

# **STUDENT AND FAMILY HANDBOOK**



This ministry is under the guidance  
of **Principal Robin Lieser.**

**Trinity Christian Academy**  
**5830 Haynes-Sterchi Road**  
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**Notes:**

# Trinity Christian Academy

**Satellite Program, Training Center, Fellowship  
A Ministry for Home Schooling Families**

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## Introduction

**Trinity Christian Academy (TCA)** is a ministry for home schooling families. There are three areas of this ministry. Each one designed to help assist the parents in the lifestyle change of home education.

One option available for families is a TCA's **Satellite Program** that provides registration for all Christian families who agree with our Statement of Faith and abide by our school policies. Trinity Christian Academy is a current member of TANAS (Tennessee Association of Non-Public Academic Schools).

**Trinity Christian Academy Training Center** is cooperative teaching. Our goal and purpose is to "teach, train, and equip our children for the purpose of God" (11 Timothy 3:16-17). We offer a variety of classes based on the needs and interests of our families. Classes are in session from September thru May, and our class day goes from 9:00 a.m. until 3:00 p.m. for children in grades K-12.

Our training is aimed at the whole child: spiritually, physically, academically and socially. We are blessed with very committed and talented people who have volunteered their time to teach at our training center.

**Trinity Christian Academy offers support for home schooling families in the form of ongoing fellowship as we come together to plan field trips, outreaches, offer encouragement and prayer.**

## Our Foundations: The Heart of TCA

Trinity Christian Academy was founded and established on a Biblical foundation, hereby states its two-fold goal: first, to assist and encourage parents in training their children in the fear and admonishment of the Lord, and second, to help these students achieve the highest spiritual and academic standards.



**To love the Lord our God with all our heart, soul, mind, and strength.**

Mark 12:30

**To strengthen our families through obedience to God's Word and Christ-centered education.**

Proverbs 22:6

**To encourage one another as home educators through spiritual, social, and academic support.**

Hebrews 3:13

**To become witness for Christ as we minister in our communities.**

Mark 16:16

### Acknowledgement and Participation Agreement

**We have read the handbook; we understand and agree with policies and principals of Trinity Christian Academy (TCA), and I agree to abide by those policies.**

We understand that it is a privilege to attend, and failure to abide by the policies outlined in the handbook may result in removal from TCA.

Our non-refundable fees (\$45.00 per semester) will be paid at the time of registration or first day of co-op. If you withdraw from a class after registration, those fees are also non-refundable.

#### Students:

As a student, I will complete assignments and come prepared for class. I understand that tardiness in excess of 2 times per semester will result in a disciplinary action (see Rules and Consequences). If I am absent more than 4 days per semester, I may be asked to drop the class.

If I am found to be in violation of the dress code, I understand that my parent is required to bring appropriate clothing to me at school immediately; I will wear the co-op's designated coverage t-shirt until the parent arrives, if necessary.

If I am a student who is driving to co-op, I must have it noted in writing on the family's application that I have permission to drive.

**Parents: I will supervise, support & prayerfully encourage my child at TCA.**

As a parent, I must volunteer hours equal to the number of hours attended. TCA will try to give each parent a free hour, but that is not guaranteed.

I am aware that as a parent, I must also abide by the TCA dress code in class or at events.

Parents of infants, toddlers, and preschoolers are expected to spend the majority of their time assisting in those children's' classrooms.

#### Teachers and Helpers:

As a **representative** of TCA, I will strive to always administer these guidelines uniformly.

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

Students' initials: \_\_\_\_\_

## Useful Web Sites & Phone Numbers

### Area Libraries

Carter Branch 9036 Ashville Hwy.....	933-5438
Cedar Bluff 9054 Cross Park Dr.....	470-7033
Corryton 7733 Corryton Rd.....	688-1501
Downtown: Lawson McGhee 500 W Church Ave.....	215-8750
Farragut 417 Campbell Station Rd. ....	777-1750
Fountain City 213 Hotel Ave.....	689-2681
Halls 6970 Maynardville Hwy.....	922-2552
Karns 7516 Oak Ridge.....	470-8663
Mascot 2010 Library Rd.....	933-2620
Norwood 1110 Merchants Dr.....	688-2454
South Knoxville 4500 Chapman Hwy.....	573-1772
West Knoxville 100 Golf Club Rd.....	588-8813

Also visit the website at [www.knoxcounty.org/library](http://www.knoxcounty.org/library)

## Our Statement of Faith

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

## Bible Verses for Home Schooling

And these words which I command you today shall be in your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, when you walk by the way, when you lie down, and when you rise up.

Deuteronomy 6:6-7

All Scripture is inspired by God and is profitable for teaching, for reproof, for correction, for training in righteousness that the men of God may be adequately equipped for every good work.

11 Timothy 3:16-17

He who walks with the wise men will be wise, but the companion of fools will be destroyed.

Proverbs 13:20

All your children shall be taught by the Lord, and great shall be the peace of your children.

Isaiah 54:13

Train up a child in the way he should go, and when he is old he will not depart from it.

Proverbs 22:6

The fear of the Lord is the beginning of knowledge; fools despise wisdom and instruction.

Proverbs 1:7

Trust in the Lord with all your heart and lean not on your own understanding: in all your ways acknowledge Him, and He will direct your path.

Proverbs 3:5

Tell it to your children, and let your children tell it to their children, and their children to the next generation.

Joel 1:3

And you, fathers, do not provoke your children to wrath, but bring them up in the training and admonishment of the Lord.

Ephesians 6:4

## Useful Web Sites & Phone Numbers

Smoky Mountain Home Education Association  
www.smhea.org

Tennessee 's Homeschool Information Site  
www.Tnhomeed.com

Kids club website  
<http://tnkidsclub.homestead.com/TennKids.html>

City of Knoxville site  
www.theknoxvilledirectory.com

### Book Stores

Book Rack (used Books) 11234 Kingston Pk. ....	671-0925
Cedar Springs Christian Stores 504 North Peters Rd.....	690-5253
Cedar Springs Christian Book Store 6634 Clinton Hwy.....	947-4444
Christian Book Nook New Midland Plaza (Alcoa) .....	983-4982
Cokesbury Books and Church Supplies 9915 Kingston Pk.....	693-6750
Discount Christian Books West Town Mall.....	688-7232
Lemstone Books, West Town Mall.....	691-4560
Lifeway Christian Stores 404 Merchants Dr .....	688-9811
Lifeway Christian Stores 10990 Parkside Dr. ....	675-0106
McKay Used Books & CDs 4931 Kingston Pike.....	588-0331
West Side Christian Book Store 5911 Kingston Pike .....	584-9959

## Illness

If your child has had a fever, green drainage from the nose, sore throat, stomach virus, or has been diagnosed with a viral or bacterial illness within 48 hours of classes on Friday, please keep them home. We want to keep all our children safe and healthy, and to allow sick children to recover.

In the event of an epidemic of illness, we will cancel classes until we feel it is safe to resume.

Please see the teacher when you return for any missed craft, activity or homework.

Our goal is that each child has a loving, spiritual, fun and safe environment for enrichment classes. These practical steps will assure our children are not affected or infected—just PROTECTED!

## Absences and Tardiness

Teachers are asked to release children from class at five minutes (5) before the hour.

Tardiness in excess of 2 per semester, or absences in excess of 4 per semester, may result in disciplinary action (see Behavior and Dress Code Policy).

## Laptop Computers on TCA Campus

Laptops are prohibited outside of a related classroom setting (such as Computer or Web Design). This includes the lunch hour.



## Aspiration

### We aspire to help your family succeed in the lifestyle choice of home education.

Our goal is to focus in on the gifts and talents God has given our children and to motivate them to follow those desires and supply the necessary provisions in training them.

Our children need to obtain academic knowledge and spiritual standards, but more importantly, they need to acquire the wisdom to know how to use them.

Our hope is that, by your family's active participation in Trinity Christian Academy your children will be taught, trained, & equipped for every good work.

**“Teach them to your children, about them when you sit at home and when you walk along the road, when you lie down and when you get up. Write them on the doorframes of your houses and on your gates, so that your days and the days of your children may be many in the land of the Lord swore to give your forefathers....”**

**Deuteronomy 11:19-21**

## Fellowship Benefits & Opportunities

We welcome your ideas for improving our Training Center! During our school year, our support group meets the fourth Monday of the month, at 7 p.m.-9 p.m. We hope you can join us.

## Field Trips

Our goal is to offer one, if not two, field trips each month (except during the summer). Field trips are initiated and planned by our volunteer (parent) field trip organizers, and are subject to all TCA rules of behavior.

## Mission Opportunities

Throughout the year, we offer opportunities for our families to bless others with time, talents, or gifts through projects such as The Samaritan's Purse. We also welcome participation in support our families in time of need with food, fellowship, or hospital visits.

## Resource Information

TCA encourages the sharing of resources, information, and ideas of it's members to the entire group. We provide a Tape Ministry of seminars and lectures to benefit our families. Our library contains a variety of topics relevant to homeschooling.

## Dress Code Policy

**The following policy has been adopted for students and teachers regarding appropriate dress for TCA's events.**

One of our goals is to preclude the use of extreme fashion trends as a mechanism for drawing personal attention or making other forms of public statement that may cause a distraction for others, or reflect negatively on Trinity Christian Academy.

- Clothing should be clean, without fraying or holes.
- Fashion reflecting gang mentality, such as oversized/baggy clothes, or symbols and colors promoting any disrespect or rebellion is not accepted for any reason.
- No "message-wear" that is not in accordance with the goals of TCA; this would include disrespectful commentary, "off color" topics, or issues which would incite controversy.
- Shirts must cover the entire torso area; no midriff or cleavage showing.
- Clothing must not be form fitting. For example: bike shorts, tight tops, spandex outfits.
- Appropriate underwear must be worn but not seen.
- Hats must be worn outside only.
- No "heelies" or shoes with wheels are permitted.
- Unnatural hair color is inappropriate; extreme styles are prohibited.
- Body or facial piercing must not have jewelry in them during school hours, events or field trips. Intentional mutilations ("body art") should not be visible.
- Tattoos must be covered.
- Proper swim attire must be modest: one piece suits for girls, and swim trunks for boys.

Students or teachers disregarding this dress policy will be asked to leave, wear the school t-shirt or change clothes at the discretion of TCA Leadership.

## Behavior Guidelines, Rules & Consequences

**Inappropriate behavior** is defined as abuse of church property; disrespectful attitudes toward adults and other students, cursing, offensive or unfitting conversations, name calling, bullying, hitting, biting, spitting, etc. Behavior as outlined above will be addressed in the following manner, following our **Rules & Consequences** procedure:

### First Offense:

The student will be given verbal warning (children are expected to respond quickly and respectfully to verbal correction by teacher or adult in authority.

### Second Offense:

If the student is called on for any reason for a second time, there will be a parent/teacher conference and the Principal will be notified.

### Third Offense:

If inappropriate behavior continues, the student will be required to leave the class and will be taken to the Principal; a detention or one week suspension may will be administered.

### Detention:

Detention is for 1 hour, for the same day it is assigned. Specific jobs will be assigned. Failure to comply with assigned detention, or three (3) or more detentions may result in removal from TCA.

### Additional Grounds for Dismissal:

Possession and/or use of tobacco, alcohol or illegal drugs during TCA school days; misuse of playground equipment (climbing on outside of fort, etc.) or vandalism may result in immediate suspension.

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

### Principal:

Responsible for the Training Center ministry daily operation, policy, procedure and spiritual guidance. Assures regulatory compliance. Pastoral liaison.

### Adm. Assistant:

Administrative and secretarial support to Principal; record maintenance; email and website; duties as assigned; coordinates parent volunteer duties as necessary.

### Office, Front Desk and Copies:

Assist as needed; duties vary.

### Performance Director:

Oversees Sound, Lights, Music, Productions

### Clean Up:

Daily clean up of Training Center on school days

### Field Trip:

Schedules and promotes fields trips

### Oversight of Specific Areas:

<b>Infant</b>	<b>Toddler</b>	<b>Nursery</b>	<b>Pre-school</b>
Assure completion of daily tasks and hands-on care of our littlest friends at the Training Center			

### Yearbook:

Photographs events, coordinates the creation, payment for and publishing of the Yearbook. Coordinates distribution

### Special Events Coordinator:

Plans and promotes special in school activities and theme days

### Miscellaneous Functions:

Box Tops, Book It, Science Fair, T-shirts, and School Coupons Books, are just a few of the opportunities available to serve our co-op

*There's a place for you to help, just ask!*

## Trinity Christian Academy Board of Directors

Principal/ Administrator	Robin Lieser	494-5567
Administrative Assistant	Cheryl L. Massey	925-0254
Guidance Counselor & High School Administrator	Liz Pierce	579-5116
Testing and Graduation	Cu Peterson	705-0450
Pastoral Advisor	Mark Medley	947-3997

The leadership team evaluates the framework and policies regularly, appealing to the Lord for His direction and wisdom. The general framework may change and policies be added or improved as needs in the group warrant. Members are encouraged to give input as desired at any time.

Leadership requirements and responsibilities are as follows:

- You have been an active member of Trinity Christian Academy's volunteer group for at least a year.
- You must have home schooled at least 3 years.
- You have been appointed by the present leadership team.
- You have signed the statement of faith.
- The leaders will strive to maintain quality of leadership, the vision of the group, and harmony among the leaders.

You will oversee the carrying out of the purpose statement. Oversee functioning of the group. Assist in the set up of the yearly calendar. Each leader has a specific service opportunity that may vary each year.

## A Word About Behavior & Dress Code

**Trinity Christian Academy sincerely desires an environment where our students are dressed neatly, modestly, practically and safely as we participate in classroom activities.** TCA does not make any attempt to remove all fashion influence or personal style, however some trends are not acceptable in order to support and maintain our educational goals, promote Christian character and spiritual growth.

**The purpose of our behavior and dress code is to nurture and promote developing attitudes of respect for self and consideration for others.** By showing concern for the student's/teacher's own appearance, the student body as a whole benefits and our Academy will reflect the positive testimony we desire for our community.

**This behavior and dress policy will be in effect for every TCA function.** Please remember that not only are we representing home schooling and our church, but also our Lord Jesus Christ!

School aged, non-home schooled children should not attend TCA's functions, other than family events.

**We require each student strive for excellence in academics, conduct, and appearance; we ask that you always try for your personal best.**

**TCA Leadership will enforce this policy.**

*"So, whether you eat or drink, or whatever you do, do all to the glory of God."*  
I Corinthians 10:31