

# **Trinity Christian Academy Governing Policy and Statement of Faith 2024-2025**

**Trinity Christian Academy is a dual ministry (co-op and an umbrella) of Trinity Community Church.**

**Trinity Christian Academy's Cooperative is a parent led program and staffed by volunteers. Our goal is to assist homeschooling parents to teach, train, and equip their children to fulfill the purposes of God (2 Timothy 3:16-17).**

**This manual was created to outline the responsibilities and expectations of families enrolled at Trinity Christian Academy.**

**Attending TCA is a privilege, not a right. Neglecting to follow these policies can result in disciplinary action including, but not limited to: suspension, dismissal from the co-op, or not being permitted to re-enroll the following year. There could also be financial obligations in the form of fines and/or penalties.**

## **Behavior Policy**

Inappropriate behavior is defined as any disrespectful attitudes (whether directed towards adults, teachers, or peers). Cursing, offensive or inappropriate conversations, name calling, bullying, hitting, biting, spitting, etc will not be tolerated. Behavior as outlined above will be addressed in the following manner:

### **First Offense:**

The student will be given a verbal warning. The children is expected to quickly and respectfully respond to verbal correction by an adult. The teacher will pull the student aside after class to inform the student of the first offense.

### **Second Offense:**

A second offense, will result in a parent/teacher conference. The principal will be notified of the offense.

### **Third Offense:**

If there is a third offense, the student will be escorted from the class to the principal. The parents will be alerted, and a one week suspension from all TCA activities will be administered.

Adults are expected to model these behaviors and be above reproach in how they interact as representatives of Trinity Christian Academy. Most importantly, adults should exemplify how a mature Christian behaves.

## **Handling Offenses**

If an offense occurs between families we ask that you:

1. "Love each other deeply, because love covers over a multitude of sins." 1 Peter 4:8
2. "Remove the plank from your own eye." Examine your own heart before approaching the other person. Matthew 7:3-5
3. After doing those things, if you need to address a concern with another person, we ask that you follow the model outlined in Matthew 18:
  1. Go to them private with the goal of reconciliation.
  2. If unresolved, arrange a meeting with both parties and an impartial mediator (at TCA, this role would typically be fulfilled by the principal)
  3. If still unresolved, the mediator will take them before TCC's leadership to come to a resolution.

Instances of fighting, stealing, threatening remarks, possession/viewing pornographic materials, or other behaviors that threaten the safety and well-being of others may be grounds for immediate expulsion at the principal's discretion with the counsel of Trinity Community Church's pastoral staff.

## **Partnership Requirements**

### **Volunteer Responsibilities**

- Parents agree to volunteer the number of hours equal to the number of class hours attended.
- Helper responsibilities are assigned at the discretion of the Volunteer Coordinator. They are subject to change based on the current needs of the co-op.
- Volunteers should be in the area they are assigned each hour. If they need to leave their assigned area for any reason, they should communicate that to the Volunteer Coordinator and/or Preschool Coordinator.
- If you have a child enrolled in preschool, you must serve the majority of your hours in that department.

### **Parent Responsibilities**

- Parents are their child's primary teacher. TCA teachers work diligently to provide instruction on Fridays, but it takes the parents working at home to help students complete assignments and coming to class prepared.
- Parents are to oversee completion of all assignments, cooperate with teachers, and be supportive of class assignments.
- Helps you children be well prepared with all necessary materials each week.
- Teach your children to be respectful other teacher's authority by modeling the same behavior at all times.
- Parents are expected to arrive early on Friday to prepare for their responsibilities. Tardiness has a unintended consequences that can disrupt the entire school day for yourself and others. You should be on time to every class and have the same expectation of your children.

### **Student Responsibilities**

- Come to class fully prepared with complete assignments and all necessary materials,
- Assignments are expected to be completed on time.
- Cellphones and other electronics are not permitted to be used in class except at the teacher's discretion.
- If the student is not able or willing to complete the assignments or has unresolved behavior issues, it is at the discretion of the teacher of the individual class and/or the principal if the student remains enrolled in the class.

### **Fees**

The fee for Trinity Christian Academy's co-op is \$200 per family for the year. This fee is due at registration and is non-refundable. Teacher fees, if applicable, are due at our MANDATORY Back to School Night in August. These fees are also non-refundable unless the class is canceled.

## **Dress Code Policy**

Trinity Christian Academy desires an environment where our students are dressed neatly, modestly, practically, and safely so they may fully participate in classroom activities. TCA does not make any attempt to remove personal style or parental authority, however some trends are not allowed in order to maintain our educational goals and exemplify our Christian character.

The purpose of the dress code is to nurture and promote spirits of respect and consideration for others.

The dress code applies to all TCA affiliated functions , including, but not limited to co-op, umbrella events, field trips, social gatherings, etc. We should dress as representatives of TCA and the homeschooling community- but also of Christ's church.

As with all our policies, we acknowledge that final authority is with one's parents. However, in joining TCA you are agreeing to the discretion of TCA's principal under the guidance of Trinity Community Church to deem appropriateness of dress at TCA functions. If any clothing is deemed inappropriate, the student's parents will be told and the student will need to change clothing or leave for the day.

### **Dress Code**

- Clothing should be clean
- Clothing should not contain anything that is sexual in nature or endorsing illegal products (i.e. drugs, underage alcohol); no crude, coarse, or otherwise unsavory language or images; nothing that is designed to entice controversy
- Shirts should cover the entire torso; no mid-drift or cleavage showing
- Appropriate underwear should be worn but not seen.
- Visible tattoos should not include vulgar languages or images or anything that dishonors Christ or others.
- Proper swim attire must be modest- one piece or tankini's for girls, swim trunks for boys.

## **Biblical Marriage and Gender Identity Statements**

TCA believes that Biblical marriage is between one man, one woman, and God. Anything outside of this model (with the exception of celibate singleness) is not part of His design. Individuals who are actively engaging in (as opposed to actively resisting) a lifestyle outside of God's design will not be permitted to attend TCA. We also affirm that God fearfully and wonderfully created each person with their correct biological gender-male or female. Individuals seeking to change their biological gender through use of medication, surgery, language (i.e. pronouns or name changes), or by any other means will not be permitted to attend TCA.

## **Illness Policy**

If you, your child, or anyone in your home has had a fever, green drainage, sore throat, stomach virus, or has been diagnosed with a viral or bacterial illness within 48 hours of classes on Friday, your entire family should stay home.

If you or anyone in your household has had a contagious parasite (including lice), everyone in your family should stay home. Please let someone on TCA's leadership know, and they will discreetly work out a plan with you of re-entry to co-op.

In the event of an epidemic of illness, classes will be canceled at the discretion of TCA Leadership and/or Trinity Community Church.

Remember, it is your responsibility to let the appropriate people know you will be absent and to ensure your teaching and/or cleaning responsibilities are covered.

## **Safety Policies**

- All adults (18 and older) who are in the facility are required to have background check completed annually.
- Adults should avoid situations where they are the only adult in a room with children. In the very rare case this has to happen, the adult should leave the door open, unless they are in a classroom with a interior window, and/or be in a classroom with recorded video.
- Students should never be left in rooms unattended.
- No one under the age of 18 nor any TCA students should be left to supervise other students.
- Students in grades K-12 should not be in the preschool rooms. This includes teenagers.
- Exterior doors should be completely shut and never left propped open.
- Visitors should check in at the TCA office. Someone on the Leadership Team should be made aware of any visitors being in the building.
- For safety and accountability purposes, a parent or guardian **MUST** remain on the premises while his/her child(ren) attend classes. If the parent must leave for any reason, he/she must first sign out in the notebook located in the TCA office and designate a parent to be responsible in his/her absence. This should be a rare occurrence.
- The possession and/or use of firearms, knives, tobacco, alcohol, or any illegal drugs are grounds for immediate dismissal from TCA.
- If you see anyone in the building whom you suspect should not be in the building, please alert the principal and/or church staff immediately.
- Each individual is responsible to preserve the safety and cleanliness of the grounds and building. If an item is damaged, please notify TCA leadership immediately so it can be replaced or repaired.

**I agree to all aforementioned statements in the Governing Policies. I agree to abide by these policies at all TCA related functions. I understand that attendance at TCA is a privilege, not a right. Failure to abide by these policies may result in disciplinary action, including but not limited to expulsion.**

**Mother's Signature:** \_\_\_\_\_

**Father's Signature:** \_\_\_\_\_

**Student's Signature(s):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Date:** \_\_\_\_\_



# Trinity Christian Academy

## Statement of Faith

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

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

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

## **ATTENDANCE POLICY**

At TCA we are truly a “cooperative” community that cannot function without each family’s weekly contribution. We cannot reap benefits without first sowing service. While there are occasional exceptions, each participant must be 100% committed to the community’s goal of providing a safe, clean, and enriching environment of cooperative care for one another’s families.

Therefore I agree to: (initial beside each)

\_\_\_\_\_ Make attendance a priority. Planned absences should be less than 2 per semester and communicated appropriately as outlined below prior to the planned absence.

\_\_\_\_\_ Enter any planned absences in the Google Calendar.

\_\_\_\_\_ For unplanned absences, alert the appropriate people as outlined below as early as possible. I acknowledge that I am still obligated to all the responsibilities outlined below.

\_\_\_\_\_ Alert the appropriate people such as: Volunteer Coordinator, Preschool Coordinator, Cleaning Coordinator, co-teachers, Helpers, Teachers whom I help, and my children’s teachers. This should be communicated directly to the individuals rather than on social media.

\_\_\_\_\_ Commit to finding appropriate substitutes for my cleaning or set-up responsibilities and communicating those subs to the Cleaning Coordinators. I understand that I will be charged a \$20 fine for each instance of missed set-up or cleaning shift. I will pay my outstanding balance prior to registration for the following year.

\_\_\_\_\_ Discuss with TCA’s principal a plan for addressing ongoing absences that both meets the needs of my family and TCA.

\_\_\_\_\_ If I am unwilling to meet these obligations, I understand my family may be dismissed from TCA cooperative or denied registration for the following year.

Signature:

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Date:

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