

Trinity Academy

2011-2012 Student Handbook



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This Handbook is designed to inform you of Trinity Academy expectations. Nothing in the Handbook shall be deemed to create contractually or legally enforceable rights. Trinity Academy specifically retains the discretion to amend, discontinue, or vary the policies or procedures contained in this Handbook with or without prior notice. All school rules apply on all field trips and on all school-sponsored events on the school campus and away from it.

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A Letter from the Headmaster

Dear Fellow Knight,

Welcome to Trinity Academy! You are joining a tradition of excellence, both academically and spiritually. You will be surrounded by faculty who desire to help you grow in your wisdom and knowledge of Christ, as well as challenge you to achieve excellence in your academic studies. We also have coaches and sponsors of co-curricular activities who are seeking to stretch you to achieve high standards of excellence.

This handbook is designed to inform you of the expectations and guidelines that are provided for safety and security. Everything we do is designed to encourage you and to develop a disciplined, discerning mind.

Please read this handbook and sign the student pledge. This indicates your commitment to supporting the guidelines outlined in this Handbook.

In Christ's service,

J. Matthew Brewer
Headmaster/Principal

MISSION OF TRINITY ACADEMY

MISSION STATEMENT: Trinity Academy is dedicated to partner with parents in providing a Christ-centered college-preparatory education for students committed to spiritual growth and academic excellence.

PURPOSE

The purpose of Trinity Academy is to train students to know, honor and love Jesus Christ by imparting

- TRUTH (academic knowledge, “to know”),
- FAITH (spiritual disciplines, “to believe”), and
- CHARACTER (Christian values, “to do”).

PARENTAL RESPONSIBILITY

Scripture clearly teaches that parents are responsible for their children’s education and discipline. The school is not a substitute for the home. Rather, it is an extension of the home and one means through which parents may fulfill the responsibility for education given by the Lord. Trinity Academy affirms that the Bible is authoritative, reliable, and the final source of truth. Education can be most effectively accomplished in an environment which recognizes that all truth is God’s truth.

GOALS

TRUTH - Academic Knowledge

- To insure the integration of Truth in all subject matter
- To promote high academic standards and to prepare students for entry to a four-year accredited institution of higher learning
- To teach and encourage the use of effective and disciplined study habits
- To think logically, critically and creatively
- To develop a Christian world view
- To understand and appreciate our Christian American Heritage (freedom, human dignity, authority)

FAITH – Spiritual Disciplines

- To believe the Bible as God’s inspired Word
- To know Jesus Christ on a personal basis and understand the importance of daily Bible reading, prayer, scripture memory, and meditation on God’s Word
- To know and obey the will of God
- To follow the command of the Great Commission
- To fellowship and participate in the local church
- To worship God and understand the enjoyment that it brings
- To exercise God given spiritual gifts
- To bear the fruit of the Spirit

CHARACTER – Christian Values

- To learn to SERVE our fellow man and become a contributing member of society
- To know the rewards associated with DISCIPLINE in daily living
- To exercise Christian social ETIQUETTE so that Christ is glorified in all we do
- To understand STEWARDSHIP of time and resources and the responsibility to effectively use them
- To exercise servant LEADERSHIP in the home, church and government
- To understand that EXCELLENCE pleases God

- To exercise INTEGRITY in every decision and relationship
- To value RELATIONSHIPS above material possessions
- To understand that ABSTINENCE from alcohol and drugs lead to a joyful and fulfilling life
- To understand that SEX is a gift reserved for within the confines of the marriage covenant
- To impart RESPECT for the sanctity of life and an abhorrence for the sins of abortion and euthanasia

STATEMENT OF FAITH

This doctrinal statement is a declaration of our unity around the truths of the Christian faith.

We believe the Bible to be the only inspired, inerrant and authoritative Word of God, and the proper standard for all human conduct. (2 Timothy 3:16; 2 Peter 1:21)

We believe that there is one God, eternally existing in three Persons: Father, Son, and Holy Spirit. (Genesis 1:1; Matthew 28:19; John 10:30)

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 God the Father, and in His personal return to power and glory. (John 10:33; Matthew 1:23; Hebrews 4:15; John 2:11; 1 Corinthians 15:3; Ephesians 1:7; John 11:25; 1 Corinthians 15:4; Acts 1:11; Revelation 19:11)

We believe that man was created in God's image, is a sinner by nature through Adam's sin, and must be born again and recreated in God's image through faith in Christ Jesus. (Genesis 1:27; Romans 3:23; 2 Corinthians 5:17)

We believe that for salvation of sinful man, regeneration by the Holy Spirit is provided by grace, through faith in Christ Jesus. (John 3:16-19; John 5:24; Romans 5:8-9; Ephesians 2:8-10; Titus 3:5)

We believe in the present ministry of the Holy Spirit, by Whose indwelling the Christian is able to live the godly life. (Romans 8:13-14; 1 Corinthians 3:16; 1 Corinthians 6:19-20; Ephesians 4:30; Ephesians 5:18)

We believe in the resurrection of both the saved and the lost, those who are saved unto the Resurrection of Life and those who are lost unto the resurrection of damnation. (John 5:28-29)

We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28)

We believe that all believers are under the mandate of Jesus Christ to proclaim the Gospel to all the world. (Matthew 28:19-20)

TEACHING OF DOCTRINE

Doctrines which are open to numerous interpretations by sincere, obedient and loving Christians are not emphasized at Trinity Academy to assure that the unity and peace in the fellowship of God's people will not be disrupted. When confronted with subordinate

doctrinal issues students are encouraged to seek further counsel from their parents and pastor. Within this Biblical perspective, we seek to impart a respect for the sanctity of life and abhorrence for such sins as abortion, euthanasia, sexual impurity, and substance abuse.

ACADEMIC LIFE

ACADEMIC PROBATION/ELIGIBILITY

Students who have a D or F in two or more classes during the periods stated below will be considered academically ineligible and will not be allowed to participate in co-curricular events as well as a mandatory study hall for seniors instead of an off hour. In other words, to remain eligible for co-curricular activities students must have no more than one class grade below a C. (i.e. Student with 1 D or 1 F is eligible. A student with 2 D's etc. is in-eligible)

- Ineligibility lists will be published at the beginning of the 10th week of each semester and each week following until the conclusion of the semester.
- A student placed on the ineligibility list at the **beginning of the 10th week** will have his/her grades checked **on a weekly basis** and may be removed from the ineligibility list the following week if his/her grades have improved.
- A student placed on the ineligibility list at the conclusion of any semester will be ineligible for the following 5 week period of the next semester and can only be removed if passing six classes at that time.

Students who are ineligible are subject to the following:

- Students are expected to practice with the squad and sit with the team at games.
- Students will not be permitted to miss any part of a class in order to travel to a co-curricular activity.
- A student trying out for a drama presentation must be eligible. If selected and the student becomes ineligible, he/she may be allowed to perform at the discretion of the principal.
- Students will not be permitted to serve as class officers or STUCO officers during the time they are ineligible. Students on the ineligibility list will have their position filled by an alternate or a subordinate officer until such time as they are again qualified to serve. The second consecutive time in a year that a student is on the ineligibility list, he or she will relinquish all elected offices and positions of leadership for the balance of the school year.

Any student failing to pass five classes at the end of any semester will be placed on Academic Probation. This student is ineligible to participate in any KSHSAA activity for the following semester. If the student does not pass at least five classes the following semester, the administration reserves the right to not offer an enrollment contract for the following semester.

CHEATING

Cheating is a serious offense. It involves taking information from another source and presenting it as one's own information. Thus, it involves both the components of stealing and lying.

If it has been determined that a student has cheated, that student will receive a zero on the assignment. The parents will be notified and disciplinary action will be taken.

CLASS PLACEMENT

Every effort is made to balance classes in each grade. It would be impossible to satisfy all individual requests. Placement of students is an administrative decision based upon recommendation from the faculty and consideration of the overall needs of each classroom. Pre-registration for the following academic year occurs in the spring. Student choices are accommodated whenever possible dependent upon sufficient enrollment and teacher availability.

CLASS WITHDRAWAL PROCEDURE/LOSS OF COURSE CREDIT

Students are permitted to withdraw from a class within the first 5 school days of the semester with no enrollment or grade appearing on the transcript. Credit may not be granted for a course if enrollment in that course occurs after the 5th day of the semester without special permission granted by the principal. If a student drops a class after the completion of the 5th day in the semester, a "WF" (withdrawn while failing) must be recorded for the dropped class. The WF will be translated as zero when calculating the student's GPA and the WF will appear on the student's permanent record.

A parent, teacher, and the college counselor or principal must sign a Course Change Form before a student may officially withdraw from a course or change a class. Students are required to remain on their original schedule until notified by the college counselor.

Absences (excused PLUS unexcused) totaling more than 14 class periods in any subject per semester may cancel units of credit. The school highly values class time as a significant part of the curriculum in awarding credit for any course. Parents will be notified when a student has ten absences in a class for the semester.

When a student has missed more than 14 class periods in any subject per semester, he/she is required to meet ALL of the following conditions in order to justify the awarding of a credit for the semester (the administration will take into consideration exceptional circumstances):

- Complete all class requirements assigned and earn a passing grade.
- Provide official documentation that the student was unable to attend school.

COLLEGE COUNSELOR

The Scholar's Curriculum meets the entrance requirements of colleges and universities throughout the nation. Representatives from colleges and universities visit the Trinity Academy campus throughout the year. All students are encouraged to visit with these representatives.

The college counselor maintains an extensive library of college resources and is available to assist students and their families in the college search, visitation, admission, scholarship and financial aid process. For individualized college assistance, juniors and their parents are encouraged to meet with the college counselor by second semester of his/her junior year.

CONCURRENT CREDIT

Local colleges offer concurrent enrollment for certain courses, and students may receive credit by paying the required tuition as determined by the college. Concurrent credit classes are currently available through Friends University, Newman University and Wichita State University. Qualifications for enrolling differ with each course. Qualified seniors and juniors (and in some courses sophomores), may take courses for both high school and college credit. Course listings are available in the main office or in the college counselor's office.

COURSE ADVANCEMENT

Students may not advance in a sequence of courses where prerequisites are required until they have passed each previous course with no less than 65%. Students who fail a course are required to retake the course during the regular school year before advancement is possible, or they must provide documentation of the course having been taken and passed in an approved program. The school must be accredited and the

course content must be similar to the failed class. An official transcript verifying satisfactory completion of the credit earned must be presented to Trinity Academy.

GRADE PRACTICES AND REPORTING

Each teacher will determine the number and types of course assignments and methods of student evaluation for their respective classes. The purposes of student evaluation are to assess learning achievements and needs, to present an accurate appraisal of the student's accomplishments, and to encourage future success. Parents have availability to student progress on a daily basis through the school's website.

Progress Reports will be distributed via e-mail and at Parent Teacher Conferences, which are held at the end of the first and third quarters. Progress Reports are available online. Conferences are usually held in the school gymnasium with no appointment necessary.

Semester Report Cards will be mailed to each family at the conclusion of the semester.

GRADING SCALE

The grading scale is based on percentage scores, with 100% being the highest score. A letter grade scale is provided on transcripts for parents and college admission personnel. The scale is as follows:

A = 100 – 90

B = 89 – 80

C = 79 – 70

D = 69 – 65

F = 64 and below

GRADUATING WITH HONORS

Students with outstanding cumulative grade point averages graduate with honors and will receive the following cords for recognition.

Grade point 3.9 and above	Summa Cum Laude	Gold Cord
Grade point 3.899-3.75	Magna Cum Laude	Silver Cord
Grade point 3.749-3.6	Cum Laude	Green Cord

Trinity Academy does not rank students, thus, a valedictorian will not be chosen. All students with a grade point average of 4.0 will be recognized in the program at graduation.

GRADUATION REQUIREMENTS

Students have the opportunity to enter either the Scholars Curriculum or Regular Curriculum in order to complete requirements for graduation.

Scholars Curriculum

Bible (4) (Must be taken each semester while enrolled)

English (4)

Math (4) (3 at HS level, with a minimum of College Alg. or Pre-Calc)
(4 at the HS level for Class of 2014 and following)

Science (3) Biology, Physics and Chemistry
(Class of 2014 and following – Honors Biology, Chemistry, Advanced Physics)

Social Science (3.5) World History, US History I, US History II, Government

Fine Arts (1)

Foreign Language (2)

Computer Science (1) (Classes of 2011, 2012, 2013)

PE/Health (1) (Class of 2014 and following)

Additional Electives (3.5-4.5)

Total Credits (26 – Classes of 2011, 2012, 2013) (27 – Class of 2014 and following)

Regular Curriculum

Bible (4) (Must be taken each semester enrolled at Trinity Academy)

English (4)

Math (3 at the high school level)

(4 for Class of 2014 and following)

Science (3) Biology, Physics, Chemistry

(Class of 2014 and following – Biology, Earth & Space Science, Physics or Chemistry)

Social Science (3.5) World History, US History I, US History II, Government

Fine Arts (1)

Foreign Language (2) Class of 2014 and following

Computer Science (1) (Classes of 2011, 2012, 2013)

PE/Health (1) (Class of 2014 and following)

Additional Electives (4.5-6.5)

Total Credits (25 – Classes of 2011, 2012, 2013) (26 – Class of 2014 and following)

Transfer Students

When a student transfers after the ninth, tenth or eleventh grade, credits earned at the previous high school(s) may count toward graduation requirements. Transfer students are not required to make up Bible courses while not enrolled at Trinity Academy. The following are the guidelines for transferability and acceptance of credit earned at accredited high schools, home schools, and non-accredited schools.

- Credits earned at an accredited high school will transfer to the student's Trinity transcript. Home school credits and credits earned from non-accredited schools may be evaluated in one or more of the following ways for determination of transferability.
- The student will provide the textbook and any assignments, tests, and projects completed in the class for evaluation by a teacher at Trinity.
- The student will meet with the Trinity teacher who teaches the same course. The Trinity teacher will interview the student to determine if the course work covered in the home school class may be used to satisfy the Trinity graduation requirement
- If a student earned a credit in a home school co-op class, the teacher may be contacted to determine the transferability of the course work.

The teacher, counselor, and administrator will determine the transferability of each home school or non-accredited school credit.

Walking Across the Stage at Graduation: A student who has not completed the requirements for his/her diploma is not permitted to participate in the graduation exercises. In addition, students must have all financial accounts paid in full prior to walking across the stage.

GUIDELINES FOR ACADEMIC RECOGNITION

Students who excel in their work and consistently demonstrate high academic excellence will be recognized each semester on the honor rolls.

3.75 – 4.0 Headmaster's List

3.5 – 3.74 Honor Roll

HOMEWORK

Trinity Academy recognizes the educational value and importance of homework for students. Homework is designed to contribute to each student's education by

encouraging responsibility, completing projects and establishing good study habits. Students are encouraged to continuously prepare for periodic tests in all classes.

HONORS CLASSES

Honors classes give students the opportunity to excel in specific classes. Students enrolled in honors classes should expect to receive instruction that is designed to challenge them in more significant ways than a regular curriculum affords. Additional homework should be expected in order to develop higher level critical thinking skills and to meet the academic rigors of honors classes.

INCOMPLETE WORK

Students who have not completed their work by the end of the grading period will be issued an "I" (Incomplete) for that subject. When work is completed, the teacher will send a grade change request to the Director of Student Services. The grade will then be changed and a new report card will be distributed.

NUMBER OF CLASSES REQUIRED

All freshman, sophomore and junior students are required to carry 8 on-campus classes (study hall included) each semester at Trinity Academy. All seniors are required to enroll in a minimum of five on-campus classes at Trinity Academy (Strength and Conditioning does not count as one of the five). Seniors remaining on campus during an unassigned period must remain in the designated area.

OBTAINING TRINITY ACADEMY CREDIT FOR A COLLEGE CLASS

Students may transfer college credit to their Trinity Academy transcript as long as the following conditions are satisfied: All classes must be pre-approved by the college counselor in writing prior to the student enrolling in the college class. The class transferred must be part of the Regents Recommended Curriculum. The official college transcript must be presented to the Trinity Academy registrar in order to have credit transferred to the Trinity Academy transcript. The grade as recorded on the transcript will be transferred to the Trinity Academy transcript.

PROTECTING INSTRUCTIONAL TIME

When a parent needs to pick up a student during the school day for an appointment, trip, etc., he/she must check-in at the main office. The student will then be paged to the office from his/her classroom.

If a parent needs to drop off an item for a student it may be left in the main office and it will be delivered to the student.

By observing these procedures, teachers will be able to maximize instructional time with few interruptions.

PROCTORS

Seniors must enroll in a minimum of five on-campus classes. Seniors may choose to enroll as a proctor for their 6th, 7th or 8th on-campus class. Juniors are required to enroll in eight on-campus classes. Juniors who are on schedule to graduate may choose to enroll as a proctor for their 8th on-campus class. Sophomores or freshmen are not permitted to enroll as a proctor. Students will receive .25 credits for each semester of proctoring. Before enrolling as a proctor a student must have a faculty member sign a consent form for placement. Proctors report to their teacher at the start of the hour to receive work assignments. If the teacher does not have a work assignment, the proctor must remain in the room of the assigned teacher and utilize the time to work on homework.

REPEATING CLASSES

In the event a student desires to repeat a class where credit has already been obtained, a student may audit the class with the permission of the teacher and college counselor. The student will not receive any additional credit for the repeated class.

SEMESTER EXAMS

A semester exam schedule will be published prior to the completion of each semester. Final exams are intended to improve and enhance student learning. All students in grades 9-12 are required to take semester exams. Students may not take final exams at a time other than the published schedule unless prior arrangements are made with each teacher and the principal

Students are not required to be on campus other than for scheduled exams and should make arrangements to leave campus when they have completed their exams on a given day.

STANDARDIZED TESTS

Freshmen, sophomores and juniors take the PSAT, a preliminary SAT test in October. In the fall, freshmen take EXPLORE, sophomores take the PLAN and juniors take a practice ACT test, a retired test provided through ACT. Both the EXPLORE and PLAN are part of EPAS, a recommended sequence of tests designed to help prepare students for the ACT.

Students are encouraged to take both the SAT and ACT college entrance exams. These tests should each be taken a minimum of two times during the student's junior year. Both the ACT and SAT are administered at sites throughout the Wichita area. The college counselor provides registration and fee payment information for both tests.

STUDENT RECORDS/WITHDRAWAL

There are two categories of school records. The first is the student's cumulative file and the second is the student's transcript. These records are kept in the school office. All information in these records is confidential.

Procedure for requesting cumulative records/student withdrawal:

- Complete a Exit Interview Form and submit to the school office.
- Complete an exit interview with a member of the administrative team. Tuition is considered non-refundable.

Procedure for requesting transcripts:

- Complete a Transcript Request Form, with addresses, and submit it to the College Counselor.
- Complete high school transcripts will be released after grades have been posted.

CAMPUS LIFE

ACCIDENTS AND ILLNESS

Illnesses and/or injuries should be reported to the teacher in charge. An office assistant will attempt to contact parents when necessary. Students should not leave the school or miss a class due to illness without notifying the office.

ATTENDANCE POLICY AND PROCEDURES

Attendance at Trinity Academy is a privilege. In order for the student to receive maximum benefit from his/her education, students must be in regular attendance throughout the school day.

Trinity Academy complies with the Kansas compulsory school attendance law. The administration plans and schedules each school term to meet or exceed state guidelines.

CAMPUS POLICY: Students may not leave the campus after they arrive except by previous arrangement according to school policies.

ABSENCE PROCEDURES

It is the parent's responsibility to notify the office of a student's absence no later than 10 minutes after the start of school on the day of the absence. If the office has not heard from the parent within 30 minutes after the start of school, the school will attempt to contact the parents as soon as possible. The purpose of this policy is as follows:

- To insure the safety of the missing student. We need to be sure any student not at school is accounted for by the parents
- To allow us to keep timely and accurate records of absences.
- To classify absences as excused regular or unexcused avoidable. Most absences (illnesses, doctor's appointments, college visits, etc) are "excused regular" and carry associated expectations for missed academic work. A few are "unexcused avoidable" and carry consequences for missed academic work.

CHAPEL

Chapel is an integral part of the spiritual life of Trinity Academy. Chapel attendance is required for all students (grades 9-12).

TARDIES AND ATTENDANCE

There are situations that result in a student being tardy either at the beginning of the day or between classes. Each student is given "grace" for **five tardies per quarter**. Parental notification does not excuse or eliminate a tardy. Any student who reaches six tardies per quarter is subject to disciplinary action. The same procedure will occur on the seventh, eighth, and ninth tardies. Beginning with the 10th tardy, the student will serve a Saturday detention.

FIRST HOUR

Students tardy to first hour must report to the front office and receive an admit slip from the office assistant. After receiving the admit slip and signing in at the front office, students should proceed to class.

REST OF THE DAY

There are situations that result in a student being tardy between classes. A student is considered tardy when he/she is not in the room when the bell starts to ring. To be excused the student must have a pass signed by a faculty or staff member, verifying that his/her tardiness was unavoidable or caused by something very important. The assistant at the front office will only write passes for the student's first period tardy or

when returning to the building from a scheduled appointment. If a student is more than 20 minutes late to a class without a pass it will count as an unexcused absence. This will be treated as skipping class, which will result in disciplinary action.

EXCUSED REGULAR ABSENCES

- Illness
- Professional and medical appointments
- Family related matters/emergencies/ (i.e. family trips, church trips, vacations, death, family illness.)
- College visits
- Court appearances
- Unusual circumstances determined by the administration
- 20 minutes late = absence

Makeup work for excused regular absences: How much makeup work is necessary and when is it due is left to the discretion of the teacher. It is the student's responsibility to complete the makeup assignments within the specified time limit given by the instructor. Normally, a makeup test would need to be taken the day after a student returns to class. It cannot be emphasized enough that it is the student's responsibility to know each teacher's procedures and contact the teacher promptly to complete their responsibilities.

Makeup work for planned excused absences: In one or two day planned excused absences, students are generally expected to obtain assignments and turn them in upon the day of their return to class. For longer planned excused absences, students are to work with each teacher on an individual basis to ensure that they do not fall behind.

UNEXCUSED AVOIDABLE ABSENCES

Avoidable absences are absences for reason other than previously stated as excused. Although we respect the parent's right to choose whether or not to have their student in school for a particular day, we do not extend the same opportunity to make up missed academic work as we would for excused absence. Parents are urged to use great discretion when considering avoidable absences.

- personal care appointments, such as haircuts, etc.
- driver's license appointments
- shopping
- sleeping late
- doing homework/studying for another class
- absences for reasons other than excused
- work related issues
- lunch—late returns

Make up work for unexcused avoidable absences: Students receive no academic credit for each class missed because of an unexcused absence. Students missing school for unexcused reasons may not participate in any co-curricular activities until they have attended school one day. Students who have a pattern of unexcused avoidable absences may receive detention, and be asked to meet with the Discipline Committee.

SKIPPING SCHOOL

Trinity Academy places a high priority on students being where they should be. Students who leave campus without permission from the school will be considered unexcused for academic purposes and the school will not be responsible for them while they are off campus. Intentional skipping of class or leaving campus without permission will result in school discipline. The discipline may include the following: detention, in-school suspension, and/or a meeting with the Discipline Committee. If this behavior persists, a student may be expelled.

Sign in/sign out. Students are always required to sign in and out with the front office whenever leaving or arriving other than before 8:00 am and after 3:15 pm. There are no exceptions to this policy for freshman, sophomores, and juniors. Seniors must always sign in and sign out when they leave campus and will be missing all or part of a regularly scheduled class. However, seniors whose parents have signed a senior release form and are leaving campus during an unassigned hour do not have to sign in or sign out. Seniors who wish to remain on campus to study during an unassigned hour are encouraged to do so in the designated areas.

BOOKS AND MAGAZINES

All books brought to school are required to be in harmony with the standards of the school. Magazines, unless required for a specific class assignment, should not be brought to school or they will be confiscated. Books brought to school that do not meet the school's standards will be confiscated.

COMMUNICABLE DISEASES

The school desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" is defined as an illness, which arises as a result of a specific infectious agent, which may be transmitted either directly or indirectly by a host, infected person, or animal to another person.

Any student with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during the recognized periods of communicability. Students with a communicable disease for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, the school may require an independent physician's examination of the student to verify the diagnosis of communicable disease. The administration reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

COMMUNICATION

In order for school and home to join in partnership, communication is vital. The school will make every effort to effectively communicate with the home.

Parent-Teacher Conferences: Specific dates for Parent-Teacher conferences are set aside each semester (refer to school calendar). A parent may schedule a meeting with a student's teacher any time throughout the year.

E-mail: All employees of the school have a direct e-mail address. The e-mail address may be obtained through our website, RenWeb, or the school directory.

Phones: The school phones are for business use and may be used only for official calls. During the school day, students may use the courtesy phone located in the commons. It

is available for student use before school, during breaks, and at lunch. Students using the phone are expected to be in class on time. The phone in the commons is not to be used during class time.

Voice Mail: Each employee has a voice mail box. Simply call the school and the receptionist will direct your call appropriately. Please do not call teachers on their cell phone during class time.

CONFIDENTIALITY POLICY

The staff of Trinity Academy recognizes the importance of ministering to all the students and families in the school. The desire is to uphold the principles of the Bible in dealing with students. Trinity Academy holds to the rights of confidentiality for students and families. The staff will adhere to the following policy of confidentiality.

Most communication between a student and counselor or staff member can be held in strict confidence. The counselor or staff member is under no obligation to report any contact or the details of that contact to the student's parents or the school administration, with the following exceptions which are required to be reported:

- Any suicide threat shall not be kept in confidence in order to provide appropriate intervention for the student. The school administration will be notified and the parent/guardian called immediately. The individual is not to be left unattended until a parent or another authority has taken custody of the student.
- Any violation of the school's published standards of conduct that takes place at school or a school sponsored function is required to be reported to the administration. This includes alcohol/drug abuse and matters of sexual impurity.
- Trinity Academy will comply with state laws which specify reporting to the appropriate authorities any recent or on-going, abuse or neglect of a student. Failure to disclose abuse is a Class B misdemeanor punishable by law.

Non-custodial parents will not receive confidential information or access to student records unless Trinity Academy has written authorization from the custodial parent, guardian, or court authorization.

A parent or family member is guaranteed the same rights and exceptions to confidentiality as stated for students in this policy. The publication of these policies in the parent/student handbook constitutes notification to students and parents of the school's policies regarding counseling and confidentiality.

DEFACEMENT AND/OR DESTRUCTION OF SCHOOL PROPERTY

Respect for school property should be nurtured and promoted by all students. Students who deface, damage, or destroy school property will be required to make restitution and are subject to school discipline.

DISMISSALS/SCHOOL CLOSINGS

When extreme weather occurs, school closings are broadcast on local TV stations 3, 10, and 12. This information will be provided to the media by 6:30 a.m. Trinity Academy is generally consistent with USD #259 public school closing. Due to the large number of carpools, parental judgment regarding driving conditions is honored. Late arrival is preferred to any risk. Absences and/or tardiness will be excused in severe weather. The final decision on attending school in extreme weather rests with the parents of each student.

DRESS CODE

As in every area of our lives, clothing and the way we wear it should represent our desire to please God and honor Him. The following dress code is set forth in the interest of good grooming, modesty, and sound educational practices.

The administration reserves the right to interpret the dress code to insure modesty and appropriateness, including determining what is considered size-appropriate. It is the parents' responsibility to insure that their students are in complete compliance with the school's dress code standards. Should a student arrive at school out of compliance, it may be necessary for the student's parents to bring appropriate clothing so the student may attend class. Repeated offenses will result in further disciplinary action.

All students at Trinity Academy wear a school uniform. There are several important reasons why uniforms are required at Trinity Academy.

- Uniforms contribute to better academic performance and improved student behavior
- Uniforms help shape the overall climate of the school as a place of learning and social interaction
- Uniforms help to emphasize inner qualities and character development and de-emphasize the stress of outward appearance.

Students are required to be in uniform during the school day (arrival through 3:15 p.m.) and for all supervised academic activities occurring in the academic hall immediately before or after school hours. Seniors, while on campus during the school day are expected to be in uniform. The school uniform requirements are listed below. They may be purchased at Parker Uniforms, 650 North Carriage Parkway #85, telephone number 687-4634. Trinity logo items may be purchased at Trinity Academy.

All uniforms must fit properly and no additions to the uniform may be made. Upon arriving at school, coats are to be placed in lockers during the school day. Non-uniform items such as coats, jackets and hats are not to be brought into the classrooms. Visible tattoos or body piercing, other than girl's earrings are not allowed. Any special exceptions or deviations from the uniform code will be determined by administration, and appropriate action will be taken.

GUIDELINES FOR BOYS:

(*Indicates purchased only at Trinity Academy)

- White or light blue oxford-style button-down shirt, long or short sleeves with no logo
- White knit short-sleeved or long-sleeved polo shirt with no logo
- *Navy or forest green short or long sleeve polo with the Trinity logo
- *Trinity Academy fleece—a guideline, collared shirt must be worn under the fleece
- Trinity Academy letter jackets may be worn
- Any T-shirt worn under the uniform must be solid white (no writing or graphics); long sleeve T-shirts may not be worn under short sleeve shirts
- All shirts must be tucked in
- Khaki dress pants (uniform style) with not more than ten-inch width un-split hem and without holes or fraying; no sagging
- Cargo pants and corduroys are not allowed
- Coordinating dark belt of appropriate length is required
- Navy or forest green pullover and/ or cardigan sweater purchased at Parker Uniforms
- Socks must be worn and may be white, brown, or navy
- Coordinating dress shoes or loafers in tan, brown, black, cordovan leather or suede

- Tennis/Court shoes (must have closed heel and closed toe) are permissible as long as they are in good shape (no tears, rips, holes, etc.). The predominant color should be black, white or gray with no patterns.
- Slip-on shoes or sport sandals are not permitted
- No boots, sandals, slippers, flip-flops, backless shoes or shoes with wheels
- Must be clean-shaven and sideburns should not extend below the earlobes
- Hair should be worn without covering the eyebrows, the shirt collar, or the ear lobes and must be cut according to a traditional style
- There shall be no shaving or cutting of the hair in streaks or patterns
- No pony tails
- Extreme hair colors and hairstyles are not allowed
- Earrings are not permitted at school or school events

GUIDELINES FOR GIRLS:

(*Indicates items purchased only at Trinity Academy)

- White or light blue oxford-style button-down blouse, long or short sleeves with no logo
- White knit short-sleeved or long-sleeved polo shirt with no logo
- *Navy or forest green short or long sleeve polo with Trinity logo
- *Trinity Academy fleece—a guideline, collared shirt must be worn under the fleece
- Trinity Academy letter jackets may be worn
- Oxford shirts and princess-cut blouse, purchased only at Parker Uniforms
- Any T-shirt worn under the uniform must be solid white (no writing or graphics); long sleeve T-shirts may not be worn under short sleeve shirts and may not extend below the hem of the outer shirt.
- Polo shirts and princess cut blouses are not required to be tucked in (oxford-style, with shirt-tails must be tucked in)
- Khaki or green/navy/yellow plaid skirt worn at purchased length from Parker Uniforms and must extend below the knee
- No hemming or rolling of the skirt is allowed
- Coordinating leather belt is optional
- Navy or forest green pullover, sweater vest or cardigan sweater purchased at Parker Uniforms
- Socks must be worn and may be white, brown or navy
- White, black, brown or navy tights are optional; no sweats or pajama bottoms
- Coordinating dress shoes or loafers in tan, brown, black, dark green or navy leather or suede
- Shoes must have closed heel and toe
- Tennis/Court shoes (must have closed heel and closed toe) are permissible as long as they are in good shape (no tears, rips, holes, etc.). The predominant color should be black, white, or gray with no patterns.
- Slip-on shoes or sport sandals are not permitted
- No boots, sandals, slippers, flip-flops, backless shoes or shoes with wheels
- Extreme hair colors and hairstyles are not allowed

FORMAL OCCASIONS: Ladies must wear dresses and gentlemen must wear dress pants, shirts, and ties. In selecting apparel for banquets, ladies should use discretion and keep modesty in mind.

SPIRIT WEAR DAY: Dress for spirit wear day can include jeans that are size appropriate, without holes or tattered or frayed edges. Shorts, capris, sweats or pajamas

are not allowed. Shirts, hoodies or sweatshirts must be official TA spirit wear. School uniforms may also be worn. The school policy for shoes remains in effect.

DRUGS, ALCOHOL AND TOBACCO

Students are to abstain from the use of drugs, alcohol, and tobacco at all times whether on or off the school property. Failure to do so will be grounds for dismissal.

On-campus use: Possession or use of drugs, alcohol or tobacco on campus or at any Trinity activity or event is grounds for the immediate dismissal of the involved student.

Off-campus use: In support of parental values and the laws regarding substances for teen-agers, Trinity Academy takes a strong stand against drugs, alcohol, and tobacco use. Unfortunately, a few students may experiment with drugs, alcohol or tobacco off-campus. In these cases, the school wishes to work with the family and help the student see the long-term potential consequences for their decision.

If a student openly self-reports, the administration has discretion within the parameters listed below. In all cases the minimum consequences listed below will be followed. It is our desire to come alongside the parents as they work with their teen in this area.

1st Offense

- Student is required to complete up to 24 hours of off-campus community service at a location prescribed by the school within 30 days.
- Student is ineligible to participate in co-curricular or leadership activities for the next 15 to 30 school days. A minimum of 15 school days is required in all cases.
- Student will be placed in an accountability relationship with another caring adult on or off-campus.
- Student may be assigned to attend an off-campus drug and alcohol workshop.
- Consideration will be given if the participant self-reports and confesses to an administrator. Coaches or sponsors may implement a more stringent standard than the school expectation.

2nd Offense

- Student will serve 3 to 5 days Out-of-School Suspension.
- Student will be required to complete a minimum of 25 hours of community service within 60 days. This will be on or off-campus at the discretion of the school.
- Student will be placed on Behavioral Probation.
- Student is ineligible to participate in co-curricular or leadership activities for the next 30-60 school days. This includes Student Council leadership, small group leadership, athletic games and practice, cheerleaders, play, musical, etc. A minimum of 30 school days is required in all cases.
- Student will be required to undergo Christian counseling.
- Student may be assigned to attend an off-campus drug and alcohol workshop.
- Consideration will be given if the participant self-reports and confesses to an administrator. Coaches or sponsors may implement a more stringent standard than the school expectation.

3rd Offense

- If self-reported to an administrator, the student will be allowed to withdraw from school.
- If not self-reported, the student will be expelled.

EMERGENCY SAFETY DRILLS

Fire drills are signaled by a continuous blast through the fire alarm system. Students should exit the building by walking quickly and quietly to their designated areas. Students should line up by class and wait for the teacher to take attendance. When the appropriate signal is given students may return to the building.

Tornado drills are signaled by a designated tone through the school bell system. Students are to proceed quickly and quietly to the designated area of the building and remain quiet until attendance is taken..

Safety Lock-down drills are signaled by an announcement code over the school intercom/phone system. Students are to quickly follow the teacher's instructions and are not allowed outside the classroom until clearance has been given.

FIELD TRIPS

Instructional or ministry related field trips are periodically taken. Students are not to drive or transport other passengers unless the driver and all passengers have filled out the appropriate travel authorization and release forms. Each classroom field trip requires a written parental permission slip be turned into the classroom teacher. Students who fail to bring written permission slips from home for each field trip will be left at the school. Uniforms will be worn on field trips unless the nature of the trip warrants an exception by the administration.

FOOD/GUM

Students are not allowed to have food and/or drink outside of the commons. The principal must approve any exceptions to this policy in advance. Students are not to order food to be delivered to them at the school. Students may have water in class in a clear plastic container. Because of our carpeted building, students are asked not to chew gum in the building during the school day.

HALLS

Students are required to have their planner in their possession in order to be in the halls or in an area other than one's scheduled class. Students leaving class are expected to have the appropriate written pass with them.

HARASSMENT

Verbal or physical harassment of any student or employee because of race, color, gender, age, or disability is unacceptable conduct and will not be tolerated and may result in dismissal. Complaints should be addressed as soon as possible with the principal or a member of the administrative team.

HAZING OR BULLYING

Hazing or bullying will not be tolerated under any circumstances at Trinity Academy, by any employee or student. Initiation activities whether conducted by a group of students or individually are prohibited. Any activity which might be dangerous or embarrassing, to individual students or a group of students is prohibited.

School Organizations: All induction activities must be pre-approved by the Headmaster or his designee. Such activities must be carried on in such a way to preserve the dignity of the individuals involved.

Individuals or groups of students shall not target individuals or other groups with physical horseplay or verbal abuse.

Consequences will be assigned for all individuals involved in hazing whether the participant was directly involved or complicit approval was given by observation. The administration reserves the right to assign consequences up to and including expulsion.

LIBRARY

The library provides educational resources to enrich and support the curriculum and to meet the needs of individual students and teachers. Library hours will be posted at the beginning of the school year.

- Books are checked out for 28 days, not including weekends.
- Students are responsible for lost or damaged books. A replacement fee will be required.
- Overdue fines are \$.25 per day.
- Computers will be used responsibly and in accordance with the Technology Use Agreement which the student signed at the beginning of each school year.
- No games will be played on the computers in the library
- No food or drink is allowed in the library
- Music will be determined by the librarian/aide. The only music allowed in the library is instrumental (no lyrics).
- All students are expected to work in the library.

LOCKERS

Guidelines for Student Lockers

At the beginning of the year each student is assigned a locker. Lockers should be kept neat and clean. No food, other than lunch for that particular day, may be kept in lockers. Locker decorations must be consistent with Christian values. Lockers should be kept locked and combinations kept confidential. There should be no jamming or tampering with locks. Students should not keep valuables of any kind in their lockers. Students may not change lockers. Lockers are the property of Trinity Academy. Lockers will be checked periodically or as deemed required by administration when a reason is warranted.

Guidelines for Athletic Lockers

The Athletic Department will check out lockers and locks to students participating in athletics and/or Strength & Conditioning. Only Trinity Academy issued locks may be used on these lockers. At the conclusion of the season, both the locker and the lock will be checked back in to the athletic department. Bags may be stored on top of your locker during the day; however, all gear must go inside your locker every night. Items not locked will be taken to the lost and found location. Lockers are to be kept locked at all times. Non-Trinity locks will be cut off. If you lose your lock, Mr. Mahan will provide the replacement lock for \$10. Lockers will be checked periodically or as deemed required by administration when a reason is warranted.

LOST AND FOUND

Items found lying on the floors or in the restrooms at the end of the school day will be taken to the designated area. After a reasonable time, the school will dispose of items still unclaimed.

LUNCHROOM GUIDELINES

The Commons is used as a student lunchroom. Students are expected to use good manners and pleasant conversation in the lunchroom. Students are expected to refrain

from throwing trash, boisterous talking, and sitting on tables. Students are responsible to clean up after themselves.

- Students may bring their own sack lunch or participate in the lunch program. In an effort to support our hot lunch program, parents and students are not permitted to make arrangements for delivery of lunch from local restaurants.
- Trinity Academy has a closed lunch. Any visitors during lunch must be approved 24 hours in advance.
- Students may not leave campus for lunch unless accompanied by a family member. Permission from the parent must be obtained prior to the student leaving campus.
- Seniors who do not have a class scheduled during that specific day's lunch class hour may leave campus for lunch. Such privilege will be revoked if it interferes with student class attendance. Seniors who have class scheduled during that specific day's lunch class hour shall participate in lunch at Trinity Academy.
- Students may eat inside in the commons or go outside on the east grounds at lunch. Students are not permitted to eat lunch in the entryways or foyer to the gym or academic hallways. Students are not allowed in the parking lot area during lunch. Because other classes are in session, students are not allowed in the academic wings during lunch time.
- Parents, grandparents, siblings, youth pastors, and Trinity Academy alumni are welcome to eat lunch on campus.
- Other guests must have prior written permission from the administration to eat lunch on campus. A record must be kept in the school office by the Office Assistant.
- All visitors need to stop by the office to get a name tag before proceeding to lunch. The name tag must be visible while in the building.

MEDICATIONS/HEALTH PROCEDURES

Injury or Illness

In the event of a student injury or illness, parents or guardians will be contacted. If they are unavailable, contact will be made with those parties listed as emergency contacts.

Kansas Certificate of Immunization

Each student is required to have a Kansas Certificate of Immunization, "KCI," signed by a physician at the time of enrollment. The KCI will be kept in the student's permanent file.

Medications

Any student who is required to take prescribed medicine while at school must have written authorization by a parent on file in the office (Medication Permission Form). The notification should stipulate the name of the medication, the dosage of the medication, the times the dosages needs to be taken, the student's name, and the name of the prescribing physician. The medication must be left in the main office during school hours and the student may take the correct dosage at the appropriate time by coming to the office. Under no circumstances may a teacher or Trinity Academy employee administer any medication. Students should not share any medicine with another student.

The school office should be notified if a student is taking a prescribed medication or has a known medical condition.

MUSIC/GAMES/ELECTRONIC DEVICES

Use of iPods, radios, CD and tape players, CD's, and cassettes, or any other electronic devices is not permitted during the school day. If used during the school day, the item will be confiscated. Approved electronic devices (i.e. computers, I-Pads, calculators) that are used to play games during class time will be confiscated. Playing cards, toys and board games are not permitted at school.

NON-DISCRIMINATORY POLICY

Every individual is unique, created in the image of God and is to be respected as such. Trinity Academy does not discriminate and shall not tolerate discrimination on the basis of race, color, nationality, and/or ethnic origin. This applies to personnel and students, along with all policies and procedures.

OFF-LIMIT AREAS

The following areas and items are off-limits to students without written permission by teachers or staff members:

- Office areas, including desks, computers, telephones
- Personal property belonging to others
- Maintenance equipment and janitorial supplies
- Copy room – Student copies may be made in the library and are 10 cents each.
- Locked buildings, rooms, storage areas, and roof
- Electrical circuit boxes
- Gymnasiums (before, during, or after school, except assigned classes)
- Stage and Auditorium
- Faculty desks, files, computers, and, telephones
- Teacher Workroom

RESOLVING CONFLICT

We ask each member of the school community to promote positive communication by following biblical principles and by speaking the truth in love when expressing a disagreement or resolving a problem (resolving person-to-person conflict using the principles found in Matthew 18).

If a student has a concern or complaint about a specific teacher, coach, and/or administrator it is essential that the initial communication be with the specific individual. The student should speak with the person first, and if the concern continues or is not resolved, then the parent should speak with the individual. The next step would be to speak with the appropriate administrator. If the student needs help in determining how to speak with the individual, he/she should seek adult counsel. Parents should advise a student on the approach to begin resolution of a conflict. Parental counsel in this area will teach skills much needed as the student continues his/her education and moves into the work force. Allowing students to experience this process will give them confidence to be responsible Christian problem solvers in our world.

PARTIES

School-sponsored parties and events are scheduled throughout the year. Trinity Academy is not opposed to students attending parties not sponsored by the school; however, the student will be held accountable for attendance at an inappropriate party, for not keeping with Trinity Academy standards, and for inappropriate conduct. The school's name is not to be used in conjunction with non-school sponsored activities.

PHYSICAL CONTACT

Students are expected to show the utmost respect and deference for each other. Fighting, teasing, excessively rough games, and throwing snowballs are not permitted. Physical contact between male and female students is not permitted on school property or at school events at any time.

POSTERS/ANNOUNCEMENTS

Public display of posters, announcements of upcoming events, etc. must be approved by a member of the administrative team prior to display.

Posting of Literature/Trinity Academy Student Organizations

The Trinity Academy Student Activities Bulletin Board (outside of the school office) is available for student organizations to post information concerning student activities. All information must be approved and signed by the Principal or his designee prior to being posted on the bulletin board.

Posting of Literature/Non-Trinity Academy

The Student Announcement Board (North end of the Academic Hallway) is available for youth groups, volunteer secular organizations and individual Trinity families to post literature. All literature must be approved and signed by the Principal or his designee.

Prior to being posted, the following guidelines are to be followed:

All information posted must not be in conflict with the mission statement of the school. The event must be open to the entire Trinity Academy student body or an event limited to an entire Trinity Academy class.

- Fundraisers to promote a particular Christian organization (church youth group etc.) may be posted.
- Fundraisers to benefit an individual or specific group of students (summer athletic teams) may not be posted.
- Social events (parties) may be posted if they are open to the entire Trinity Academy student body and/or a particular class and hosted by the family of a current Trinity Academy student. The name and phone number of the parents sponsoring the event must be listed. The flyer must clearly state that the event is a non-Trinity Academy event.
- Non-Trinity Academy information may not be posted elsewhere on school grounds: hallways, lockers, restrooms etc.
- Non-Trinity Academy information may not be disseminated in mass at lunch, break, after school, or announced over the intercom.
- Exceptions to the above guidelines must be pre-approved by the Principal or his designee.

PROFANITY/VULGARITY/BORDERLINE PROFANITY/DEROGATORY SPEECH

Students are expected to use encouraging, wholesome speech (Ephesians 4:29) in their interaction with others. Those who profane the Lord's name, "put down" others, or who use vulgarities are subject to disciplinary action. The practice of double meaning words that suggest immoral or impure ideas are not permitted. This policy includes both written and oral communication.

RESTROOMS

Students have ample time between classes and at lunchtime to use the restrooms. On occasion it might be necessary to excuse a student from class; however, this will be an exception, not the rule. Students are asked to help keep the restrooms neat and free from litter. Students should not keep valuables of any kind in the restrooms.

SEXUAL PURITY

In accordance with I Thessalonians 4:1-12, students attending Trinity Academy are to abstain from all forms of sexual misconduct. Failure to do so will result in disciplinary action and could result in dismissal.

SUBSTITUTE TEACHERS

Occasionally due to a teacher absence, substitute teachers will be needed in the classroom. Students are expected to conduct themselves in an appropriate manner in these situations, as well as, show an attitude of respect for these individuals providing an important service to the school.

STUDENT BEHAVIOR AND CONDUCT

An essential component of the student's total education is related to behavior. Since character training is a goal of Trinity Academy, conduct and behavior of all students is important, both at school and away from school.

The parents are primarily responsible for corrective discipline. The purpose of discipline is to disciple students and it is a task that must be undertaken in complete cooperation with the home and the church. While the specifics of the school's behavioral standards may differ from those of the home or the church, the ultimate goal for the student should be the same. Cooperation between the home, church, and school is only as effective as the communication between these three groups. Whenever student behavior problems arise, all efforts should be made to focus on the actual problem rather than the disciplinary process.

DISCIPLINE PROCEDURES

Each classroom teacher has the responsibility of developing a discipline plan that is consistent with God's Word, fits the atmosphere and style of his/her particular classroom, and demonstrates a positive approach to restoring students to God and each other.

Teachers are asked to communicate their classroom rules to parents and students including the consequences of classroom misbehavior. This includes being prepared for class, respecting all property, and guarding learning time in the classroom. A student will be referred to the principal for repeated classroom misbehavior.

DETENTIONS

The intent of discipline is restoration. A detention may be assigned for tardies and other minor misbehavior by teachers, staff, or the administration. Students who demonstrate a negative pattern of behavior by accumulating significant numbers of detentions per quarter may face the following disciplinary actions:

- Saturday School (Detention) (includes a \$15 fee per hour)
- Suspension
- Referral to the Discipline Committee

Detentions will be served in a designated classroom as assigned. Detention dates can only be changed if the detention is in conflict with a paid professional appointment (i.e. doctor, dentist, piano lesson, etc.) made prior to the assignment of the detention. The detention must be rescheduled to the nearest possible date. The detention will be postponed only if the student is absent.

A Saturday school (detention) for disciplinary reasons may be assigned by the administration for chronic disciplinary problems. Failure or refusal to serve Saturday school may result in the student being suspended from school. Parents or guardians

should notify the principal in advance of the assigned Saturday school if the student is unable to attend due to illness, death in the family, or other emergency. Failure to serve without prior notification will be viewed as refusal to serve. The fee for Saturday school is \$15 per hour served and must be paid upon arrival to serve the detention.

DISCIPLINARY COMMITTEE

The Discipline Committee consists of a group of teachers and/or administrators. A student who demonstrates an unwillingness or fails to correct his/her behavior through the methods described above, will meet with the Disciplinary Committee to establish a specific progress plan. The Discipline Committee:

- Meets as necessary during the school year to review students who have been referred to them for their intervention.
- Recommends a course of action to help students change their behavior and set timetables for a review of the progress of students. At the review meeting, the student will either be released from their discipline procedure or recommended to continue. If they are recommended to continue, the parents will be informed and the student will be put on disciplinary probation.
- Disciplinary probation will be given for a maximum of one quarter. The student's progress will be monitored on a regular basis. At the end of the probation period the principal will make an evaluation and recommendation. Students who are on discipline probation may not participate in co-curricular activities.
- May recommend a variety of disciplinary activities which may include discipleship meetings with a designated faculty member, work projects, detentions, tutoring etc. These activities will all have a designated timetable as to allow a student to show progress and be given an opportunity for release from disciplinary procedure.

DISCIPLINARY SUSPENSION

A disciplinary suspension for a period of 1-5 days and may be given for any of the following reasons:

- Skipping class or leaving campus without permission
- Continued deliberate disobedience/disrespect
- A serious breach of conduct which has a negative impact upon the testimony of the school
- A failure, on the part of the student, to comply with the disciplinary actions of the school
- A serious infraction of the school's rules or comments made verbally or in a written fashion specifying danger or threat to a student or teacher
- A serious case of defacement or destruction of school property

STUDENT REVIEW/EXPULSION

Attending Trinity Academy is a privilege. Unfortunately, some students' long term behavior and attitude signal unhappiness with attending Trinity Academy or an unwillingness to abide by its expectations. The administrative team must protect the integrity of the student body which sometimes means removing students who chronically defy, either in subtle or blatant ways, the guidelines of the school.

When necessary, the Headmaster will become involved in the situation in an attempt to bring a Christ-honoring resolution to the problem. Each situation will be dealt with on a case-by-case basis. Expulsion is given only by the Headmaster and his decision shall be final. A student may not re-apply for a minimum of one calendar year following expulsion from Trinity Academy or another school.

STUDENT DRIVERS

Student driving on campus is a privilege. Privileges come with responsibilities. The following are guidelines governing student drivers:

- Any student operating a vehicle on school property must have a valid driver's license, as well as insurance, and must register their license with the office.
- All cars must be registered with the office. Students driving different vehicles to school must register each one.
- All students must drive safely while on campus and observe a 10 MPH speed limit.
- All students are to enter the Trinity Academy campus from 21st Street.
- All students are to use Founder's Circle **only** to exit the campus.
- Students are to park vehicles in designated areas of the parking lot. Repeated offenses will result in a loss of parking privileges.
- When arriving at school, students are to immediately leave their vehicles and not return to them for the remainder of the school day. This includes breaks, between classes, and at lunch.
- Students must secure permission from the high school office before going to the parking lot.
- Any student who drives dangerously or carelessly may lose parking/driving privileges on a temporary or permanent basis.
- Trinity Academy is not responsible for the safety of vehicles or its contents when parked on campus. For student safety, all students should lock their cars.

STUDENT INSURANCE

Students are encouraged to check with their parents to make certain that they have sufficient medical insurance to cover them in the event of an injury or illness. This is particularly important for student athletes.

STUDENT PUBLICATIONS

All material placed in a student publication is subject to review and approval by the faculty sponsor and administration. The use of the school's name is not permitted on non-school sponsored activities/events unless authorized by the administration.

TELEPHONES/CELL PHONES/PDA'S

The school phones are business phones and may be used only for official calls. A courtesy phone is located in the commons for student use. Phones in the classrooms are not to be used by students.

It is acceptable to have cell phones as long as they are in "silent mode" at school. Cell phones are not allowed in classrooms or the auditorium during the school day. Students may not use phones or other electronic devices (including video recorders, camera, and other personal electronic devices) to take pictures or video. Electronic devices (i.e. PDA's, calculators, etc.) should not be used to play games in class. If these policies are violated, the phone or device will be confiscated. Any confiscated items may be picked up in the office at the end of the day.

TECHNOLOGY USE POLICY

Trinity Academy provides faculty, staff, and students individual access to the Internet and the school-wide network. The network provides each authorized person a home directory that is accessible with a unique user ID and password. This technology policy applies to the entire Trinity local school-wide network. The local school-wide network

includes any server, workstation, printer, hardware, or software application that is the property of Trinity.

All users (students and staff) will sign a Technology Acceptable Use Policy Contract. Any violation of this contract may result in the termination of all network privileges. This action will be under the direction of the administration.

General Use Guidelines

The use of all technology resources at Trinity Academy should always be acceptable and pleasing to God.

Attempts to gain unauthorized access to any part of the local network, or to any other computer system is unacceptable. This includes attempting to log in with another person's user ID and password.

Any data stored on the Trinity network should not be assumed private or privileged information. All files and information are subject to review and removal at any time by the administration. Data should be stored primarily on the network, not on local workstation hard drives.

Network resources should not be used after 11:00 PM. The system runs back-up procedures from 11:00 PM to 6:00 AM and files should not be opened during this process.

Tampering with the security or compromising the integrity of the computer system by utilizing unauthorized equipment (including, but not limited to an unsecured wireless hub) may result in immediate dismissal. All Trinity devices should not be destroyed, modified, or abused in any way. Any damage done to technology equipment must be repaired or replaced at the expense of the responsible party. Also, no devices may be physically attached to the network, or to network computers, without permission from the System Administrator. This includes all laptops, scanners, mp3 players, etc.

Although Trinity has a content filter for Internet access, it is not 100% fool proof. All Internet access by Trinity users can be audited by the System Administrator. No user should visit inappropriate sites. If this happens accidentally, the System Administrator should be notified immediately. Installing or downloading any program or file from the Internet is prohibited. If a file can only be opened by downloading another file, the System Administrator should be contacted for permission to continue.

Student Guidelines

Students should not modify any Windows settings (desktop patterns, screen savers, shortcuts, etc). Students will log off the computer they are using when the task they are working on is complete. A student should never leave a computer they are logged on to unattended.

At Trinity, student Internet access has been established for limited educational purposes only. This includes classroom activities, career development, and educational research. The Internet may not be used for commercial purposes. Products may not be purchased over the Internet through the Trinity network.

Correspondence using e-mail is not permissible by students. A student may e-mail a document home or access a school document attached to an e-mail if the System Administrator or supervising teacher deems it appropriate and necessary.

Access to floppy diskettes, CDs, or DVDs is not permitted from network workstations. If a file on this type of media needs to be printed, the user can bring it to the System Administrator for printing. USB Drives are acceptable to use on the network.

Chat rooms, social networking (Facebook, MySpace, etc.), and online journals are not to be accessed any time at school.

VALUABLES

The school is not responsible for items brought to school property.

VISITORS

For the safety of our students, Trinity Academy has a closed campus. Students are not to allow visitors to gain entrance into the building during the school day. All visitors, including parents and siblings, must check in at the office and are asked to wear a name tag at all times. Lunch visitors must be approved 24 hours in advance. Lunch visitor forms are available in the front office.

WEAPONS

Pocket knives, safety pins, lighters, guns, play guns or swords, etc. are not appropriate and should not be brought to school or to school activities.

CO-CURRICULAR LIFE

ATHLETIC PROGRAM

An effective and successful athletic program is an integral part of the educational experience. Trinity Academy views athletics as a ministry opportunity both on and off the field of competition. Many different sports teams are offered for participation. Trinity Academy competes in the following areas:

FALL

Boys Football
Boys Soccer
Girls Tennis
Girls Volleyball
Boys/Girls Cross Country
Cheerleading

WINTER

Boys/Girls Basketball
Boys Swimming
Cheerleading
Bowling

SPRING

Boys Baseball
Boys Golf
Boys Tennis
Girls Soccer
Girls Swimming
Boys/Girls Track

The school community takes great pride in the competitive tradition being established at Trinity Academy. All of the students, participants, and spectators are expected to exemplify Chris-like character.

FUNDRAISING GUIDELINES FOR CLASS AND CO-CURRICULAR ORGANIZATIONS

It is the desire of the school to encourage organizations to plan wisely and be good stewards of all money raised. Trinity Academy student organizations may obtain funds from the major school fundraisers - Pancake Breakfast, hosting a non-solicitation event following guidelines listed below, and from reasonable dues.

Major school fundraising events are held from September-May of the school year. During these months Trinity Academy organizations may not have additional fundraising events without the written pre-approval of the Headmaster.

All staff members and volunteers who are involved in fundraising activities shall be made aware of these fundraising guidelines each year.

- Events must be supportive of Trinity Academy's mission.
- Events must not involve ticket sales (i.e. no raffles or games of chance).
- Events must not interfere with regular giving to the school or any major school fundraising event.
- Each event must have the written pre-approval of the Headmaster.

CLASS SPONSORS

Class of 2011: Ashley Marquez and Tom Nykamp

Class of 2012: Mary Brewer and Mark Bohm

Class of 2013: Jill Buettgenbach and Tim Loftin

Class of 2014: LuAnne Posson and Kent Warrington

NATIONAL HONOR SOCIETY

Members of the Trinity Academy National Honor Society work on projects to better the spiritual and educational potential of Trinity Academy. New members are added once each year in accordance with the chapter's by-laws. Using specific criteria, the faculty nominates new members.

PRIVATE SOCIAL EVENTS

Trinity Academy cannot be responsible for non-school sponsored/ non-school chaperoned social gatherings, even if the commonality is Trinity Academy students.

SCHOOL WIDE EVENTS

The school has several activities throughout the year that promote Christian fellowship and encourage school and class spirit. The Wild Goose Chase is Trinity's annual all-school fall party. Heritage Weekend exists to appreciate and honor alumni. During the winter, Homecoming week is capped with a banquet and school social. The Junior-Senior Night of Knights concludes the year. Students are permitted to bring non-Trinity guests to the Night of Knights and Homecoming. Each guest must be signed up in advance and must be high school-aged. Non-Trinity guests are not allowed at the Wild Goose Chase or Heritage Day Social.

SENIOR RETREAT

The school takes a senior trip and participation is strongly encouraged for all seniors. The cost is covered through the class treasury and individual student payments when necessary.

STUDENT COUNCIL/CLASS ORGANIZATIONS

The student council and class organizations promote and carry out school-wide activities, which honor the name of the Lord Jesus Christ and build school morale. Members of the Student Council are to provide positive examples in all areas of school life.

Student organizations are required to have a set of by-laws that are approved by the administration. These by-laws are required to set forth the organization's purpose and structure and the duties of its officers. All student organizations develop student leadership under the guidance of a faculty or staff advisor.

The student council is composed of student body officers and class officers. Students who serve on the student council must be academically eligible preceding the election and must maintain that eligibility to remain in office.

Each spring student elections for the following year are held for the sophomore, junior, and senior class offices. Freshman elections are held in early fall.

FINANCIAL POLICIES

APPLICATION FEE

This is a one-time non-refundable fee for each student and must be paid by all new students of current or new families. It must be paid before a prospective student's file is submitted to the Admissions Committee.

ENROLLMENT FEE:

This non-refundable annual fee is due with the student's contract according to the schedule below.

Re-enrollment contract and fee returned or postmarked on/before March 30 - \$350.00

Re-enrollment contract and fee returned or postmarked after March 30 - \$500.00

TUITION

Tuition for each school year is set by January of the previous school year.

Payment Plans: Trinity Academy has four payment plans.

- 12-month plan
- Semi-annual
- 10-month plan
- Full-pay*
- If the full-pay is postmarked by May 1 the total tuition is discounted \$250.00
- If postmarked by July 1 the total tuition is discounted \$100.00
- After July 1, full tuition is due

* If you are accepting financial assistance, employee or reciprocal discounts, the above in-full discounts do not apply.

Exceptions: Any exceptions to the above payment plans require the advance approval of the Headmaster and a signed payment plan on file with the Finance Manager.

DELINQUENT ACCOUNTS

Tuition payments are due by the 10th of the month. If the month's payment does not arrive by the 20th of the month or the account is not current, a \$10.00 late fee will be assessed. The late fee will also be applied to late payments for the following payment plans: full pay or semi-annual pay plans.

No student who has an outstanding tuition balance from the previous year shall be allowed to participate in August registration or attend school, without a written payment plan on file with the Headmaster and the consent of the Board of Trustees.

No student whose account is not current shall be allowed to return to class for the second semester of the school year. Tuition accounts will be reviewed during the first week of November. Parents will be notified that the student may not be able to attend the second semester as long as the past-due balance remains at the date second semester begins.

No student who has an outstanding tuition balance shall be allowed to walk during graduation without a written payment plan on file with the Headmaster and the consent of the Board of Trustees.

If an account becomes more than two months past due during the school year, a student may be excluded from school until the balance and late fees have been paid.

FINANCIAL AID

Each year, Trinity Academy provides tuition assistance, based on the funds available, to families who have demonstrated a financial need. Financial aid packets will be mailed each year upon request. These packets are available in January. Trinity utilizes Student & School Services, (SSS) for assisting in this process. The following is required from each family desiring assistance.

- The family shall send SSS a copy the current 1040 (front and back).
- The family must provide SSS with the required information. SSS will then provide information to Trinity Academy to be used in the consideration for offering financial aid.
- Upon the receipt of the required information, the need for tuition assistance will be reviewed. Following the review, all applicants will be mailed a letter informing them of an award or denial.

ADMINISTRATION

Matt Brewer	Headmaster/Principal
Mark Bohm	Assistant Principal, Dean of Students
Cathy Castle	Director of Finance & Student Services
Steve Miller	Athletic Director

FACULTY

Amy Jo Atteberry	Forensics
Joni Atteberry	Communications
Mark Billman	English
Mary Brewer	Science
Mark Brooks	Math
Jill Buettgenbach	Business, Computer, Bible
Renee Edwards	English
Gladys Egly	Foreign Language, Math, Academic Advising
Jon Grissom	Bible
Linda Hearon	Social Studies
Michelle Henderson	Fine Arts
John Hendley	Math
Sarah Hinshaw	Math
Richard Irby	English
Tim Loftin	Bible
Julie Longhofer	Fine Arts
Ashlee Marquez	Social Studies
Dana Milby	Business
Tom Nykamp	Social Studies
LuAnne Posson	English, Language & Communications
Ryan Royle	Fine Arts
Wanda Rowe	Foreign Language
Tyler Ryan	Physical Education/Health
James Smith	Social Science
Kent Warrington	Science
Linda Werhan	Fine Arts
Jeff Whitacre	Science
Graham Wolf	Business and Technology
Stacy Wood	Fine Arts

STAFF PERSONNEL

Joni Atteberry	Development
Amy Bankston	Admissions Director
Joshua Costello	Custodian
Shannon Crook	Custodian
Karen Davis	College Counselor
Sheryl Deutsch	Activities Director/Lunch Coordinator
Michael Dohm	Custodian
Marie Goscha	Office Assistant
Susie Kempin	Food Service
Darlan Mahan	Building Supervisor
Celeste Mathews	Finance Manager
Fred Mintie	Custodian
Lori Pryor	Food Service
Patty Zielke	Finance Assistant