

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

Isaiah 40:31

Home and School Commitment

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

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

My signature affirms: (A) I have read the above statements A through N and will accept and support them and (B) I understand that for my child's application packet to be complete, it must include the following forms:

(1) This Application for Enrollment (2) Physician's Report of Health & Immunizations (3) Emergency Information (4) Safe Arrival/Departure Agreement (5) Church Leader's Recommendation (6) Teacher's Recommendation (7) Request for Records Transfer (8) Tuition & Fees Agreement (9) \$100 Application fee.

Parent or Guardian Signature _____ Date _____

Parent or Guardian Signature _____ Date _____

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

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

Student Pledge

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

I make a personal commitment to:

Cooperate respectfully with those in authority

Strive for excellence as a student.

Seek to build relationships with people of high moral character.

Care for and respect others and their property.

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

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

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

Refrain from any form of cheating.

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

Behave at all times in a manner consistent with that expected of a Christian.

as to bring honor and respect upon Jesus Christ.

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

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

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

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

Student Printed Name / Signature / Date

Parent Printed Name / Signature / Date

- 7. The PE teacher will ensure that the children know the rules and that;**
 - a. No child leaves the PE area without permission from the teacher.**
 - b. Disagreements and conflicts about rules, play, etc. are settled quickly.**
 - c. Uncooperative or disobedient students (or classes) are warned and if the situation reoccurs that they are returned to the classroom.**

For PE sessions conducted off the TCA school site all of the above will apply plus;

- 1. The PE teacher will ensure that parental permission slips for the off site (to the specific location) are on file in the school office**
- 2. Off site PE will be conducted only with a means of communication (such as Cellular Phone) on site.**
- 3. A first aid kit will be taken.**
- 4. When students walk to the PE site they will walk either single file or in pairs, on the sidewalk, and will cross streets as a group only on the direction of the PE teacher. Also, the PE teacher will walk in a position to see all the children.**
- 5. Students will be told specifically the boundaries of the area in which they will play and any limitations on their movements.**
- 6. Students will be kept out of wooded areas, drainage ditches/creeks, buildings, etc.**
- 7. If a disciplinary problem occurs that would warrant return of a student or the class to the room if on site, the class will return immediately to the school site and then their classroom**

Physical Education Procedures and Rules

The TCA Physical Education Program will use the Physical Education for Children Daily Lesson Plans by Thomas, Thomas and Lee with appropriate modifications for class time available and for content.

The goals of the TCA Physical Education program are:

1. To reinforce the student's understanding that their bodies are the temple of the Holy Spirit; that they are responsible for caring for their bodies; and, that physical exercise is a part of that care.
2. To reinforce, in an atmosphere that may be more competitive than others, the proper way to interact with each other and with authorities and how to respond properly to various circumstances that occur.
3. To teach various age and developmentally appropriate sports and athletic games to children.
4. To conduct a physically vigorous program each time the children are allowed to be outside for Physical Education.
5. To ensure a safe environment from the time that the children leave their classroom until they return to the classroom.
6. To have fun in a Physical Education program (versus an organized recess program).

To accomplish these goals the PE teacher will conduct the PE program within at least the following guidelines:

1. By Friday, (or the last day of school) of the previous week, the PE teacher will submit to the Administrator a copy of the lesson plans for the following week. These lesson plans will reflect as a minimum for each grade/class group:
 - a. The sport or game that is being conducted;
 - b. Any classroom or outside instructional or testing;
 - c. The planned activities for each PE period.
2. Before playing a game or sport the children will be taught the rules and the techniques for playing the sport or game. This teaching will be both in the classroom and outside.
3. As a part of each grading period the students will be tested, both in written form and in skill demonstration form on their knowledge of the fundamental, rules for playing, and the ability to play the sport or game.
4. At the end of each grading period, the PE teacher will determine grades based upon the written and skills testing (25%); the child's ability to play each sport or athletic game (25%); The attitude, willing participation, and level of effort demonstrated by the student (50%).
5. Each PE session will include at least 20 minutes of vigorous (for the age group) physical exercise. For example, running sprints or relays, calisthenics, aerobic exercises, etc. (Kickball, dodge ball, etc., which mostly consist of "stand around" time, DO NOT provide the exercise necessary.)
6. During the sports/games the PE teacher (or another adult if one is available to help the teacher) will ensure that the rules/boundaries, etc. are observed and games are "called" accurately.

Parties

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

Lost and Found

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

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

School Board Meetings

All parents are invited to the monthly School Board meetings. Normally meetings are at 5:30 PM the third Thursday of the month. The time, place, and date will be posted in the school hallway at least a week in advance. Once per quarter the school board meeting will be held in the gym as part of the PVO Meeting.

Inclement Weather Policy

After checking the road conditions, the principal will determine if Trimont will be closed or class start delayed. He will notify the media and radio stations listed below by 7:00 AM of closing or delay.

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

Television: Internet Website:

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

Radio Stations: Internet Websites:

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

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

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

Trimont's School Website

www.trimont-academy.org

School Bus Code of Conduct

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

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

Driving Privileges

We recognize driving as a privilege and a mark of maturity in the high school students. Therefore high school students with a valid driver's license, proof of current automobile insurance, and a current driving permission form available in the office are allowed to drive on campus. Students must adhere to the rules of safe and lawful driving. Students are not allowed to drive other students on campus or to and from school related activities unless prior permission is given from the Administrator. Exceptions will be made at the discretion of the administrator.

Reckless or unsafe driving issues will be documented and may be cause for termination of driving privileges on campus.

Parking permits are required and may be obtained from the administrator's office. The office must be notified immediately if a vehicle is driven that is not registered with the Administrator.

Parking is allowed in designated areas as specified by the administrator.

Playground Procedures

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

Field Trips

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

Teachers will plan field trips in support of their academic and character development programs. Parents are encouraged to help chaperone.

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

Sports Program

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

Trimont Christian Academy offers Volleyball, Basketball, and/or Soccer. Additional sport may be added in the future.

Participation: Students grades 6-12 may choose to participate in our sports programs.

Homeschool students are welcome to participate in our sports program. The fee for homeschool students is \$75.00 per sport. For full-time students, this is included in the monthly tuition.

Guidelines for play are as follows:

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

Medical Exams and Insurance Verification:

For the protection of each school and the NCCSA, it is mandatory that all athletes have a physical examination and a waiver of responsibility on file prior to participating in any NCCSA game. Each

student should also have on file an insurance waiver form or evidence that the student is enrolled in the school's student insurance program prior to participating in any NCCSA contest.

Athletic Contracts:

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

Academic Eligibility for Sports Program:

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

School Attendance Requirements:

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

Permission forms for Non-School Vehicles:

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

School Suspension:

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

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

General Information

Office Hours

School business hours are from 7:30 AM to 3:30 PM. Appointments for conferences with the principal or teachers should be made ahead of time to avoid confusion or disappointment. Please call 369-6756 to set up an appointment.

Lunch and Snacks

Students may bring their own snacks, lunch, and drinks. If what is brought requires refrigeration, the North Carolina Department of Health requires that the lunch be stored in a cooler with an ice pack. We do not provide any form of refrigeration at the school. A microwave is available to heat food, if necessary.

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

Juice, milk, and snack items are available for purchase at the school.

Hot lunches, salads or sandwiches may be purchased from the cafeteria personnel on a daily or in-advance basis. More information about rates, etc. may be obtained from the cafeteria manager and payment for lunches should be paid directly to her.

Accident or Illness

In case of accident or illness, children will be sent to the school clinic and, if deemed necessary, parents will be notified to pick them up or they will receive emergency care per parental instructions on the Emergency Health Treatment Form.

Do not bring a child to school if he/she has a temperature above normal (97 – 99) or allow

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

Do not send a child to school if he/she has a cold or any other physical condition that would cause him/her to be kept inside during the PE and recess periods.

Medication at School

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

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

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

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

Never send medication of any sort with the student.

Appointments with Teachers

Two parent-teacher conferences will be scheduled during the year.

Please feel free to request a conference at any time during the year if you have any problems or questions. Our principal and teachers desire to serve both parents and students.

Chapel

Chapel services will be held on Monday mornings for all grades. Parents are invited to attend any chapel service at any time. Please see the uniform guidelines for chapel dress

Homework Philosophy and Guidelines

1. Philosophy

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

A. Students often need some amount of extra practice in specific new concepts, skills, or facts. In certain subjects (e.g. math or languages), there is not enough time in school to do as much practice as may be necessary for mastery.

Therefore, after reasonable in-class time is spent, the teacher may assign homework for practice.

B. Repeated, short periods of practice or study of new information is often a better way to learn than one long period of study.

C. Since Trimont Christian Academy recognizes that parental involvement is critical to a child's education, homework can be used as an opportunity for parents to actively assist their child in his studies. This will also keep the parent informed as to the current topics of study in the class.

D. Students, having been given adequate time to complete an assignment in class, did not use the time wisely.

2. Guidelines for Assigning Homework

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

Under normal circumstances, homework will be assigned three nights per week (Monday, Tuesday, Thursday), although incomplete or improperly done class work may be sent home any night. Test preparation may also be included as homework.

The following time limits for homework will generally be followed. They are designed for the average child. We encourage parents to

communicate with the teacher if assignments take longer than the suggested limit.

<u>Grade</u>	<u>Maximum Time Per Week Night</u>
Kindergarten	Occasionally
Grade 1	15 minutes
Grade 2	15-20 minutes
Grade 3	30 minutes
Grade 4	30-45 minutes
Grade 5	45 minutes
Grade 6	45-60 minutes
Grades 7-12	60-90 minutes

Honor Roll

There is an "all A" honor roll as well as an "A-B" honor roll. The "all A" honor roll requires an "A" (93-100) or "E" (Excellent) in ALL areas on the report card. The "A-B" honor roll requires an "A" (93-100) or "B" (85-92) or an "E" (Excellent) or "S" (Satisfactory) in ALL areas on the report card.

The principal will invite parents and honor these outstanding students at an honors chapel.

Promotion Policies

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

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

Academics

Curriculum

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

All incoming students are provided a copy of the New King James version of the Bible, which will be used for in-class work. The student is expected to use that copy each year and so must bring it back to class each fall.

Most of the curricula are published by ABeka Book Publications, Bob Jones University Press, and Total Language Plus, Summitt Ministries. These curricula emphasize a number of topics including:

- Knowledge of the Bible
- Development of Christ-like character
- Mastery of academic subjects
- Respect for authority

Textbooks must be purchased/leased through the school. The curriculum fee purchases consumable books and leases other books. Leased books must be returned to the school in good condition at the end of the school year. Parents will be responsible for replacing damaged books.

Grading and Report Cards

The following grading scales are used at Trimont Christian Academy:

Kindergarten

- | | |
|-----------------|--------------------------|
| A - Outstanding | E - Excellent |
| B - Good | S - Satisfactory |
| C - Average | I - Improvement
Shown |
| D - Poor | N - Needs
Improvement |
| F - Failing | |

1st - 12th Grades

- | | |
|------------|--------------------------|
| A - 93-100 | E - Excellent |
| B - 85-92 | S - Satisfactory |
| C - 77-84 | N - Needs
Improvement |
| D - 70-76 | U - Unsatisfactory |
| F - 0-69 | I - Incomplete |

First and third quarter report cards will be given to a parent at a parent/teacher conference. Second quarter report cards will be sent home with the student. Final report cards will be mailed after all fees and tuition bills are paid in full.

Elementary students will be given a weekly folder of their work each week with weekly grades listed in the folder. This gives the parent the opportunity to keep up with their child's progress.

Progress reports will be sent home halfway through each grading period.

5. Expulsion

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

6. Serious Misconduct

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

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

7. Re-admittance

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

Complaint Procedures

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

"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that

every matter may be established by the testimony of two or three witnesses. If he refuses to listen even to the church, treat him as you would a pagan or a tax collector. I tell you the truth, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven. Again, I tell you that if two of you on earth agree about anything you ask for, it will be done for you by my Father in heaven. For where two or three come together in my name, there I am with them."
Matthew 18:15-20

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

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

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

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

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

Activities to be avoided at all times include gossiping, rumor-mongering, and spreading of hearsay reports. The good reputations of other persons and of the school are to be protected and promoted.

2. Violation of the General Code of Conduct or the Dress Code

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

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

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

3. Corporal Punishment

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

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

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

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

A student will not receive more than three swats.

Spankings are administered only by the parent or guardian.

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

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

Proverbs 23:13-14

He who spares the rod hates his son, but he who loves him is careful to discipline him.

Proverbs 12:24

4. Suspension

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

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

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

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

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

Rule 13. Serious Misconduct

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

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

Rule 14. Plagiarism / Forgery and Alterations of Records

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

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

Anyone who knowingly offers as their own what is in fact someone else's work, participates in a form of cheating and if caught, the work submitted will receive a grade of "0" and other actions associated with cheating may be implemented. Students are not to sign their parents (or guardians) or any other persons name to school related documents.

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

General and Classroom Discipline

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

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

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

1. Classroom Discipline

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

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

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

Rule 7: Disregard of Directions or Commands

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

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

Rule 8: Criminal Law Violations

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

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

Rule 9: Sexual Misconduct or Offense

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

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

Rule 10: Bullying

For the purpose of this policy, bullying is defined as but not limited to any willful attempt to threaten or inflict injury on another person, when accompanied by an apparent present ability to do so; or any intentional display of force such as would give the

victim reason to fear bodily harm. To constitute bullying the act does not necessarily have to be physical in nature but may also include but is not limited to verbal threats as well as perceived threats of physical violence or danger.

Cyber-bullying

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

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

Rule 11: The Conduct Which is Subversive to Good Order

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

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

J. Urge, encourage, or counsel other students to violate any of the preceding paragraphs of this rule.

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

Rule 2: Damage and Destruction of School Property

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

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

Rule 3: Damage and Destruction of Private Property

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

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

Rule 4: Assault or Battery on a School Employee

A student shall not cause, attempt to cause, or threaten to cause physical injury or behave in such a way as could reasonably cause physical injury to a school employee while in class or on school

grounds, during a school activity, function or event off school grounds or while under school supervision. This includes, but is not limited to, insult, use of profanity, verbal slurs or harassment.

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

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

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

Rule 6: Weapons and Dangerous Instruments

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

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

one to ten days and, for multiple offenses occurring simultaneously, the suspension may be either concurrent or consecutive.

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

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

Tribunal Hearing:

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

Expulsion:

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

Re-admittance:

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

These Rules Shall Apply When:

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

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

Rule 1: Disruption and Interference with School

No student shall:

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

General Code of Conduct

1. Necessary, Desirable Attitudes

- A. Respect, obey and show courtesy for all authority and fellow students.
- B. Be obedient in class.
- C. Follow the teachers' instructions.
- D. Follow the Dress Code with a positive attitude.

2. Unacceptable Actions or Attitudes

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

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

- A. Do not bring toys, radios, CD or tape players, playing cares, or other non school related items without specific prior approval of the teacher.
- B. Do not use, possess, or bring to school tobacco, alcohol, illegal drugs, or controlled substances including prescription drugs or over the counter drugs including but not limited to inhalants and steroids. (See medication at school policy)
- C. Do not bring knives, guns, hunting equipment of explosives.
- D. Do not possess or view on the computer inappropriate or pornographic literature.
- E. Any and all students and or property on school grounds are subject to random search and

seizure "at will" and at any time.

F. Any and all items as same are more particularly described in Section 4. below titled Student Rules and Codes of Conduct.

4. Searches and Seizures

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

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

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

5. Student Rules and Codes of Conduct

Definitions of Disciplinary Actions:

Parent Conference:

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

Detention:

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

Suspension:

Removal of a student from the school campus and exclusion from all school-sponsored activities during the suspension. Suspension may be either "in school" or "out of school" depending upon the student's past conduct and the nature and severity of the offense. The length of suspension may be from

Conduct & Discipline

Conduct

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

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

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

at school-sponsored functions unless exceptions are specified by the school administration.

Cell Phone Policy

The use of a cellular phone or other wireless devices during school hours or while participating in a school-sponsored event is strictly prohibited. While on a school-sponsored function, cell phone use is allowed with the permission of a school employee or parent volunteer but only to call home. Cell phones must be off and out of sight during school hours. “Texting” is prohibited and will not be allowed during school hours.

1st offense violation of this policy will result in the device being confiscated and returned to the parent.

2nd offense violation of this policy will result in confiscation of the phone or device for the rest of the term. (Quarter or Semester) depending on the grade of the student.

3rd offense violation of this policy will result in the phone being confiscated until the end of the year

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

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

Other Attire

Dress Down Days: The following policy is to be followed for Dress Down Days: All clothing must be free of any offensive writing and/or symbols and have no holes, rips, or tears, and must not be frayed. Shirts for boys 6th – 12th must have sleeves. Shorts must be no shorter than 2 inches above the knee or longer and the inseam must measure at least 6 inches. “Sagging” of pants or shorts will not be permitted. Straps on shirts and dress must be at least 2 inches wide. P.E. uniforms are not allowed. No bandanas or boy’s earrings are to be worn. Chains (such as wallet chains, dog chains, etc.) may not be worn. Nothing may be worn that exposes the midriff or the back. Sandals or flip-flops may not be worn.

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

After School on Campus Attire: Clothing for after school on campus events and sports practices must be modest showing no undergarments. Shorts must be of fingertip length. Boys must wear a shirt – no tank tops. Girls may not wear tank tops or shirts with spaghetti straps or shirts that expose the midriff or back while on campus.

Field Trip Attire: Students are to wear their school dress uniform unless prior permission has been granted by the Administration. Dress code for school trips that do not require school uniform and are casual by design should be dress jeans or walking shorts (with an inseam that measures at least 6 inches), and the Trimont Christian Academy polo shirts. Shoes conforming to Trimont’s everyday policy are permitted. Hats, bandanna, and boys’ earrings are not permitted. All clothing must be free of any offensive writing and/or symbols and have no holes, rips, or tears.

DRESS CODE VIOLATIONS

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

Teachers, faculty, staff, and administration will enforce daily uniform requirements. Each student will receive 3 “Oops” warnings per marking period. Each violation will result in a notice form sent to the student and parent with the improper dress identified; both student and parent must sign and return the form. After 3 consecutive violations in one marking period should the student violate the code after the 3rd warning, the student will be sent to the office and remain there until the parent brings the required proper uniform to school or remove the student until the proper dress code is in compliance.

****The administration will make the final decision as to the appropriateness of a students’ dress.**

Uniform resale

Uniforms may be sold through the school office during the school year or at the end of the year resale days. Because of the volume of clothing in our resale and the time and effort to handle the money and clothing, the school for a handling charge will take 15% of the resale.

Optional for Everyday

- Oxford in white or yellow, either long or short sleeve, with Trimont embroidered logo.
- White turtleneck with Trimont embroidered logo.
- Black sweater with Trimont embroidered logo.
- Sweatshirt, with or without hood, gray, with a Trimont embroidered logo.

Grades 9-12 – Boys

Required for Chapel

- Khaki pants.
- Oxford shirt in white either long or short sleeve, with Trimont embroidered logo.
- Purple and Gold stripe Tie

Required for Everyday

- Khaki shorts, or pants
- Jersey or pique knit shirt, either long sleeve, short sleeve or cap sleeve with a Trimont embroidered logo in gray, yellow, white, purple, gold or black.

Optional for Everyday

- Oxford in white or yellow, either long or short sleeve, with Trimont embroidered logo.
- White turtleneck with Trimont embroidered logo.
- Black sweater with Trimont embroidered logo.
- Sweatshirt, with or without hood, gray, with a Trimont embroidered logo.

General Guidelines

(Hair, jewelry, makeup etc.)

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

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

- Girls are permitted to dye, tint, or color their hair, provided that the color is consistent with a natural hair color. Extreme colors or distracting hairstyles are not acceptable. The Administration reserves the right to determine the appropriateness of the hairstyles.

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

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

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

Necklaces: Simple gold or silver chains are allowed with Christian symbols or medical alert on a chain. Chokers are allowed but cannot be shown during chapel or special events.

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

Nails: Nail polish may be worn; however, the color must be pastel. No dark colors or black colors may be worn. Artificial nails may be worn, but must be neat and clean and not exceed ¼ inch beyond the fingertip.

Makeup: No makeup may be worn grades K-5. Makeup for grades 6-12 must be modest and conventional and style.

-Pointed Collar ¾ Sleeve Blouse in white with Trimont embroidered logo.

-White turtleneck with Trimont embroidered logo.

-Black sweater with Trimont embroidered logo.

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

Grades 6-8 – Girls

Required for Chapel

-Skirt – Purple Plaid #2M

-Oxford cloth shirt in white, either long or short sleeve, with Trimont embroidered logo

Required for Everyday

-Black or khaki shorts, pants, skirts, skorts, or capri's

-Jersey or pique knit shirt, either long sleeve, short sleeve or cap sleeve with a Trimont embroidered logo in gray, yellow, white, purple or gold.

Optional for Everyday

-Oxford in white or yellow, either long or short sleeve, with Trimont embroidered logo.

-Pointed Collar ¾ Sleeve Blouse in white with Trimont embroidered logo.

-White turtleneck with Trimont embroidered logo.

-Black sweater with Trimont embroidered logo.

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

Grades 9-12 – Girls

Required for Chapel

-Skirt – Purple Plaid #2M

-Oxford shirt in white, either long or short sleeve, with Trimont embroidered logo

Required for Everyday

-Black shorts, pants, skirts, skorts, or capri's

-Jersey or pique knit shirt, either long sleeve, short sleeve or cap sleeve with a Trimont embroidered logo in gray, yellow, white, purple, gold or black.

Optional for Everyday

-Oxford in white or yellow, either long or short sleeve, with Trimont embroidered logo.

-Pointed Collar ¾ Sleeve Blouse in white with Trimont embroidered logo.

-White turtleneck with Trimont embroidered logo.

-Black sweater with Trimont embroidered logo.

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

Grades K-5 – Boys

Required for Chapel

-Black shorts or pants.

-Oxford shirt in white either long or short sleeve, with Trimont embroidered logo.

-Plaid #2M Tie

Required for Everyday

-Black shorts, or pants

-Jersey or pique knit shirt, either long sleeve, short sleeve or cap sleeve with a Trimont embroidered logo in gray, yellow, white, or purple.

Optional for Everyday

-Oxford in white or yellow, either long or short sleeve, with Trimont embroidered logo.

-White turtleneck with Trimont embroidered logo.

-Black sweater with Trimont embroidered logo.

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

Grades 6-8 – Boys

Required for Chapel

-Black shorts or pants.

-Oxford shirt in white either long or short sleeve, with Trimont embroidered logo.

-Plaid #2M Tie

Required for Everyday

-Black or khaki shorts, or pants

-Jersey or pique knit shirt, either long sleeve, short sleeve or cap sleeve with a Trimont embroidered logo in gray, yellow, white, purple or gold.

to the hemline when kneeling. Hemlines for shorts and skorts of grades 6-12 will be no shorter than 3 inches from the floor to the hemline when kneeling.

Skirts and jumpers: Skirts and jumpers for grades K-12 must be no more than 3 inches from the floor to the hemline when kneeling.

***In the interest of modesty vendor supplied bike shorts should be worn under all jumpers and skirts.**

Shorts: Boys K-12: Shorts cannot be more than 2 inches above the knee and not to extend more than 1 inch below the knee.

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

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

Belts: Belts are required for 2nd-12th grade and optional for K-1st grade for girls or boys if the pant or short has belt loops.

Leather: Black or Brown
Cloth: Must match pant color

Ties: Must be tied appropriately and worn correctly when required and must be proportionate to the student's body size.

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

Chapel Wear: Chapel dress is required for a reason. Chapel time is to worship time and students must

dress appropriately during that time so as to be conducive to the worship environment.

Only Trimont sweaters, sweater vests or sports coats are allowed to be worn during chapel. These items available for purchase through our uniforms suppliers. No sweatshirts, fleece, windbreakers or non-Trimont outerwear may be worn during chapel.

Condition and Appearance of Uniforms

Uniforms must be kept in good repair. Faded, tight, stained, frayed or torn pants, shorts, skorts, shirts, sweatshirts, sweaters, jumpers or skirts are inappropriate. All pants, shorts, skorts, and skirts must be worn at the natural waist. **NO ROLLING OF WAISTBANDS IS PERMITTED.** Clothes must be in proportion to body size. No oversized shirts, sweaters or sweatshirts are permitted. Tight fitted clothing is also inappropriate. Shirts that fit tightly and pants that show a panty line when standing are not acceptable.

Uniform Requirements

Grades K-5 - Girls

Required for Chapel

-Jumper - Purple Plaid #2M

-Peter Pan shirt in white either long or short sleeve with the 3 cross logo.

***Jumper may be worn as everyday wear with other Trimont shirt choices if desired.

Required for Everyday

-Black shorts, pants, skorts, or capri's

-Jersey or pique knit shirt, either long sleeve, short sleeve or cap sleeve with a Trimont embroidered logo in gray, yellow, white, or purple.

Optional for Everyday

-Oxford in white or yellow, either long or short sleeve, with Trimont embroidered logo.

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

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

Uniform Guidelines

All uniform items must have an embroidered logo unless specified from the uniform company.

All pants and shorts must have the appropriate logo on back right side of pant under waistband (vendor is responsible).

Because of differences in quality, color, and material all uniform items must be purchased through TCA’s approved supplier except belts, socks, shoes, and leggings.

Footwear and Socks

Athletic shoes must be appropriate for PE/recess activities (running, turning, etc.) and have soles that provide good traction. Soles must to be non-marking to protect gym floor.

Athletic shoes: Plain: Black, Brown or White. No lights, decorations or characters. This does not exclude brand name shoes, but they must be plain

and cannot have decoration. **Athletic shoes are not allowed during chapel.**

Dress: Dress shoes for boys must be plain black or brown. Shoes for girls must be plain brown, black or white. Saddle shoes for girls are permitted. Girls in grades 6 - 12 are permitted to wear dress shoes with a heel on chapel days. The maximum height for heels is 1 ½ inches. No flip-flop styled shoes may be worn.

Socks: All socks and hosiery must be solid in color, absolutely no exceptions. The sock color must be white or match the shirt color if wearing skirts or skorts and match the pant color if wearing pants. Socks must be at least ankle to knee height; tights are permitted for K-5 and stockings are permitted for 5-12. (Colors are listed in the appropriate uniform grade level guidelines).

For safety reasons, all shoes must be completely enclosed heel and toe. The sole of the shoe must not exceed one inch and the shoe heel must not exceed 1½ inches.

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

Snow boots are acceptable when needed. Hiking boots are acceptable snow boots. Students must change into athletic or dress shoes once inside the building.

General Clothing Guidelines

Backpacks: Backpacks must be plain or two tone in color. Christian logos are acceptable. No character backpacks are allowed. Because of limited space in some rooms, the teacher may require a small backpack be used or a tote bag. Because of limited space and safety reasons, rolling backpacks are not allowed.

Shorts and skorts: Girls shorts and skorts in grades K-5 will be no shorter than 5 inches from the floor

the students) must be worn at all times while on school grounds.

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

Vouchers are non-transferable to other families and must be received and turned in during the current school year by April 30th. Vouchers turned in after April 30th will not be honored until the next school year.

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

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

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

Homeschool Student Policies

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

- *We must have on file a *Current* Homeschool License from the state
- *Copy of yearly testing administered by parent must be on file in the office.
- *Must be enrolled in at least one class to participate in the sports program.
- *Must adhere to uniform policies and all policies of the family handbook.

*Must sign that the handbook has been read in front of administration.

*Must attend all Monday Chapel services.

*Must attend the required meeting times of the classes as required by Trimont

*Must fulfill all academic requirements for each course and attend required field trips

*Must also participate in Trimont sponsored fund raising events that are required throughout the year.

*Must sign in and out of the office upon arrival and departure

*If driving, must fulfill all driving requirement as outlined in the family handbook.

A Registration fee of \$50.00 must be paid per year plus the cost of books and uniforms. Books must be purchased through Trimont. Depending on class schedule period, the cost per class will be \$50.00 per month for 45-minute classes and \$100.00 per month for block classes and a fee may be charged (if required) for elective classes.

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

Dress Code

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

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

the school Principal will be required.

c. After six (6) unexcused tardies, the student will be placed on a one-day home suspension, which will also count as an unexcused absence. Class work covered at school on the day of the suspension will be sent home with the student the day before the suspension takes place. This work must be completed by the student and given to the teacher on the day they return to school.

Visiting the Classroom

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

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

Volunteer Policy

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

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

come in contact with children at Trimont and possibly be alone with them, you must do the following.

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

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

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

Parent Volunteer Organization

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

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

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

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

A Gold Pass (registered volunteer – can be left alone with the students) or a Purple Pass (unregistered volunteer – cannot be left alone with

the office must be notified in writing (fax is acceptable) and the individual, if unknown to the staff, must present photo identification. A minor may not pick-up a child. We will not allow a child to leave our campus with an unauthorized individual.

We realize occasionally there will be reasons to pick your child up before 3:00. Excessive early pickup disrupts the classroom environment just as being tardy disrupts. Please be mindful of this. Trimont asks that parents phone the school office to notify the Administration that early pickup is necessary and will only be allowed in the case of an emergency or a prearranged physician visit. A note will be required before entrance to homeroom the following day.

Extended Child Care

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

Parents must sign the Time-Out Sheet noting the time of departure of their child.

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

Absences

On the day of return, students are to present a written excuse to the teacher(s). It must be signed by the parent or guardian and state the date(s) and reason for the absence.

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

Unexcused absences are absences without a parental note or absences that are not for reasons covered under “excused absences” below. Missed

work may **not** be made-up and students will receive a grade of zero on missed tests, quizzes, and graded assignments.

Excused absences will be granted for illness, death in the family, or medical/dental appointments. Trips may be excused provided they are approved beforehand and are educational in nature. For trips other than for a death in the family, schoolwork must be taken with the student and turned in on the day of the student’s return to class.

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

No refunds of tuition are made because of absence.

Any student missing over 20 days of school will have his performance evaluated by the administration before a decision is made about his promotion to the next grade.

Tardiness

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

Students in K-12th grades are expected to be on time unless we have been informed in advance of a delay due to illness, a medical /dental appointment, or there is an emergency situation that precludes arrival on time. A student is considered tardy if they are not present **in their classroom by 7:55 a.m.**

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

a. After two (2) unexcused tardies, a letter will be sent home (by the teacher) to the student’s parents informing them of the student’s tardiness.

b. After four (4) unexcused tardies, a conference with the student’s parent(s), teacher, and

Attendance

Attendance is a Privilege

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

Attendance Policy

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

School Hours

The school doors open at 7:30 am for student arrival. There are no provisions for students who are dropped off earlier than 7:30 am.

School hours are as follows.

Kindergarten –12th Grade 7:55 AM - 3:15 PM

Kindergarten academic day will conclude at 12:00pm. Parents have the option of picking up their children anytime after 12:00pm. Any student not picked up by 3:30 PM will be charged for After-school Care at the rate stated in the tuition and fee information available from the school office.

Any child not picked up by 5:30 PM will be charged a late pick-up fee at the rate explained on the late pick-up information sheet available in the school office.

Safe Arrival Policy

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

If we are unable to contact you, the student will be considered absent unexcused until a note is sent to school.

Arrival and Departure Areas

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

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

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

For their safety, an adult must escort to and from the class kindergarten students.

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

Release from School

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

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

For students in Grades 9 – 12, the above policy must be followed except the student may sign themselves in and out at the office.

If an adult, other than one listed on the application as authorized is to pick up a child,

Admissions and Tuition Assistance

Admissions

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

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

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

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

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

Nondiscriminatory Policy

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

Pre-registration Procedures

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

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

Tuition Assistance

A limited amount of tuition assistance / scholarships are available each year. Information and applications are available in the school office.

Educational Philosophy

Mission Statement

The prayer, goal, and vision of Trimont Christian Academy is to facilitate the development of young people to become men and women who will carry the banner of Christ because of a personal relationship with Jesus, a knowledge of His Word, a Christian world view, and a vision of how God can use them to change the lives of others; to equip them academically, socially, and emotionally to articulate and defend their faith, and to become servant leaders in their God-given vocations.

If pursuing this goal is not the desire of the family, we cannot develop a cooperative team effort in the development of our students toward Christian maturity.

God, Parents, and Teachers

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

Academic Excellence

We want to help parents teach their children that all they do should be done "heartily, as unto the Lord." (Colossians 3:23) Therefore, we seek to encourage quality academic work and maintain high standards of conduct. Trimont Christian Academy will help the students fulfill their academic potential through the example and encouragement of teachers and peers.

A Biblical/Christian

Worldview

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

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

Trimont Christian Academy's biblical role is to work in conjunction with the home to mold students to be Christ like. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the biblical lifestyle the school teaches. This includes, but is not limited to, sexual immorality, homosexual sexual orientation, or inability to support the moral principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

Statement of Faith

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

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

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

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

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

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

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

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

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

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



Trimont Christian Academy

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Dear Parents and Students,

This is a copy of the revised student handbook. Please use it to replace any old copies that you may have. The handbook is designed to provide parents and students with policies and guidelines for the operation of our school. We hope it will answer any questions you may have.

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

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

Throughout the school year we seek to develop in the students a grateful heart for their parents or guardians who have cared enough to provide the life-long legacy of a Christian education.

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

In His Service,

**Robert J. Ricotta
Administrator**

Academic Excellence to the Glory of God

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Disclaimer:

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

Trimont Christian Academy

"Academic Excellence to the Glory of God"

Kindergarten - High School Family Handbook

2007/2008

School Year

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

Robert J. Ricotta, Administrator