of Christ, TA seeks unity in the mission of training and educating the children at Trinity Academy. Yet, as with any other body of believers, there is potential for misunderstanding, disagreement, and wrong-doing, which must be resolved following biblical guidelines. The optimal outcomes are to resolve concerns promptly, to restore fellowship, and to exhibit love and the proper response to authority. All involved should prayerfully seek God's wisdom and be peacemakers throughout the process.

6.2 General Policy - Trinity Academy provides a Biblical process (Matthew 18:15-35) to be used for dispute issues between any two parties connected in a direct way to the school.

6.3 **Grievance Process**

6.3.1 Issues between Students/Parents and Faculty/Staff:

1. Level 1 (Individual to Individual): All concerns or issues must first be privately presented to the affected faculty or staff member by the parents (or by the student if mature enough). Note that a respectful demeanor is required at all times. A mutually agreed upon meeting should be scheduled with the two parties involved, so that attention and care can be given to the topic at hand in a timely and prayerful manner.
2. Level 2: The parents or student may bring the concern to the Administrator if the problem is not resolved via private, individual discussion between the disputing persons. The party who believes the issue is unresolved should notify those involved that the issue is being brought to the Administrator. A written statement from a parent is required if the student brings the concern.
3. Level 3: Issues not resolved with the Administrator will be forwarded to the Ombudsman by the Administrator for independent arbitration and possible referral to the Board of Directors. Note that the decision of the Ombudsman is final concerning whether or not the issue warrants a formal Board review. If the School Administration is one of the parties involved in the dispute, the Board Chairman can be contacted to initiate a meeting with the Ombudsman. It is not the Board Chairman's role to mediate the conflict.
4. Level 4: Formal Board review will only occur after a prayerful determination by the Ombudsman that such action is warranted.

6.3.2 Issues between Volunteers and Faculty/Staff

1. Level 1 - Present the issue in private to the staff member responsible for oversight.
2. Level 2 - The volunteer may bring the concern to the Administrator only if the problem is not resolved via private, individual discussion between the disputing persons. The volunteer should let the faculty or staff member know that the concern is unresolved and being brought to the Administrator.

6.3.3 Third-party Observations – This is where a potential issue is observed by a party not directly involved in the issue.

1. Level 1 - The issue must first be privately presented to the affected parties, preferably in a face-to-face, three-way conversation, to determine if an issue even exists.
2. Level 2 – The observing individual may bring the concern to the Administrator in writing (not anonymously) only if the problem exists AND remains unresolved following private, individual conversation.

7.0 Family

7.1 Philosophy - As a support to, and extension of, the family unit, Trinity Academy considers the family to be of first importance to a child. God dictates that the family is the most important human institution He designed, since He compares it to the relationship believers have with Christ and the Father. Therefore, at Trinity Academy we are continually seeking ways to actively involve the parents, siblings, and grandparents of students in the programs of the school.

7.2 General Policy

- 7.2.1** Parents must be in agreement with the school's purpose and spiritual objectives, biblical basis, and be willing to abide by the school's rules and regulations (including the school's protocol for handling student corrective discipline).
- 7.2.2** Parents must be committed to the parental responsibility for providing a quality, Christ-centered, classical education for their children.
- 7.2.3** At least one parent must be an active participant in a local body of believers.
- 7.2.4** At least one parent must be in attendance at all required co-teaching events. If a non-parent is designated as the primary co-teacher, then both the parent and co-teacher should attend the required co-teacher events.

7.3 General Communication - Communication between Trinity Academy and parents is crucial in a Hybrid-model school. Regular communication will occur through written means (e.g. assignments, classroom/school newsletters, e-mail) and through individual contact. A variety of tools are available:

- 7.3.1** FACTS - Trinity Academy has implemented FACTS as our schoolwide information/administration software system providing regular communication, as well as academic and financial information.

FACTS Family Portal is a private and secure parents' portal that allows TA parents to access student and tuition information, school calendar, resource documents, and class directories.

- 7.3.2 Weekly Lesson Overview – Parents will receive access at the beginning of each week to the Weekly Lesson Overview for which classes/grades their child(ren) attend. This document will be used as a guide for the week to keep parents apprised of the inner workings at school, as well as to inform co-teachers of off-campus assignments. This is a living document, so parents should check back regularly as teachers may update the students' progress mid-week.
- 7.3.3 “Take Home” Folder – In the Grammar School, each student will be given a folder that will be brought to and from school each day. Instructions for co-teaching, general communication, assignments, as well as assessed work will be sent home in this folder. Completed assignments should return to school in this folder.
- 7.3.4 Newsletters – Regular communication will occur through the school's newsletters. Parents are expected to read these newsletters as a great deal of information about what's going on at school is communicated through this means (sent via email).
- 7.3.5 Email - Teachers have been assigned a designated Trinity e-mail which is published in the school directory and in teacher newsletters and should be utilized for most communication. All general inquiries should be directed to the office at office@trinityeagles.org
- 7.3.6 Announcements - Important announcements and information for parents from the school administration are sent to parents via e-mail or via students. Students must understand the importance of getting these items to parents promptly. Children should be instructed not to open mail that is addressed to parents and parents should promptly read the information provided.
- 7.3.7 Scheduled Events - Events such as co-teacher training provide opportunities for teachers and parents to collaborate more effectively. These training sessions are essential methods of communication between teachers and parents. The Board of Directors may from time to time schedule “Town Hall Meetings” in order to communicate and discuss important topics with school parents.
- 7.3.8 Social Media Communication – Many parents utilize social media to communicate with one another, however the TA does not utilize this mode as the primary method of communication. Inclement weather updates will be posted on Facebook as well as sent out via email and local media by 6:30 AM. Grievances should be directly communicated with the individuals involved, not through social media (see section 7.0 for school grievances policy).
- 7.4 **Sex Education** (See 1.5.3.) - Due to the intimacy of this subject, Trinity Academy believes that discussion of puberty, sexual intercourse, human sexuality, and related topics occurs best in the home under the authority and security of Christian parents and church teachings.
 - 7.4.1 Parents are responsible for deciding how to teach their children the basic knowledge of sexual intercourse, deciding when to teach this to their children, and the level of detail appropriate for their child.
 - 7.4.2 Trinity Academy will instruct age appropriate human anatomy, physiology, and health education in the Rhetoric School, but will not instruct the mechanics of human sexual intercourse. Sexual and asexual reproduction in plants and animals will also be instructed in age appropriate course work, particularly in Logic and Rhetoric school.
 - 7.4.3 Trinity Academy may provide resources, speakers, and encouragement for parents who are preparing to have these important conversations with their children.
 - 7.4.4 If sexuality is ever mentioned in classroom discussion, faculty members are always to speak about it in a biblical manner – praising its beauty and goodness within the bounds of a marriage between a man and woman and condemning all other unbiblical expressions of sexuality.
- 7.5 **Parent-Teacher Conferences** – These are held on both a formal and informal basis throughout the year. Formal parent-teacher conferences occur in October and February. Special conferences may be requested by the parent or the teacher whenever it may be beneficial for the child's success.

8.0 School Schedules

- 8.1 **Philosophy** – Trinity Academy desires to establish optimized schedules for hybrid-model education while at the same time allowing for flexibility in keeping with a personalized student-teacher environment. Schedules provide the framework for effective transfer of knowledge and behavior and preclude the inhibiting effect of chaos.

8.2 General Policy

- 8.2.1** Students are expected to arrive to school on time and be in attendance for all on-campus classes/school days with all course requirements completed in the established timeframe.
- 8.2.2** Communication between the school and attending families will be considerate, timely, and complete.

8.3 General Schedule

- 8.3.1** Grammar School and Logic School I & II
1. On-campus Days - Monday, Tuesday, and Thursday
 2. Off-campus Day - Wednesday and the weekend period (Friday through Sunday) at suitable study locations selected by the student's co-teacher.
- 8.3.2** Logic School I & II (Optional 4-day), Logic School III, and Rhetoric School
1. On-campus Days - Monday through Thursday
 2. Off-campus Day - The weekend period (Friday through Sunday) at suitable study locations selected by the student's co-teacher.

Note:

Co-teachers and parents are strongly discouraged from carrying off-campus lessons over into Saturday and Sunday except under extraordinary circumstances.

8.4 On-campus Routine PreK-6th Grade:

- **8:00-8:20** Students Arrival (Students go directly to their HR class.)
- **8:20** Classes Start (Students arriving after 8:20 are considered tardy.)
- **8:30-9:40** Classes in Session
- **9:40-10:00** Snack/Recess
- **10:05-11:55** Classes in Session
- **12:00-12:15** Recitations (All PreK-6 students meet in the cafeteria for recitations.)
- **12:15-12:55** Lunch/Recess (PreK-12 students alternate lunch in the cafeteria and recess.)
- **1:00-3:10** Classes in Session
- **3:15** Dismissal

Note:

7th-12th Grade students will follow the same timeline with the exception of morning Snack/Recess and Recitations.

8.5 Late Arrival/Early Departure:

- 8.5.1** Late Arrival: A student arriving at school after 8:20 AM shall report to the office and be signed in by a parent. The student will be considered tardy.
- 8.5.2** Early Departure: A student who leaves school prior to dismissal must be signed out in the office by a parent or legal guardian, or by another individual as noted to the office by the parent or legal guardian. Parents should contact the school office in advance to alert staff of a student's early departure in order for teachers to adequately prepare the student and required assignments.
- 8.5.3** A student arriving after 10:00a.m or leaving before 1:30p.m. will be marked with a half-day absence.

8.6 Tardy:

- 8.6.1** A student arriving at school after 8:20 AM will be considered tardy.
- 8.6.2** Parents or guardians of student drivers that are tardy will be contacted.
- 8.6.3** A pattern of tardiness will require an Administrator/family meeting to establish a course of action, potentially leading to necessary disciplinary action.

8.7 Absences

- 8.7.1** Planned Absences - Families are encouraged to plan vacations and appointments during school breaks or off-campus learning days whenever possible. In the event of a planned absence, the responsibility for completing required assignments and for mastering course content rests with the parent and child, not the classroom teacher. Required assignments need to be turned in no later than the next school day after returning from the planned absence, unless other arrangements have been made with the teacher. Any missed assessments will need to be made up. The parent is responsible for making the arrangements for when and how the make-up assessment will occur. Projects and compositions due

during a scheduled trip need to be turned in prior to the trip, unless other arrangements for completion have been made with the assigning teacher.

8.7.2 Unplanned Absences - In the case of an unexpected event, (such as for a student's medical issue or a family emergency) all efforts will be made to assist the student and family in meeting requirements. Adjustments may be made with regard to required assignments; however, mastery of course content is still necessary to satisfactorily complete the course.

1. The school office and homeroom teacher must be notified as soon as possible (preferably by e-mail) to report a student's absence. The absence will be marked as unexcused until a doctor's note is received. Notes excusing absences must be received within two class days of the absence. The office opens at 8:00 AM for phone calls or an e-mail may be sent to office@trinityeagles.org
2. Individual teachers should be messaged regarding missed assignments as necessary. Work will be collected throughout the day and left in the school office to be picked up by a sibling or parent, unless other arrangements are made for pick-up.

8.7.3 Excused Absence - Excused absence occurs when a child is ill, has a medical appointment verified with a doctor's note, or is participating in a family event (funeral, wedding, mission trip, or family vacation with educational benefits).

8.7.4 Unexcused Absences - Unexcused absences occur when a child is more than 30 minutes tardy, is absent without cause, or for a reason not listed under the excused absences. Students must regularly attend class in order to successfully complete a course. This means that they may not incur more than three unexcused absences per semester. Students failing to meet these attendance requirements will not be recognized as having completed the course, and a grade of I (incomplete) will be given for that course.

8.7.5 Prolonged Absences - Special accommodations will be made for students who are absent for an extended time due to an illness. If the course work for the class cannot be completed outside of school, with the guidance of the teacher, then an I (incomplete) will be given for the course. A student with an I (incomplete) will likely be retained in the courses for which the incomplete was given.

8.7.6 Absences are recorded quarterly on each student's report card.

8.8 Dismissal:

1. Students will be dismissed at the main entrance (near the office) by their teacher only when the child's parents or pre-arranged carpool driver is present. All students will be dismissed at 3:15. Parents may park in the parking lot and walk in to get their child in designated walking areas; or they may pull through the circle drive (counter-clockwise), remain in their car and their child will be brought to the vehicle. Parents should remain in their vehicles while in the pick up lane and be ready to move forward as directed. Students will be released to the vehicles by the carport.
2. The office must be notified if someone other than a parent or pre-arranged carpool driver is picking up the child from school. Call the school office or e-mail office@trinityeagles.org prior to dismissal time. A child will NOT be released to someone other than his or her parents, guardian, or a designated caregiver.
3. No after-school care is provided by Trinity Academy. Parents are expected to be timely in picking up their child(ren). If a pattern of late pick-ups occurs, a meeting will be scheduled with the Administrator to create a plan for the timely pick up of the child. If that plan is ineffective, a parent may incur a fine.

8.9 Lunch - Students should bring their own healthy lunch and a nutritious (not sugary) snack to school every day.

8.9.1 Hot Lunches – On Thursdays, students may opt to purchase a hot lunch from our Thursday menu. Lunches may be purchased in the morning the week or morning of the hot lunch through the office.

8.9.2 Microwave usage – Students are not permitted to use the microwaves, rather students are encouraged to use thermoses to keep their food warm.

8.9.3 Students should pack their own utensils and napkins. There will be some table service available for students who forgot the necessities (utensils, napkins, plates, etc.).

8.9.4 Beverages should be limited to milk, water, or fruit juices. No energy or carbonated beverages are permitted. Students are encouraged to have a water bottle at school each day.

8.10 Transportation - Families are encouraged to establish carpool schedules to share the burden of transportation. The school office should be notified when changes to a regular carpool schedule are made so that Trinity can ensure students get home safely.

- 8.10.1** During arrival, student drivers are expected to park behind TA in the back parking lot and from 8:00–8:20 they will be able to enter Door E. After that time, they will need to proceed through the front doors and sign in with the office.
- 8.10.2** During departure, student drivers should leave via the north gate only after they have been dismissed by their Homeroom Teacher. If they are driving siblings home, they need to request that the office calls them down to the lobby. If a non-related student is riding home with a student driver, the parents or guardians need to inform the office. Students will not be allowed to leave the premises for lunch or any other time of the day within written notice.

9.0 ACADEMICS

- 9.1 Philosophy** – Trinity Academy desires to promote both Godly character (such as self-discipline, diligence, and self-control) and high academic standards.
- 9.2 General Policy**
- 9.2.1** Educational materials and aids are to be returned at the end of the school year and are expected to be in a condition as good or better than when received (other than normally expected wear from proper use).
- 9.2.2** TA shall establish a consistent set of standards to be applied in determining promotions for all students.
- 9.2.3** Trinity Academy does not tolerate academic dishonesty. Academic dishonesty is both a serious breach of personal integrity and a hindrance to student learning. Students are exhorted to adhere to high standards of personal integrity in all studies. Academic dishonesty is broadly defined as any attempt on the part of a student or parent to falsely represent the student's level of achievement or mastery in a given course or with regard to any element of the course (for further specifics see 9.8).
- 9.3 Classroom Instruction** – We believe that each of our teachers has received a calling to teach at Trinity Academy, bringing unique gifts and talents to the classroom as well as different teaching styles. We desire our teachers to structure their classrooms to meet the various needs of their students and to be able to utilize personal strengths.
- 9.3.1** Parents can expect that teachers will do the following in the classroom:
- Honor each student as an image bearer of Christ.
 - Model Christ in their character, discipline, and instruction, setting an example of Christian discipleship for their students.
 - Clearly communicate classroom expectations, routines, and discipline systems which are also in line with school-wide policies.
 - Consistently hold students accountable for personal comportment and content mastery.
 - Use classical teaching methods that encourage joy, wonder, and the development of the tools needed to be life-long learners.
 - Integrates biblical truth into all subjects and builds connections between content areas.
 - Develop lesson plans that engage students, working through course content systematically, balancing guided practice with direct instruction and assessing student progress.
 - Return graded student work in a timely fashion.
- 9.3.2** Parents can expect that teachers will support co-teachers in the following ways:
- Clearly communicate written weekly lesson plans for off campus instruction.
 - Provide co-teachers and students with the resources needed to complete off campus lesson plans.
 - Provide co-teachers with answer keys when appropriate to support student learning.
 - Communicate expectations, rubrics, and timelines in a timely manner.
 - Maintain an open line of communication to clarify lesson plans, problem solve, and encourage co-teachers.
 - Suggest opportunities for lesson extension or need for re-teaching concepts.
 - Adjust lesson plans as necessary to meet student needs to support student growth.
- 9.4 Off-campus Schooling** – Off-campus schooling is a continuation of education occurring in the classroom.
- 9.4.1** Time expectations – No two students will demonstrate the same time requirements for off-campus learning for any particular course of study. In addition, the depth of subject matter exposure assigned by a student's teacher will vary from week to week.

1. Expect an average student to be actively schooled for a time equivalent to their exposure during on-campus days (5.0h excluding any breaks). If your student is consistently spending an excessive amount of time engaged in assigned learning activities, please contact the child's homeroom teacher. A more detailed estimation of time should be as follows:
 - a. Preschool: 30 minutes to 1 hour
 - b. Kindergarten: 1 to 2 hours
 - c. 1st and 2nd Grades: 2 to 3 hours
 - d. 3rd and 4th Grades: 3 to 4 hours
 - e. 5th and 6th Grades: 4 to 5 hours
 - f. 7th through 12th Grades: Full day (8:00 AM to 3:00 PM)
2. Individualize the duration and frequency of breaks for the student.
3. Select an optional sequence of study for assigned off-campus coursework (e.g., alternating study between a student's high-aptitude and low-aptitude courses).

9.4.2 Environment –Parents and co-teachers need to be committed to fulfill the assigned educational duties on off-campus teaching days. The commitment to co-teaching involves establishing a home environment conducive to learning and systems for instruction and activity completion. A distinct advantage of off-campus learning over on-campus learning is the myriad options for settings appropriate to both subject matter and a student's learning style.

9.4.3 General Communication Guidelines – It is imperative that teachers and co-teachers regularly communicate for the specific needs of each child in regards to off-campus days. Here are some general guidelines:

1. When students have more than one teacher, the teachers will endeavor to coordinate home lessons to remain within these guidelines.
2. Parents should request a conference with the homeroom teacher if a student is spending significantly more time on home lessons without a readily apparent home solution.
3. When students have responsibility for completing a long term project (e.g. a research paper), the students will be given encouragement and support in planning their work so that it is spread relatively evenly throughout the period of the project.
4. Home lessons assigned by teachers are a continuation of course lessons, not reinforcement. As such, it is important that students and co-teaching parent(s) complete the home lessons accurately and in a timely manner. Completing home lessons in a cursory fashion will result in the student falling behind the progress of peers and/or degrading the learning experience of the entire class.
5. The parent and/or student should make every effort to contact the teacher if an assignment is not clear, the student has difficulty with the concepts, or the student cannot finish the assignment in a reasonable time. If the work cannot be completed, the student may, at the discretion of the teacher, be allowed to turn the work in at a later time without penalty.
6. Completed coursework should be evaluated critically by the co-teacher, graded where appropriate, and corrected by the student. (Answer sheets may be provided by or requested of the student's teachers.) Positive and negative feedback concerning the student's performance should be noted on the assignment sheet(s).

9.4.4 Turned-in Work

1. Off-campus work is to be completed and turned in at the start of class on the day that it is due.
2. Exceptions to published due dates for course work may be modified at any time at the discretion of the assigning teacher (without or without penalty) based on group or individual student circumstances.
3. Due to the nature of the collaboration between teachers and co-teachers modification to lesson plans or assignments may be pertinent, allowing for occasions where delayed turn in may be necessary. Any such delay should be approved by the teacher ahead of the class period in which it would have been due.

9.4.5 Late Work Treatment

1. See Section 8.7 concerning late work due to absences.

2. Co-teachers must communicate by e-mail with the teacher of the course if off-campus work could not be completed on time for any reason, including missing resources, time constraints, illness, or poor comprehension. This communication should occur prior to class and the teacher and co-teacher will determine a plan for completion.
3. Unexcused Late Work - Work that is late due to any unexcused reason (e.g., left at home, failed to complete, lost homework, etc.) may be treated as follows:
 - Grammar School - Unexcused late work consequences may be determined by the grade-level teachers. These penalties may include completing work during recess or a deduction in the student grade for the assignment.
 - Logic and Rhetoric School - Unexcused late work will have 10% of the grade deducted for each on-campus day that it is late. If turned in the same day but after the set class period, then the teacher will deduct 5%.
 - Patterns of unexcused late work will result in academic probation and an academic plan will be determined by the Administrator, teacher, and co-teacher. Students on academic probation will need to be approved by the Administrator for re-enrollment the following school year.
4. Missing Work (Logic and Rhetoric students only): Unexcused late work that fails to be completed and turned in within 2 weeks (1 week: 10 school days) of its due date will be assessed as “Incomplete.” The student will be required to complete the assignment, but no points will be given for the assignment. At the end of the quarter, course credit will not be granted until all incomplete assignments have been turned in to the course teacher.

9.5 Evaluation

9.5.1 Course mastery evaluation and testing

1. Grades are viewed and presented not as a commentary on the relative worth and value of the individual, but rather as an accurate reflection of the quality of work and content mastery in a given subject. Grades serve four basic purposes:
 - To assist in education, training, correction
 - To permit placement of students at a level and in subjects responsive to their needs and abilities
 - To provide a just and legitimate means of holding students accountable for the quality of work and content mastery
 - To provide an ongoing and widely understood means of communicating a student’s progress and achievement to parents and others.
2. The grading standard will be objective and evenly applied within a given class. The standard encompasses a range of 60-100% proficiency as acceptable achievement. The ultimate purposes of these measures will be to define the standard, to provide valid and meaningful feedback, to encourage disciplined academic study, and to encourage student progress in content mastery and achievement.
3. Grading Scale for PreK-3rd Grades, as well for skills for 4th-6th Grades:
 - E – Exceptional; Consistently exceeding expected standards
 - G – Good; A little higher than expected standards
 - S – Satisfactory; Meeting expected standards
 - N - Needs Improvement; Falling below expected standard
 - U – Unsatisfactory; Academic plan to be established
 - I – Incomplete; Missing work that still needs to be completed
 - N/A – Not Assessed; Has not been assessed this period

4. Grading Scale for 4th grade and above is as follows. (Grade points accumulate for 9th – 12th Grades as indicated.)
 - A ≥94.00 4.00
 - A- 90.00-93.99 3.67
 - B+ 87.00-89.99 3.33
 - B 84.00-86.99 3.00
 - B- 80.00-83.99 2.67
 - C+ 77.00-79.99 2.33
 - C 74.00-76.99 2.00
 - C- 70.00-73.99 1.67
 - D+ 67.00-69.99 1.33
 - D 64.00-66.99 1.00
 - D- 60.00-63.99 0.67
 - F - <60%
5. Incomplete (I) - A student will receive an “I” if unable to complete the course requirements due to circumstances beyond the control of the student and special permission is granted by the Administrator to complete the requirements after the quarter has ended.
6. Withdrawal (W) - A student will receive a “W” for withdrawal from a course (upper schools only). No credit will be given from the course.

9.5.2 Standardized Testing

1. Students in Kindergarten through 2nd grade Grammar are assessed through formal, in-class assessments. These assessments are not standardized (norm-referenced), but track student progress and identify learning needs of the students.
2. In the second semester, Trinity Academy evaluates students in 3rd grade Grammar through the 1st year of Rhetoric School using the standardized Iowa Tests. The results of these standardized test scores allow Trinity Academy to track student progress, identify or affirm areas of individual learning need, evaluate curricular pacing, and make informed course placement. Trinity Academy acknowledges that the Iowa Tests do not entirely align with the goals, objectives, or sequencing of Classical education, but are useful assessment tools.
3. College Placement Testing – The PSAT, SAT, and ACT are offered by third-party organizations, sometimes on-campus and built into the calendar on the weekends. Trinity Academy will provide information and resources for students desiring this activity.

9.5.3 Reporting

1. Parents may access a student’s grades at any time through FACTS. These grades are “real-time” and cumulative. Printed report cards will be issued quarterly.
2. Each teacher will define specific criteria for assessing grades. All such criteria must honor any standards, requirements, or limitations imposed by curriculum guides and other relevant policies for the establishment of grading criteria within a given course. The specific criteria for Rhetoric School will be defined in the syllabus for each course.

9.6 Promotion - It is not in the best interest of a student to be promoted to the next grade level if he or she has not sufficiently mastered the material in the current grade level. Students must meet the following criteria to be promoted to the next grade level:

9.6.1 4th grade and above - Students must achieve 60% or above in each core academic course. Failure in any core study will require the subject to be repeated or an individualized academic plan completed to bring student mastery to the minimum acceptable level. Continued failure in any core study will affect the ability to graduate from Trinity Academy.

9.6.2 If a student receives two or more Fs on his or her report card in any other subject (Bible, Latin, History, Geography, Science, etc.), the student may need to be retained. Each such case will be reviewed by the Administrator and a decision will be made as to whether promotion to the next grade is in the best interest of the student.

9.6.3 In the lower grades (PreK-2), reading ability, fine motor skills, and behavioral maturity will also factor into a child’s promotion to the next grade level. If there are significant delays in any of these areas, the Administrator will determine whether promotion to the next grade is in the best interest of the student.

9.6.4 Inter-grade Movement - A student may move up or down a level in a particular subject area based upon a joint decision between Trinity Academy and the parents. Students wishing to move up a level will be subjected to additional placement testing which will result in an additional fee for the testing (see the Acceleration Information Packet in the Appendix for further details).

9.7 Awards and Recognition - No awards or systems for special recognition have been established for the sake of class unity and intentional emphasis on nurturing the learning process as well content mastery.

9.7.1 Grammar School – TBD

9.7.2 Logic School – TBD

9.7.3 Rhetoric School – TBD

9.8 Academic Dishonesty - The following are examples of academic dishonesty:

- Lying or giving false information about completed assignments
- Copying the work of others at any time without direct authorization from the teacher
- Using any resource, such as solution manuals and teacher edition textbooks, to complete assignments without the direct authorization from the teacher
- Obtaining any quizzes, tests, or academic materials created by or belonging to the school without direct authorization from the teacher
- Engaging in plagiarism by presenting the ideas or works of another as one's own or failing to properly cite the author
- Altering a graded paper or project for the purpose of disputing the accuracy of the grade
- Cheating (or facilitating another student's dishonesty) during any formal assessment is not permitted

9.8.1 Punitive Action, First Offense - Generally, the teacher will follow these steps if academic dishonesty has taken place:

- The teacher will assign a grade of zero (0) for the affected assignments.
- A warning will be recorded and the parents and Administrator will be notified.
- A conference with the Administrator, student, and parents may be scheduled to resolve or correct the offense.

9.8.2 Punitive Action, Multiple or Serious Offenses

- The teacher will assign a grade of zero (0) for the affected assignments.
- The Administrator in conjunction with the student's parents will take disciplinary action commensurate with the seriousness of the offense (e.g., course failure, suspension). This shall be noted in the student's permanent file.

10.0 Extracurricular Activities

10.1 Philosophy - The role of the parent chaperone is critical to the success of any field trip or activity. Parent chaperones have the responsibility for the students assigned to them by the faculty/staff leaders, including their safety and conduct. Normally, parent chaperones are responsible for those students in their cars or hotel rooms (on class trips). Parents should assist TA faculty/staff to ensure that students are supervised at all times during trips or activities.

While on field trips or school-sponsored activities, students, parents, and teachers are expected to conduct themselves as if in the presence of God, doing all for His glory, in harmony with the standards and policies of Trinity Academy, modeling wisdom, integrity, kindness, and responsibility.

10.2 General Policy

10.2.1 Field trips will have a direct connection to the curricula and be worthy of the time involved.

10.2.2 Field trips scheduled on on-campus school days are required and will be led/directed by Trinity Academy staff.

10.2.3 Clubs may be organized as an outgrowth of the curricula at Trinity Academy, as a chapter of a national organization, or to provide a service to the student body or community. The purpose of clubs is to further promote intellectual, moral, cultural, physical, social, or spiritual development beyond the classroom.

10.3 Events/Field Trips (Off-campus)

10.3.1 Field Trips will occasionally be scheduled throughout the school year to enhance the academic program at Trinity Academy. Most field trips will occur on off-campus days and will require parental transportation and supervision. Entrance fees for students enrolled at Trinity will typically be covered by Trinity Academy. Parents will be responsible for the cost of their own entrance fees and that of other siblings attending the field trip.

10.3.2 Students not in attendance during a scheduled field trip will be assigned alternate coursework or a supplemental activity to replace the learning experience that was missed.

10.3.3 General Field Trip Policies

- Students will only travel to and from destinations with assigned drivers.
- No unscheduled, non-emergency stops will be made.
- Students must wear seatbelts and no child under the age of 12 will sit in front seats.
- All children under the age of 8 years old must be in a parent-provided booster seat in order to ride in a private vehicle. If no seat has been provided, the child may not participate in the field trip.
- Field trips scheduled for on-campus days will be coordinated and executed by Trinity Academy staff. Students remain under the authority of the teachers with parent chaperones supporting planned activities and assisting with tasks delegated to them. The teachers will direct the activities of students and final decisions for allowable activities are the responsibility of Trinity Academy staff.
- Field Trips scheduled for off-campus days will be initiated by Trinity Academy staff, but parents are responsible for carrying out the planned itinerary and meeting the goals of the scheduled field trip. At least one Trinity Academy staff member will be in attendance at each off campus field trip to provide the necessary leadership for coordinating planned activities.
- Trinity Academy faculty and staff will make the final decisions as to itinerary, agenda, logistics, and attire for field trips. Logistical matters may be delegated to parents. Parents may not alter the plans unless they arrange this with the faculty/staff leaders before the trip.
- Unless otherwise instructed by the teacher, students are to remain together at all times during the field trip. If attending a school-sponsored activity, such as a school party, students will not be allowed to leave the event and then return again later. Neither may they leave the room or area of the activity without permission of the teacher in charge.
- When staying at a hotel or other lodging facility, teachers and chaperones will restrict students of the opposite sex from entering each other's rooms. Sleeping arrangements will be made so that there is appropriate adult supervision. All students must stay in the designated accommodations. In case of questions regarding sleeping arrangements, staff will make the final decision. Chaperones will assist the teacher in enforcing a curfew for all students.

10.4 Chaperones and Drivers

- Teachers and/or parents leading trips must take a first aid kit and the Emergency Contact binder.
- Trinity Academy does not cover admission fees or other costs for drivers, chaperones, or siblings who do not attend Trinity Academy.
- While on a field trip or during school-sponsored activity, chaperones and drivers should refrain from excessive cellphone use.
- Chaperones should immediately report to the faculty/staff leaders any behavior or activity that poses a threat to any student or is otherwise believed to be unacceptable.
- All drivers must be preapproved by the school, be at least 21 years of age, and have a good driving record. The driver and owner of any motorized vehicle which is used must depend on his/her own insurance for the purposes of covering liability and damages.

10.5 Off-campus Compartment – In addition to the guidelines of Section 3.0, the following are offered as necessary during school-sponsored, off-campus events.

- Personal music and/or video devices, as well as electronic games, may not be brought to any school-sponsored trip or event. Cell phones will be confiscated at the beginning of the trip or event, and will only be used to check in with families at a designated time or for emergencies.
- Students should be respectful of the people and property that are encountered on a field trip. Students are responsible for exhibiting thoughtfulness and proper etiquette for each field trip venue.
- Students are expected to respect each other's property and to regard the backpacks of others as private.

- Students shall treat representatives of the facility for the event in the same manner as they are to treat teachers. Unless otherwise instructed by the teacher or chaperone, students are to remain together at all times during a field trip. Students may not leave the room or area of the activity without permission of the teacher or chaperone in charge.

10.6 Legal Boundaries and Liability – The Trinity Academy waiver of liability that is signed by TA families also encompasses TA sponsored off-campus events.

10.7 Clubs and Sports - The Trinity Club program acknowledges the following order of priorities in our school: (1) God; (2) Family; (3) Academics; and (4) Athletics. When this order is followed, it will result in student-athletes who are balanced physically, mentally, emotionally and spiritually (see Trinity Sport/Club Policy in the Appendix for more specifics).

10.7.1 A club may be presented for consideration by submitting a proposal for approval to the Administrator and the Athletic Director. Proposals should include the club purpose (as related to the Trinity Academy mission), attachments from national or parent organization, meeting time and place, and any proposed expenses to Trinity Academy or to parents.

10.7.2 Each club will have a TA staff member or a TA designated adult as an advisor.

10.7.3 Sports - At this time, Trinity Academy does not offer any school-sponsored athletics.

11.0 Health & Safety

11.1 General Policy

11.1.1 All students must have on record with the school office, either a current immunization record or an exemption statement according to Illinois statutes. Standard immunization record forms may be obtained from the family doctor and a copy given to the school office.

11.1.2 All students must have on record with the school office all required health, dental and eye exams required by the State of Illinois statutes.

11.1.3 All students must have on record with the school office an Emergency Form that lists the emergency contact names and phones numbers of people who may need notification in a medical emergency. This form includes a signed waiver in order to facilitate emergency life-saving action if necessary.

11.1.4 No medication of any kind is administered in the school office without the parent's written consent. Students who take prescription medication at school must leave the medication in its original container accompanied by written instructions with the office. The medication must be prescribed to the student taking it. Students will be permitted to go to the office at the times the medication must be given. (Only non-refrigerated medications may be kept in the school office. Medications requiring refrigeration must be administered by the parents.)

11.1.5 Students may not carry any medication with them while at school. With the parent's written consent, students can be given the appropriate dosage of acetaminophen or ibuprofen during school hours. In addition to parents completing the annual family emergency information form at the beginning of the school year, TA should be kept abreast of any prescription medications a student begins taking on a regular basis during the school year.

11.1.6 Students who have had a fever or who have been vomiting within the past 24 hours should not come to school. Students who develop a fever (99.9 degrees or higher) or who are vomiting at school will need to be picked up from school upon notification of the illness from the school office. If your child has an illness that the doctor says is contagious, keep your child at home until he/she is feeling better and is no longer contagious. It is the responsibility of the parents to inform the school if the child is out with a communicable disease or has been exposed to a communicable disease.

11.1.7 Students prescribed an antibiotic for a communicable disease should be kept at home until having taken the prescribed course of the antibiotic for at least 24 hours.

11.1.8 TA will provide a temporary place for an ill student and the parent or guardian will notified. If the child is unable to safely return to class in a timely manner, the parent or guardian will be asked to pick up the child as soon as possible. Every effort will be made to make the student comfortable while awaiting to be picked up.

11.1.9 School personnel may give minor first aid but cannot treat or diagnose injuries or illness.

11.1.10 Parents should alert office and teaching staff of any known allergies that their child has, particularly food allergies.

11.1.11 Parents who have a child enrolled at TA with medical conditions that may require extra care or attention (severe allergies, diabetes, epilepsy, etc.) should have on record written instructions for the child's care while at TA. These records should be update frequently to ensure the child's safety while at school. Trinity Academy does not have trained nursing staff on-site.

11.2 Emergencies

11.2.1 Medical - In an emergency situation, 911 will be called and the parent notified immediately. TA does not have medically trained staff on-site, therefore only emergency first aid can be administered. Parents should have on file the required documentation for emergency contacts.

11.2.2 Drills - Periodic drills will take place so that students, teachers, and staff can practice for an emergency situation such as a fire or tornado. Teachers will quickly and calmly escort students to designated safe areas and check their class rosters there.

11.2.3 Family Emergencies – Notify the administrative office if a family emergency occurs that disrupts the family's ability to fulfill their co-teaching duties or normal pick-up.

11.3 Visitors - To enhance both student safety and operational efficiency, Trinity Academy will enforce the following guidelines governing the presence of visitors on campus during regular school hours. Parents who are on campus outside of normal drop off and pick up times should sign in to the office. Students and parents should make potential visitors aware of these guidelines:

- All visitors must check in with the office upon arriving on campus to obtain permission from the office to remain on campus.
- All visitors must be willing to comply with the rules and regulations governing student and staff conduct, including appropriate dress regulations.

11.4 Student Privacy

11.4.1 School officials may at any time conduct such searches as are essential to the security, discipline, and sound administration of the school. Students and their lockers may be searched when there is probable cause or during routine inspections.

11.4.2 All personal information (defined as any information that identifies or can be used to identify, contact, or locate the person to whom such information pertains) that is collected and maintained at TA will be kept private to the maximum extent possible.

1. Parents will be notified if TA needs to give access to family and student information for third-party service providers.
2. Trinity Academy will not release information upon demand of outside entities without lawful court order or written parental or legal guardian permission.
3. Trinity Academy will obtain parental consent prior to the publication of any identifying personal information of students in materials with a targeted reach outside of the school community.
4. Custodial parents or guardians have the right to access and correct all personal information and privacy preferences at any time by contacting the Trinity Academy office.
5. No governmental agency will be permitted to interview or remove a student from Trinity Academy without a court-issued warrant or written permission of the child's legal guardian. Parents or guardians shall be immediately notified of any such attempt unless the lawful warrant specifically stipulates otherwise.

11.5 Custody of Children - At the time of enrollment, parents shall provide all relevant documents concerning custody or visitation of each student enrolled at TA. Parents have an ongoing duty to submit any changes to those rights. The following guidelines have been adopted to assist the school in situations where a non-custodial parent desires involvement in school-related activities/conferences, has contact with a non-custodial child, or picks up a child during/after the school day.

11.5.1 Trinity Academy will not resist or interfere with a non-custodial parent's involvement in school-related affairs. Access to the parent's child or the child's records will be allowed unless the school is presented with a court order or a comparable legal document which restricts such involvement or access.

11.5.2 A non-custodial parent may not take custody of a child or remove the child from school unless that parent presents either a written court order or a written authorization signed by the custodial parent which permits such custody.

Parent/Student Handbook



- 11.5.3** If the action of any parent, custodial or otherwise, becomes disruptive to the operation of the school, the school has the right to restrict access by such parent and to take other reasonable and necessary action.
- 11.5.4** Concerning student activities which require parental consent, the school will accept consent only from the custodial parent or legal guardian, unless authority to grant consent is given to the non-custodial parent by a court order or comparable legal document.

12.0 Miscellaneous

- 12.1 Birthdays & Other Celebrations** - Parents may send easy-to-eat treats to be shared with classmates in celebration of their child's birthday or other significant personal event at a time and venue to be determined by the teacher.
- 12.2 Class Parties** – These are planned by the individual classroom teacher and designated parent volunteer. Invitations to social activities outside of school may not be distributed at school unless every member of the student's class is invited.
- 12.3 Family Traditions** – Trinity Academy respects the diversity of thought and practice among parents and teachers while maintaining the goal of teaching all subjects in the light of a comprehensive Christian worldview. Examples of potentially controversial traditions include the Santa Claus, Easter Bunny, Tooth Fairy, and the secular practices of Halloween. This policy applies to all staff in the course of their teaching duties or when interacting with children during the school day. It does not apply to staff on their own time.
- Trinity Academy teachers and staff are to recognize and respect the differences of opinion among parents with respect to certain traditions that are embraced by some Christians and opposed by others.
 - Trinity Academy teachers cannot police all conversation among students with regards to these controversial traditions but will moderate potential discussion with care to respect these family traditions as much as is possible.
 - Older students of bible and history will be encouraged to interact concerning cultural traditions and variations of religious belief. In all of these discussions, teachers are to model Christian charity while in the classroom.
- 12.4 Sales and Solicitations** - No items, including food, may be sold on campus without prior authorization from the Administrator. Solicitation of parents in the school for the purpose of personal gain is prohibited.
- 12.5 Lost and Found** - Items lost and found are retained in the closet of the parents' lounge. Unclaimed items at the end of a semester will be given away. Parents are strongly encouraged to mark all of their children's belongings with their names.
- 12.6 Trinity Parent Organization (TPO)**-The TPO was established in 2018 as a support and encouragement to TA and its teachers, as well as means to encourage community for the TA families. The organization reports to the Board and works collaboratively with the Administrator and office staff to fulfill the vision of the school. This organization will meet periodically to discuss upcoming events, needs of the schools, and opportunities to get involved with the life of TA.
- 12.7 Textbooks/Supplies** - Students are expected to take special care of all school property, including books. Fines will be charged for excessive wear and tear as follows:
- ¼ the replacement value of the book – many pen/pencil marks, dirty, torn/dog-eared pages
 - ½ the replacement value of the book – minor water damage or a binding that is beginning to loosen or fray
 - Full replacement value of the book – book lost or damaged in such a way that it cannot be reused (water damage, page missing, etc.).
- 12.8 Laptops and Computer Usage** – Students will be assigned a laptop or Chromebook while they are at Trinity Academy starting in 4th grade.
- These will be assigned under the guidance of the students' homeroom teacher and should be kept in the homeroom classroom when they are not being utilized.
 - The students will be responsible to repair any damages outside of normal wear and tear.
 - Teachers will monitor computer usage at school.
 - Students should be aware that internet access and email and other media that can be created or stored on their Chromebooks are the sole property of TA. TA has the right to review these items for appropriateness and to limit or revoke a student's access to them at any time and for any reason.
 - Periodic checks will be made by their classroom teachers and/or the administration to ensure proper usage.
 - Students should never share personal information about themselves or others while using the internet or email. This includes a student's name, age, address, phone number, or school name.

Parent/Student Handbook



- Parents are responsible to monitor usage at home.
- 12.9 Locker Policy** – Beginning in 7th grade up through 12th grade, students will be assigned a locker and combination lock. Students are responsible for memorizing their combination and are required to lock their locker every day. At the start of the academic day, students should place their book bag and textbooks in their locker, and only carry with them pertinent textbooks, books, notebooks, and other writing/reading/project items. Some special notes about lockers:
- Book bags that cannot fit into lockers are not allowed (i.e. suitcase bags, framed hiking bags, crafts bags, and the like).
 - Lockers are to be kept clean with all of the items secured behind the locked door.
 - Students may decorate the inside of their lockers with non-permanent or damaging material and appropriate to their Christian witness.
 - The school assumes no responsibility for loss or damage of any item in a locker, locked or unlocked.
 - At any time, the school administration can search lockers to assure the safety of the school. A student need not be present when his/her locker is being searched.
- 12.10 Spiritual Lives** - Chapel is held monthly led by upper school students under the direction of the bible teacher. Parents are welcome to attend Chapel. Each year, students will participate in Christian service projects within the surrounding communities.