



Trinity Faith Academy Handbook 2023-2024

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General Information

The Trinity Faith Academy Board of Directors approves all positions of leadership, including teachers for all class offerings. These academic leaders have agreed to manage their respective TFA activities according to conservative Christian principles, supporting and reinforcing the complete TFA Statement of Faith.

All families, as explained in the application, consist of the TFA attending parent (either a legal guardian or married to the legal guardian) of all children attending, and their children.

All families are required to read and sign (showing complete support of the rules and guidelines outlined in) the TFA Handbook. These rules outline the attitudes and behaviors expected of all enrolled adult parents/guardians and children while attending TFA classes, and/or sponsored activities, on or off campus. If any family or family member chooses to disregard these guidelines, the TFA Board may decide, at its discretion, to revoke the membership of such individual(s). Revoking of membership would occur only after the family has failed all attempts to reconcile the issues as indicated in the TFA discipline policies and biblical guidelines. It is TFA's desire to support Christian homeschoolers in Granbury and the surrounding community in all levels of their development. However, the good of the co-op and the community we teach is the primary concern of the board members and the TFA community.

Parents and students are expected to sign and hand in the following forms:

1. Parent-Student Contracts
2. ONLY if volunteering, Ministry Safe Training and Certificate of Completion
3. Google Workspace Release
4. Media Release

Board of Directors & Leadership Team

Executive Director	Regina George	rgeorge@trinityfaithacademy.org
Board of Directors	Paul Duncan	officer1@trinityfaithacademy.org
	Jennifer Feemster	secretary@trinityfaithacademy.org
	Nita Vaughn	treasurer@trinityfaithacademy.org
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Rooted in Faith. Strengthened by Family. Inspired to Freedom.

--TFA Motto

Mission Statement:

Trinity Faith Academy partners with families to provide a holistic education that empowers Christian thinkers, enriches families, and equips future leaders.

Philosophy:

Trinity Faith Academy was founded on the philosophy that parental involvement is fundamental to a child's success in life and that this involvement can be enhanced through a partnership and collaboration with trained, gifted teachers. By combining the individual strengths of both parents and teachers, the students will benefit from a broader scope of educational and spiritual opportunities.

Purpose Statement:

Provide a safe learning environment for our students' social and spiritual growth.
Provide academic opportunities for our students as lifelong learners.
Provide enrichment opportunities for our students;
Provide a solid education support for parents to support their homeschool children;
To support and minister by example through God's word in teaching our students to be diligent, committed, and Christ's witnesses forever.

Who Are We:

Faith

We wholeheartedly embrace the authority of the Bible, recognizing it as our guiding light in education without hesitation. It serves as the compass that guides our intellectual journey, offering profound wisdom and insight. Proverbs 1:7 declares, "The fear of the LORD is the beginning of knowledge; fools despise wisdom and instruction" reminds us that genuine knowledge finds its roots in the reverent fear of the LORD.

Thus, we embark on a transformative journey, guided by a steadfast commitment to a biblical worldview. It permeates every aspect of our teaching, shaping our curriculum, methodologies, and interactions. Through this comprehensive approach, we aim to nurture not only intellectual growth but also spiritual development, instilling values, and fostering a deep connection to the eternal truths found within the Bible.

Our classrooms become spaces where students are encouraged to explore the complexities of the world through the lens of faith, inviting thoughtful dialogue, critical thinking, and compassionate understanding. By integrating the teachings of the Bible into every subject, we equip our learners with the tools to navigate the challenges of life, enabling them to embrace their unique purpose and make a positive impact on the world around them.

In essence, our commitment to a biblical worldview is not confined to mere rhetoric or an abstract notion; it is the guiding principle that illuminates our path and shapes the educational journey we embark upon together. We believe that by immersing ourselves in the timeless truths of the Bible, we cultivate not only knowledgeable individuals but also compassionate, discerning, and purpose-driven citizens of the world.

Family

God has specifically designed parents to be the ultimate authority figures in a child's life, bestowing upon them a profound responsibility. We firmly believe that it is your divine duty, entrusted by God Himself, to raise your children in a manner that not only honors Him but also instills within them a deep understanding of humanity's core purpose: to glorify God and find eternal fulfillment in His presence. In this endeavor, we wholeheartedly seek to partner with you, offering our unwavering support and guidance. Together, we can ensure that your child receives an exceptional education in all academic disciplines. By equipping them with a comprehensive set of skills, we aim to provide them with a well-rounded "tool belt of life," enabling them to navigate through the myriad challenges and opportunities that lie ahead with confidence and success. Our shared vision extends far beyond mere academic excellence. It encompasses nurturing their character, fostering their passions, and cultivating a strong sense of purpose. By fostering a deep connection to their faith and a profound understanding of their unique strengths and abilities, we can empower your child to embrace his or her calling and make a meaningful impact on the world.

Through this partnership, we aspire to assist you in creating an environment where your child can flourish intellectually, emotionally, and spiritually. Together, let us embark on this transformative journey, as we join forces to raise a generation of individuals who will not only achieve their dreams but also live lives that bring glory to God and embody the joy that comes from knowing Him.

Freedom

We find great cause for celebration in the freedom we experience, both as citizens of our country and as individuals who have embraced Jesus Christ as our Lord and Savior. We appreciate the liberty to homeschool our children in alignment with our faith and to honor God. We acknowledge that you have the freedom to choose a school to assist you in homeschooling your child/children, and we will strive to earn your trust and respect as we partner with you to provide your child the best education possible. Furthermore, our personal relationship with Jesus has granted us freedom from the bondage of sin, allowing us to experience forgiveness, reconciliation, and restoration. Through obedience to God's commands, we serve and uplift the body of Christ, the community of believers. Galatians 5 and John 8:32 affirm the truth that knowing Jesus as the embodiment of truth sets us free from falsehood and deception. This freedom permeates every aspect of our lives, bringing genuine liberation and fulfillment. As we celebrate this freedom, we are grateful for the privilege to homeschool our children, nurturing their faith and spiritual growth. We also cherish the personal freedom we have found in Jesus, enabling us to live purposefully and contribute meaningfully to the body of Christ.

TFA Membership

Trinity Faith Academy (TFA) is a ministry, open to families in and around our community and neighboring counties. These families educate their children at home using a curriculum-based format for teaching their children and concur with TFA's philosophy, goals, purpose, and statement of faith.

TFA is a non-profit, self-funded ministry, independent of any individual church affiliation.

TFA requires any homeschool family seeking membership in TFA to meet at least two of the following criteria:

- be referred by a current and active TFA family.
- must be interviewed by the Executive Director
- provide one reference from previous school i.e., principal, teacher, counselor or if homeschooled, a reference from one non-family member.

TFA families must complete a registration form each year for liability and emergency purposes. These forms are kept on file with the Executive Director and on the property of Trinity Faith Academy for the current school year (August 2023– May 2024). Every family must have a current registration form on file in order to participate in TFA co-op activities.

Students entering kindergarten must reach age 5 by September 1, 2023, or upon Executive Director approval.

TFA classes will be limited to 12 students in all elementary classes and 20 students per secondary academic class. Special circumstances may cause variance with these numbers and TFA reserves the right to change this limit as deemed necessary. Each class must have a minimum of 5 students, or arrangements may be made with individual families to increase hourly costs in order to cover administrative and professional fees.

All teachers in TFA must be interviewed by the Executive Director, file a criminal background check, complete a registration form, and be approved by the Board to be considered for employment.

Students will pick and choose classes as needed for graduation credits or desired. Some prerequisites may apply for certain subjects.

- Optional Fine Arts & Electives for all grades are offered at various times (see schedules), or at an agreed upon time for private lessons with the instructor.
- Various Competitive Sports and Teams available throughout the year with some starting up here locally and some in partnership with FAITH Knights in Stephenville or Johnson County Sports Association in Cleburne.

School Class Schedule

Academic year totals 31 weeks of school (mid-Aug – mid-May)

IN-Class Days ONLY: Tuesday Wednesday Thursday

Always observe current yearly school calendar for holidays other days observed where there are no school classes on Tuesday – Thursday

Elementary Class Hours: K – 6th Grades

14 hours per week: 12 hours academics and 2 electives

Academic classes: 10:00am – 2:30pm Tues – Wed - Thurs

Electives classes: 9:00am – 10:00pm BEFORE school
2:30pm – 3:30pm AFTER school.

Additional electives may be added. Some restrictions on age/grade level may apply. See course descriptions*

Jr. High and High School Classes: 7th – 12th Grades

Academic Classes: 9:00 am - 3:30 pm

***Select juniors/seniors are off campus for dual credit courses taken at the community college of their choice; therefore, class time on campus may vary. ***

LUNCH TIME

K – 4TH 11:20 – 11:50 A.M.

5TH – 6TH 11:30 – 12:00 P.M.

7TH – 12TH 12:00 – 12:30 P.M.

The lunchroom is held in the Ministry Center Fellowship Hall. All students will be required to sit at the designated class assigned table(s) in the lunchroom.

Follow these guidelines for your child(ren's) lunches:

1. Please send a healthy sack lunch with your child every day to school.
2. Elementary students must come with lunch already cooked or warmed. Please send food in a Thermos or Bento style container. No microwave use will be allowed. Secondary students may use the microwave, but it is highly recommended they come with food prepared as well.
3. All students should bring their own water bottle, napkins, and any utensils needed.
4. Please DO NOT send soft drinks or colored drinks for elementary students.
5. AVOID MESSY LUNCHEs that require lots of assembly and cooking (i.e., pizza Lunchables, soups, other liquids, etc.).
6. It is the SOLE RESPONSIBILITY of your child(ren) to clean up after themselves and their eating space, even the little ones, NOT THE VOLUNTEERS or TEACHERS, which is why you are asked to pack healthy and easy to clean up lunch items.
7. Students should have their table space cleaned up and all trash items thrown away with plenty of time to use the restroom, get to their lockers if needed, and get to their afternoon classes on time.

All afternoon classes begin promptly after the lunch period. Parents and approved visitors are welcome to join their child(ren) on any given day for lunch. If you would like to bring a lunch for your child and eat with them, please feel free to do so. Parents are encouraged to oversee the lunchroom for behavior. This allows teachers to take some time to eat lunch and prepare for afternoon classes.

COST & FEES

Tuition and Fees:

Please pay all fees and costs on time. ***All tuition payments are due on the first of each month***

Admin fees for TFA are \$4.00 per day (\$372 for the year) per child and tuition varies depending on hours taken, but tuition is \$7.00 per hour of classroom instruction per child. With families having more than two children enrolled in TFA, tuition and fee discounts may be available upon request. While TFA pledges to maintain an affordable tuition and rate, we reserve the right to increase fees as deemed necessary by the Board and Executive Director.

Tuition payments may be made in 10 monthly installments for an additional fee of \$25 per family per year. Payments must be received by the 1st of each month or the first business day following a weekend, or a \$20 late fee will be automatically added. If you fall behind 2 payments, enrollment will be suspended until payments are received. Please place all payments, except cash, in an envelope in the drop box outside the office. Make online payments (no credit cards)
<https://secure.headmasteronline.com/> Site number=109896.

TFA will attend 31 weeks per year; 15 weeks in the fall and 16 weeks in the spring. We offer a standardized achievement test each spring, and it is mandatory for all full-time students K-10th grade.

All academic fees are PAYABLE TO TFA and are used solely for TFA staff, expenditures, supplies, and school.

Fine Arts instruction, offered each week, are outside the scope of the above stated tuition and fees, as are the use of some science laboratories.

Athletics: We partner with FAITH Knights in Stephenville. See link on website in order to contact them directly.

Scholarships are available on a limited basis and will be granted by a type of work study program. There is a list of jobs that must be completed daily, weekly, monthly, and annually. Applicants may select from the list of duties to help lower tuition. Any applicant negligent in fulfilling chosen task(s) in a satisfactory manner will be charged the full amount. Applicants must submit a written letter requesting assistance and offer a brief explanation of circumstances. Applicants are considered on a case-by-case basis and reviewed each grading period. Any student who receives a scholarship must maintain a 70 in each subject. A grade below 70 will automatically place a student on academic probation. At the end of 5 weeks, the scholarship will be revoked if the student fails to meet all expectations. Character and behavior will also be considered when awarding scholarships. **All scholarships must be approved by the Executive Director. **

Registration for next year will not be allowed until all fees are paid in full. TFA does not allow progress reports, standardized test results, transcripts, or final grades to be released if your account is delinquent or any fees owed. If your account falls more than 60 days behind, your child will be asked to withdraw from all TFA classes and activities.

BEHAVIORAL GUIDELINES

“Don’t let anyone look down on you because you are young, but set an example for the believers in speech, in life, in faith, and in purity.”

I Timothy 4:12

“Seek to glorify Him in all you do.” Colossians 3:23

All persons in TFA, whether parents, children, or staff, are representing themselves, their family, TFA, home educating families, and most importantly, Jesus Christ.

“Children obey your parents in the Lord, for this is right. Honor your father and mother (which is the first commandment with a promise) that it may be well with you and that you may live long on the earth.” Ephesians 6:1-3

Each child is expected to respect and obey the teaching or parental authorities at any TFA class/event. All parents are responsible for conducting themselves in a Christ-like manner at all times. This includes, but is not limited to, all parent-staff meetings, assisting in classes, and field trips.

“Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen.” Ephesians 4:29

Each person in TFA, parent, child, and staff are expected to avoid hurtful words and actions such as gossip, cruel jokes, put-downs, and rejection. Any abusive language or disrespect will not be tolerated.

“If anyone thinks himself to be religious, and yet does not bridle his own tongue but deceives his own heart, this man’s religion is worthless.”

James 1:26

Each individual adult and student in TFA must strive to keep peace and not stir up dissension and strife. Phone calls and all conversations must be God honoring and not devised to stir up factions or rally support for individual causes.

Each person in TFA, parent, child, and staff, is expected to encourage others, be helpful, listen, and be a friend.

“Therefore, as God’s chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive whatever grievances you may have against one another.

Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity.” Colossians 3:12-14

TFA Communication Paths

May these words of my mouth and this meditation of my heart be pleasing in your sight, LORD, my Rock and my Redeemer. Psalms 19:14

Staying informed at TFA is essential to the success of our program. It is your responsibility to know current information (deadlines, changes, etc.). Information is distributed primarily through:

EMAIL / NEWSLETTER

Please make a point to check your email frequently, especially while we are in session. Bulk emails will be sent out from the school email address, so please assure that emails are not going to your spam folders. If you change emails, it is your responsibility to change your parent/guardian email address in the system accordingly.

CALENDAR

The school year calendar is kept on the homepage of the Trinity Faith website. It can be found under the calendar tab on our website.

FACEBOOK

We do have a Facebook group members-only page for current TFA families. Announcements, school book swap/sell, and other interaction about TFA events will be on this page.

GOOGLE CLASSROOM

Once students are issued a school email and enrolled in a Google Classroom, parents may request to be added as a guardian. This allows guardians access to all incoming and outgoing Google correspondence (emails and Google Classroom).

HEADMASTER

Each family is given a single account upon TFA membership. All grades, schedules, and financial information is on this website. Homework summary for classes is updated weekly, but each teacher will update classes daily to confirm homework assignments. (See Technology Headmaster section)

NOTIFICATION OF ADDRESS AND INFORMATION CHANGES

It is important to notify TFA of changes to your address, phone numbers, or email addresses as soon as possible. Any information should be emailed to the administration or stop by the office in person. You must also update your family information page in the database on Headmaster.

What Parents Can Expect from Teachers

Ephesians 4:11-12 and Titus 2:7-8 says the teacher's mission is to train the next generation's Christian leaders by equipping them for a life of service to their Savior, homes, churches, vocations, and communities.

1. Homework assignments will be communicated through the Headmaster computer program. Assignments will be posted the Friday evening before the upcoming week.
2. Grades and grade averages will be found in Headmaster.
3. Except in emergency situations, communication between teacher and parent should be limited to Monday-Friday between 8:00 am and 6:00 pm.
4. Individual teachers will communicate in the method that works best, usually phone or email.
5. Individual teachers will determine the organization and weights of grades and communicate to parents and students.
6. Teachers will communicate book and supplies lists required for class.

(See Appendix C: Plagiarism)

PARENT PARTICIPATION

Whatever you do in word or deed, do all in the name of the Lord Jesus. Colossians 3:23

1. Bring any classroom concerns to the teacher first.
2. Communicate any food allergies, learning differences, or other important issues to your child(ren)'s teachers, as well as administration, prior to the beginning of the semester.
3. Pick up projects/crafts from your child's classroom weekly once graded.
4. Pick up your K – 3rd children on time at the end of the day by walking up to the front door.
5. Parents will be held responsible for their children's behavior.
6. Participate with your child(ren)'s homework every night to assure they fully understand what is expected of them and that they are understanding the subject matter covered that day in class. Help where needed and grade homework assignments per classroom teacher expectations.
7. Keep your child(ren) honest about their grades and work they are doing at home. With today's technology, finding answers and essays online can be tempting to our children. Helping them learn and love learning is the Lord's path. (See Appendix C: Plagiarism)

At-Home Responsibilities:

TFA is a partnership between parents, students, and TFA. While a gifted teacher with a passion for the subject will teach your child during class time, YOU will still be homeschooling your child. Your TFA teacher will be doing most of the testing and grading. However, you may be asked to grade and sign homework assignments, monitor your child while giving a test at home or aiding your child in studying for a test, assist in using the internet, etc. Your primary job is to see that the homework gets done in a satisfactory manner, assure that the teacher's deadlines are met, and make sure that the student arrives at school on time. As the student gains independence and maturity, your job will become easier and less demanding.

Report Cards & Attendance:

Progress reports are distributed through Headmaster online <https://secure.headmasteronline.com>, and at the end of both semesters, grades are issued. We will only issue a hard copy of a report card upon request. It is strongly suggested after every grading period and semester that you save a digital copy of your child's records for your personal records.

Absences and Make up Work:

A student is limited to 9 absences a year from a class. Since there are a total of 93 days of classes per year, this is a generous allowance. If a student misses more than the allowed 9 absences, the board may deny credit, and the class would have to be repeated. If a student has more than 9 absences, s/he must appear before the board, with a parent/guardian, to explain the excess of absences.

When absent, it is the parent/guardian's responsibility to notify the TFA administration office as soon as possible, as well as the student's TFA teacher(s) and to communicate with the teacher(s) (but not during a scheduled class period) to verify any work missed.

The parent/guardian will assume the task of ensuring all material missed will be adequately taught and/or schedule out of class time with each teacher for make-up work and grading. Communication is MOST IMPORTANT HERE, so please check Headmaster first, then contact the teacher, if necessary. It is the parent's responsibility to access this information and distribute it to the child.

Partnership/Volunteer Opportunities:

TFA is a partnership. To facilitate the TFA parent partnership, each family must do its part to teach at home on the days we don't meet; in addition, there are ample opportunities to help during school. Assistance in the rudimentary procedures (i.e., lunchtime, making copies, teacher's aide, and hall monitors, etc.) are just a few of the area's parents may volunteer. Tap into your gifts and use them! If you are creative, help the drama department with set design or costumes. Discover what it is you are passionate about, and then find a way to use that ability for the betterment of the school.

****It is NOT a requirement to volunteer, and we will never demand you to meet a designated quota of volunteer time. It is strictly a courtesy and only for those wishing to help. ****

Parent classroom volunteers are not to disrupt or attempt to "co-teach" with TFA teachers during the actual class time. Classroom aids are to assist the TFA teacher - it is not the volunteer's place to assume the primary teaching role.

If you are a designated volunteer, contact the teacher to let him/her know of any absences.

Criminal Background Check

*****All TFA Volunteer parents will be required to fill out a criminal background check***** This is for our children's safety and protection, and a requirement for insurance purposes. Background checks must be done every two years. Individuals will be responsible for the cost of the background check.

Ministry Safe Training

This training is mandatory for all parents entering the building or sponsoring field trips. Ministry Safe Training Seminar must be taken online and completed by any adult that is working, chaperoning, or volunteering in school. Individuals will be responsible for the cost of Ministry Safe.

Parents are expected to enforce these guidelines and to encourage their child to comply with all rules and regulations. Failure to submit to these guiding principles could result in expulsion from TFA.

Student Expectations

1. Students are expected to treat others (on and off campus) with mutual respect, compassion, and integrity.
2. All assignments are to be completed according to students' best ability and turned in by the given due date. Integrity is expected from each TFA student.
3. Students are expected to attend all classes on time. Tardiness disrupts the classroom and the tardy student misses out on instruction time. See attendance policy.
4. Students are expected to come to class with all supplies, required books, and completed assignments.
5. Most classes will require Google Classroom access while at home and in class.
6. Leave all phones at home, in the car, or in the locker. Student cell phones will not be permitted in the classroom (or lunchroom) unless specifically requested by the teacher for a specific assignment. Any adult may confiscate any phone out during a time that is not specifically instructed by a teacher. The phone will be taken to the office, and the student must pay \$35 before the phone is returned. Students may also receive a zero for the day if in a class.
7. It is the student's responsibility to ask questions and seek assistance for clarification of assignments.

Cheating and Plagiarism

(See Appendix C: Plagiarism)

Student Rules of Conduct

Students are expected to always show the proper respect for adult authority. Instructors and staff should be addressed with Mr., Mrs., or Ms. title along with the teacher's individual preference of first or last name. Students will meet all academic obligations and turn in assignments on time as set by the TFA teachers.

Students are expected to be respectful of other students, their property, and all school facilities.

Students are not to touch the materials or work of another student unless given permission to do so by the other student.

A good and respectful attitude is crucial for every student. Disrespectful and poor attitudes of students will not be tolerated at TFA. The administration, faculty, and board of TFA reserve the right to define "disrespectful behavior and poor attitudes," but the term does include such actions as eye rolling, exasperated sighs, talking back to a teacher or administrator, enticing fellow students to defy authority, inappropriate body language, and otherwise commonly unacceptable behavior of an TFA student.

Late Work Policy

Middle & High School

Secondary teachers hold to a No Late Work policy; however, assignments WILL BE accepted incomplete.

In the event of a planned absence (travel, sports, etc.) the student should confer with teachers BEFORE being absent and all work will be due no later than the first day the student returns to school.

In the event of illness or emergency, students should check Headmaster and get with teachers as soon as possible to arrange make-up tests or receive any worksheets or specific instructions not found on Headmaster. Any missed tests or quizzes will need to be made up before or after school or during lunch, pending teacher availability. It is the student's responsibility to make arrangements with the teacher(s)!!

Students may be given extra time to complete assignments (communicate with teachers to determine expected due dates), but students will be expected to also continue with current assignments.

5th & 6th Grade

Late homework IS NOT accepted. Students receive two homework drop grades for every five-week grading period. Major assignments (projects, essays, take home tests) lose five points per school day they are late up to one week. After one week, they will not be accepted.

Elementary 2th-4th Grade

A student receives -10 points for unexcused late work.

Schoolwide Rules and Policy

- Follow the school's guidelines on plagiarism and cheating (See Appendix C: Plagiarism)
- TFA will adhere to a "hands off" policy for all students and staff. Pushing, pulling, shoving, fighting, or otherwise aggressively touching another student is not permitted.
- There is not to be any (P.D.A.) hugging, kissing, or holding hands while on the campus of TFA (including the parking lot).
- There is to be absolutely no running or horseplay in the halls, restrooms, or classrooms of the building.
- Students will be expected to be on time to their first class of the day and all other classes to eliminate disruption to a class in progress. Students who arrive late must sign the book at the office. 1st offense – grace and mercy. 2nd offense, sign the tardy book and placed in "Detention" during lunch where, in a separate location, the student will eat silently with adult supervision. Once 3 tardies occur, the student must come early or stay after school to clean restrooms and serve an additional 1 hour in detention.
NOTE: 7-12th grades 3 tardies will count as 1 absence.
- It is the student's and parent's responsibility to attend one of the scheduled registration days during the summer or before school begins.
- All class changes after the first day of each semester will incur a charge of \$15 for class scheduling change.
- No more than 9 absences for the year or credit may be denied. Parents must keep record and document all absences. Families are encouraged to take family trips on the weeks we are out of school if they plan on being absent.
- Students are to be aware that excessive talking or any other disruptive behavior in the classroom will be dealt with according to the outlined disciplinary procedures.
TFA administrators and teachers will facilitate meeting classroom discussion and participation. Examples of "excessive talking and disruptive behavior" could include speaking out of turn, not waiting to be recognized before speaking, monopolizing discussion, and failing to silence when asked. Other examples could include blatantly failing to follow a teacher's instructions, attempting to coerce fellow students to defy teacher, and failing to adhere to teachers' or administrators' correction and/or rebuke.
- Students are not permitted to wander through halls or enter any room that has not been designated as one of their class areas.
- TFA is a closed campus for all grades apart from students who are enrolled in dual credit courses at other campuses. Leaving without permission will earn a strike.

- Students do not have the option of skipping a class. Attendance in each class will be checked.
- Pianos and other school instruments are off limits without instructor's permission. No student is to play with or otherwise handle school furniture or equipment without direct permission.
- No weapons, drugs, alcohol, or tobacco are allowed on the campus at any time. TFA reserves the right to have reasonable suspicion drug tests run and the drug dogs walk through our facilities and parking lot. Failure to comply will result in immediate expulsion from TFA.
- No phone policy in classroom- Cell phones/iPads/tablets/smart watches are not to be used in class (unless instructed to do so by teacher) and must be turned to silent. This includes text messaging. Students who violate this rule will: 1) have their phones confiscated 2) must pay a \$35 fee in order to have their phone returned to them. At NO time is a student to watch movies or be on social media sites!
- Foul language and expressions deemed inappropriate by TFA staff are not allowed at TFA. This guideline includes Facebook and all text messages.
- If a student does not drive a vehicle, he/she is not allowed to leave the campus by foot or by another vehicle unless written permission is given by parent/guardian. This includes trips to nearby gas stations and restaurants.
- Skateboards, roller blades, or shoes with wheels are not allowed on campus.
- Students must enter the school by the main office door.
- 4th grade and up students may go directly to their class, K-3rd will be escorted to their room by parent or staff
- All parents and staff must wear identification badges at all times while on school premises.
- Pranks are not allowed at TFA.
- Students are encouraged to help or assist in one of our many ministry opportunities (Area food banks, Operation Shoebox, Watoto Orphanage Choir, etc.)
- Bible is taught and reinforced in every subject. Junior high and high school students are required to be in Bible class. Students may be required to purchase book for Bible class.
- Repeated violations of the rules of conduct could result in suspension or expulsion from the program with a forfeit of the semester's tuition.

Student Violation Guidelines

Violations are divided into three categories based on the severity of the action. While administrative response to these violations is based on the category in which the behavior falls, additional factors (including past behavior) will be factored into the decision-making process.

Category I-Minor Violations

Minor violations are those behavioral issues which individually do not warrant an office referral and can be handled by the individual teacher within the classroom. These include but are not limited to: • being tardy to class • talking in class. • failing to follow directions • failing to complete assigned tasks • behaving impolitely.

Category II-Moderate Violations

Moderate violations are those which negatively affect the teacher's or school's ability to meet educational commitments to our students. These include repetitive minor behavioral violations which the classroom teacher has attempted to handle, but no consistent behavioral change has occurred. These behaviors include but are not limited to: • classroom disruption • defiance of authority • propagating dissention • verbal or physical abuse • excessive tardiness • dress code violation • deceptive behavior • Category I behaviors that are determined to be habitual and/or continuous.

Category III-Serious Violations

Serious violations are those which require the immediate attention of a school administrator because of severity or continuous action of Category I and II violations. These behaviors include but are not limited to • continuous classroom disruption • dishonesty and other forms of deception • misuse of school property including inappropriate use of technology, unauthorized use of school equipment, and trespassing on campus after school hours • skipping class including extended tardiness and truancy • obscene or lewd behavior • possession of pornographic or sexually explicit material • physical, sexual, or verbal abuse • slander or libel • unauthorized possession of a weapon including guns, knives, batons, bladed tools, pepper spray and any additional items considered dangerous by the school administration • commission of any crimes or misdemeanors, on or off campus, including (but not limited to) possession of alcohol, tobacco, or illegal drugs, vaping devices and/or cartridges , immoral behavior and destruction of property. • insubordination to a school authority including (but not limited to) walking out of class, failing to follow field trip procedures, leaving campus without permission, continuous and willful violation of school rules • behavior which potentially endangers the another's safety • cheating, including plagiarism and intentionally assisting another student to cheat. • sexual misconduct or immoral behavior (on or off campus) including inappropriate displays of affection at school • Category I and II behaviors that are determined to be habitual and/or continuous • any infraction determined to be severe by the administration.

Disciplinary Procedures

When a student violates a rule of conduct:

1. The instructor witnessing the incident will write up a disciplinary form and send the student to the Executive Director.
2. The Executive Director will confirm the situation, and the student will need to take the form home to be signed by a parent and returned by the next class day.
3. If a student receives a second disciplinary form, the student will be sent home for a probation period to be determined by the Executive Director, or the parent may be asked to attend class with the child. Either way, the parent will be contacted to be informed of the situation.
4. Flagrant violations may lead to a "strike." Three strikes will result in expulsion. Strikes are recorded in permanent student files and remain until graduation. It's not three strikes per year but rather during a student's tenure at TFA. Expulsion from TFA does not negate remaining tuition responsibilities.

Disciplinary Appeals:

Parents may request a meeting with the Executive Director and the teachers involved. If a meeting is granted, the student may not attend class while waiting for the meeting to take place. If the outcome is not satisfactory, an appeal may be made to the Board of Directors. A quorum of the Board must be present for an appeal to be heard.

Student Dress Code

1. Clothing will be neat, clean, and appropriately sized. The following guidelines are offered to assist in determining what is “appropriately sized”:
2. Pants that will not stay up without the use of a belt are inappropriate. No sagging!
3. Shorts, dresses, skorts and skirts must be no shorter than 3 inches below fingertip. Spandex or form-fitting bike shorts will be allowed only when worn under shorts that would otherwise be allowed. Shorts must be hemmed. No Softe shorts will be permitted.
4. Jeans may be worn, but they must have no holes, rips or tears above the knees.
5. Halter tops, tube tops, sleeveless tops with large armholes, low-cut (front or back) tops or tops revealing the middle section of the body are not permitted. Tops that are in a tank style MUST measure 3 inches across the shoulder or be worn with a jacket.
6. Shirts similar to underwear, muscle shirts or half shirts will not be worn.
7. Clothing with offensive, suggestive, obscene or risqué writing or drawing is not permitted.
8. Items of apparel, jewelry or grooming that are considered extreme in dress (including clothing that is deliberately torn, cut, or ragged) or that advertise illegal substances or alcohol will not be allowed.
9. Students will wear shoes in the building. No house-shoes or shoes containing wheels will be allowed.
10. No extreme hair color or style. Color should be natural, and hair may not be multicolored (i.e., no bright red, blue, or green [etc.] streaks or layers). Boys must be clean-shaven. Boys’ hair may not extend below the bottom of the earlobe, over the eyes, or over the top of the shirt collar. Sideburns must be no lower than the bottom of the ear.
11. No visible tattoos. No body piercings, other than girl’s earrings.
12. The Executive Director and TFA staff have the authority to determine the appropriateness of dress of any student. The final decision regarding dress code rests with the Executive Director.

A student in violation of dress code will not be allowed to attend classes until the violation has been resolved and parents will be contacted. Any absences due to dress code violation will be considered unexcused.

Security Measures

Building Security

All students must enter and leave the building through the main entrance under the portico. We have security cameras in place to assist us in monitoring the doors and hallways of the building. All other doors will remain locked to the outside. If any door other than the main entrance is opened, sirens will go off. Any student caught exiting the wrong door will be issued a “strike” and must sign a behavioral slip which will go into their permanent file. Once in their class, the student should not leave their designated wing. Most elementary students will stay in the same class for all subjects, or the teachers will rotate in and out.

Pick Up

Children cannot be dropped off early (30 min or more) before a class starts or left “waiting” for a ride at the end of co-op. Please be prompt for class and in picking up your child! Consult TFA schedule for your child’s times. If you are 15 minutes late picking up your child, a fee of \$15 will be added to your account to cover after school childcare costs. If you need childcare before school, an agreement may be worked out with the staff. Cost of supervision will be agreed upon by parties involved. Please be on time picking up your child!

All TFA students, regardless of age, must always be in the assigned class under adult supervision. Every room has a door with a window, so supervision of classrooms is possible at all times. One-on-one tutoring outside of regular school hours will only be permitted with parental consent and approval.

TFA will issue parent identification and staff name tags for security reasons. Any student, parent, or guest will be required to always wear proper identification while in the school and when picking students up from TFA. Guest passes must be picked up at the reception desk before entering any TFA wing in the school. Each visitor must also sign in and out at the reception desk. Student picture ID’s will be made available for anyone taking the PSAT that does not have a driver's license ID yet.

At no time is a TFA student to leave the premises with a volunteer/adult without prior consent and approval of the parent - to do so would merit an instant “strike.” If someone other than the parent will be picking up the child, only an approved contact listed on the registration form is permitted to pick up the child. A driver’s license must be shown to TFA staff before said student will be released. If there are court ordered legal restrictions denying a family member access to a child, the office and teachers involved MUST be made aware.

Field Trips

All field trips must be approved by the Executive Director and appropriate forms filed. Any field trip must also have been approved by parents and permission slips signed and returned and before your child will be allowed to attend. If you want to be a driver for field trips for kids other than your own, you must have a copy of your insurance, driver’s license, and Ministry Safe Training criminal background on file in the office before the field trip departure.

Playground Rules

Children not attending/participating in a TFA class and/or waiting for siblings in class are to always be WITH THEIR PARENT/GUARDIAN. Permission to leave a designated area must be given by a TFA teacher. At no time are younger siblings or TFA students to be on the playground without adult supervision.

***DO NOT allow your children to play on the playground unless YOU are willing to BE OUT THERE AND STAY with them! ***

Inclement Weather

In the event of inclement weather that makes transportation to TFA or TFA related activities dangerous, please check your e-mail and/or TFA website prior to leaving for any TFA class/activity/event. If Granbury ISD closes due to weather, TFA will not hold classes/events/activities. Any make-up days deemed necessary by the Executive Director will be announced. Because there is limited time to complete the curriculum, teachers may require a Google Meet or provide assignment(s) to be completed. Students are responsible for completing any work assigned by the due date given by the teacher. Check Headmaster and email for communication from teachers regarding academic expectations during inclement weather.

Illness and Immunizations

If you or any of your children have been running a fever of 99.5° or higher 24 hours or less prior to an TFA class/event/activity, you will not be able to attend. If the teacher or adult in charge feels your child is sick and may be contagious, you will be asked to pick him/her up from school. Please consider other students if your child has an illness that a doctor has determined to be contagious and stay home until the time of being contagious has passed.

Any medication, supplements, or vitamins MUST be brought by a parent and turned into the office. Please put all the meds in a Ziplock bag in original packaging with clear written directions and dosages. At no time is a student to have supplements/meds with them. We will not dispense anything that does not have dosage dispensing instructions or age-appropriate levels. Any prescription meds must have a current prescription label in order to be dispensed during school hours. With the exception of rescue inhalers, prescription meds should be kept in the office.

Parents are also asked to inform TFA if a student has had or been exposed to a contagious illness. Each student either needs to turn in their vaccination shot record or letter or exemption.

If a family chooses not to immunize a child for reasons of conscience and/or religious beliefs, that student will be asked to refrain from attending school activities should the commissioner of public health declare an emergency or epidemic in our community.

Courtship & Dating

TFA recognizes that each family has different philosophies on courtship and dating. Therefore, there is to be no visible display of dating behaviors during TFA classes/activities/events out of respect for others.

Advertisement & Soliciting

At no time is a TFA parent to use the school for solicitation. TFA does not allow individuals, unless the Executive Director has approved the material. Please contact the Executive Director with a sample copy of the exact material you would like to distribute at the school or school sponsored event. The Executive Director will then return the pamphlet to the requesting member with the decision and guidelines for distribution. At no time is a parent/adult/student to use TFA for solicitation. There will be appropriate occasions to network and promote business but not on a frequent basis. For example, ads may be placed in our yearbook at a variety of prices based on size of advertisement to help offset printing costs.

Political & Denominational

Please be aware that TFA does not and will not endorse political or denominational positions. All materials must be approved prior to distributing or displaying in the school. TFA families may voluntarily take any information that is made available.

TFA recognizes that all people are uniquely created by God and have significant differences in gifts, spiritual maturity, and challenges. Each person in TFA, whether parent, child, or staff, is expected to view others' differences as God's provision for the body of Christ to be complete, to minister to others, and to practice Christ's compassion.

Transcripts:

Official transcripts will only be issued to seniors or transferring students. If a student does not pass a subject/grade, they will either: 1) Get with the TFA teacher and meet necessary requirements as determined by the teacher to raise the failing grade to passing (70); 2) Repeat the course/grade at TFA the following semester/year; 3) You as a homeschool parent may choose to re-teach the subject yourself or allow the student to take the class elsewhere.

Please note, WE ONLY CERTIFY TFA GRADES ON OUR TRANSCRIPTS. If you choose to re-teach a particular subject, you will have to create your own homeschool transcript and the course taken at TFA will still show on the student's transcript. High school students need a minimum of 26 credits for a diploma to be issued from TFA. Credits may be obtained from courses taken at TFA. We will also accept grades transferred from an accredited school (public, college and some private); however, a transcript from the other institution must be submitted. If a student doesn't have the minimum 26 credits, or the majority of classes taken at TFA or one of the other aforementioned approved schools, they will not be issued a diploma from TFA.

Technology

HeadMaster (HM):

Weblink: <https://secure.headmasteronline.com/>

Site number: 109896

Headmaster is an online program that houses all academic class information. Most communication will be through HM. Parents will see that their child fulfills all TFA academic requirements assigned by teachers, and that these are turned in on time. Each parent is requested to log on to Headmaster, a web-based assignment and grade checking system, to be familiar with homework assignments, and stay on top of their child's academic progress. Test scores, missing work, and more will be accessible via Headmaster. Each parent will be instructed as to how to log on to Headmaster at orientation. You will only be able to access your child's information.

Periodic training sessions are available as needed. When your child is absent, it is the parent's responsibility to access this information and disseminate it to the child.

We MUST have a parent permission slip signed and returned to the school before students will be able to use G-Suite. TFA reserves the right to turn off any student's school email if they misuse or violate any of the aforementioned guidelines.

This is a suite of tools that will aid our teachers in providing increased opportunities for critical thinking, communication, collaboration, and creativity inside as well as outside the classroom. It will require every student to have a Gmail address. Emails will primarily be for parents in the younger grades, and they will use G-Suite very minimally; however, the goal is to transition the student to be proactive and take on responsibility for their assignments and education as they are able. Our high school students will be using G- Suite heavily to turn in papers, take quizzes, watch videos, or view lessons when absent. Parents may choose to be listed as a "guardian" and receive all emails that their child receives or sends.

Appendix A:

BYLAWS OF TRINITY FAITH ACADEMY, INC. A TEXAS NONPROFIT ORGANIZATION

These Amended and Restated Bylaws govern the affairs of Trinity Faith Academy, a Texas nonprofit religious corporation (also, the “School”). The School is organized under the provisions of Chapter 22 of the Texas Business Organizations Code, as amended (the “Code”). These Amended and Restated Bylaws amend and restate, in its entirety, the previous Bylaws of the School, as amended.

ARTICLE I – NAME AND PRINCIPAL OFFICE

The name of this nonprofit religious organization is Trinity Faith Academy. The principal office of the School shall be located in Granbury, Hood County, Texas. The Board of Directors (i.e., the “board of directors” pursuant to the Code) of the School shall have full power and authority to change any office from one location to another, either in Texas or elsewhere. The School shall comply with the requirements of the Code and maintain a registered office and registered agent in the State of Texas. The Board of Directors may change the registered office and registered agent as provided in the Code.

ARTICLE II- STATEMENT OF FAITH

What We Believe.

We Believe: That the Bible is the inspired Word of God, the final authority of faith and life, without error in its original writing both in doctrine and historical details. All true Knowledge is consistent with its revelation. (2 Timothy 3:15; 2 Peter 1:21)

We Believe: There is one self-existent, sovereign God who is eternal, immutable, omnipresent, omnipotent, existing in three persons - Father, Son and Holy Spirit. Knowing God is the foundation of all Knowledge, wisdom, understanding and truth. (Genesis 1:1; Matthew 28:10; John 10:30)

We Believe: Man was created by God in the image of God, but fell into sin and therefore is lost. Man can only be saved by faith in Jesus Christ alone. (Genesis 1:20-21; Romans 6:23)

We Believe: That salvation is a free gift, paid for by the sacrificial death of Jesus Christ for all who trust Him as their Savior. (John 3:16-21; John 5:24; Romans 3:23)

We Believe: In the deity of Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death, His resurrection, and His ascension to the right hand of the Father. He will return again and reunite with those who believe in him, to reign with him in power and glory throughout all eternity. (John 10:33; Isaiah 7:14; Hebrews 7:26; John 2:11; 1 Corinthians 15:3; Acts 1:11)

We Believe: In the ministry of the Holy Spirit by whose indwelling the Christian is empowered to live a godly life. The Holy Spirit is the inspiration behind the writings of scripture, administrator of the church, the believer's counselor, the source of a believer's spiritual and physical strength, the believer's teacher, and the believer's confirmer of salvation. (Romans 8:13-16; 1 Corinthians 3:16; 2 Peter 1:21; John 14:20; Hebrews 10:15)

We Believe: In the resurrection of all people; in a literal heaven and hell. (John 5:28-29; 1 Corinthians 15:20-24, 51-52)

ARTICLE III – PURPOSES

3.01 The purposes for which the School is formed, and objects to be carried on and promoted by it, are as follows:

(a) The School is organized to operate as an educational organization exclusively for educational and charitable purposes, within the meaning of Sections 501(c)(3) and Section 509(a)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue law) with the specific and primary charitable purposes to include, but not limited to, the operation of one or more schools to cooperate with parents to educate their children, including from kindergarten through high school (grades K-12), in a historic Christian worldview and related rigorous curriculum.

(b) Without limiting the powers which the School may lawfully exercise, the School shall have the power to receive, retain and expend funds from any charitable or educational organization (non-government) (including foundations). Consistent with the foregoing, the School may exercise all powers which a corporation organized under the Texas Non-Profit Corporation Act, as from time to time amended, may be authorized to exercise.

(c) The School is irrevocably dedicated to, and operated exclusively for, nonprofit purposes; and no part of the income or assets of the School shall be distributed to, nor inure to the benefit of, any individual.

(d) The School shall encourage students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students in attendance in the school systems supported by the School. The School shall not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, hiring, scholarship, loan programs, or other School-administered programs. The School shall make its nondiscriminatory policies available to all interested parties consistent with the publication requirements for such policies as adopted by the Internal Revenue Service from time to time.

ARTICLE IV – GENERAL POWERS

4.01 The School is empowered:

- (a) To buy, own, sell, assign, mortgage or lease any interest in real estate and personal property and to construct, maintain and operate improvements thereon necessary or incident to the accomplishment of the purposes set forth in Article II thereof.
- (b) To borrow money and issue evidence of indebtedness in furtherance of any or all of the objects of its business, and to secure the same by mortgage, pledge or other lien on the School's property.
- (c) To do and perform all acts reasonably necessary to accomplish the purposes of the School.
- (d) To work in close cooperation with other educational and charitable organizations.
- (e) In the event of the dissolution of the School or the winding up of its affairs, or other liquidation of its assets, the School's property shall not be conveyed to any organization created or operated for profit or to any individual for less than the fair market value of such property, and all assets remaining after the payment of the School's debts shall be conveyed or distributed only to any organization or organizations created and operated for charitable purpose or organizational described in Section 501(c)(3) of the Internal Revenue Code.

ARTICLE V – RESTRICTIONS

5.01 This School is subject to the following restrictions and limitations, to wit:

- (a) It must use and apply its income and assets exclusively to perform its School functions and educational purposes.
- (b) No part of the net earnings of the School shall inure to the benefit of any Director of the School, office of the School, or any private individual shall be entitled to share in the distribution of any of the corporate assets on dissolution of the School. No substantial part of the activities of the School shall be the carrying on of propaganda, or otherwise attempting, to influence legislation, and the School shall not participate in, nor intervene in (including the publication or distribution of any statements) any political campaign on behalf of any candidate for public office.
- (c) Notwithstanding any other provision of these Bylaws, the School shall not conduct or carry on any activities not permitted to be conducted or carried on by an organization exempt from taxation under Section 501(c)(3) of the Internal Revenue Code and its regulations as they now exist or as they may hereafter be amended, or by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code and Regulations as they now exist or as they may hereafter be amended.

ARTICLE VI – BOARD OF DIRECTORS

6.01 General Powers. The affairs of the School shall be managed by its Board of Directors. The Board of Directors shall determine the policies of the School in harmony with these Bylaws and direct the long-term vision of the School and perform long term planning in keeping with this vision. The Board shall avoid becoming involved in the daily operations of the School but rather allow the daily operations to be carried out by the professionals hired for such purpose.

6.01 Election. Elections for openings on the Board of Directors will be held each year during the first week of May. A nominating committee will be selected by the Board and they will seek nominees for the open positions. All nominees will be interviewed by the Board of Directors. The nominees who are approved by the Board of Directors will have their names placed on a ballot. Each family with one or more children currently attending the School will receive one ballot. All ballots shall be signed and returned to the locked ballot box, located in the School office, by May 10. Ballots will be counted by the Board of Directors and results posted. Any vacancies that occur short of term will be filled by the Board of Directors. Current Directors shall continue to serve until their successors are duly elected.

6.03 Number of Directors. The initial number of Directors shall be three (3) but the Board, by a majority vote, may increase the number of Directors to not more than nine (9).

6.04 Removal and Filling of Vacancies. Any Director may be removed by the School's Directors, with or without cause, upon a vote of two-thirds (2/3rds) of the Directors. Any vacancy occurring in the Board of Directors to be filled by reason of an increase in the number of Directors, shall be filled by the vote of the School's Directors. A Director elected to fill a vacancy shall be elected for the unexpired term of his or her predecessor.

6.05 Term of Office.

(a) Each Director shall hold office for three (3) years (ending May 30 of the third year) or until a successor is elected.

(b) No Director shall serve more than two (2) consecutive three (3) year terms. After the completion of the second term, the director must go off the Board for one (1) year before seeking to serve again on the Board of Directors.

6.06 Regular Meetings. A regular annual meeting of the Board of Directors shall be held without other notice than these Bylaws for the transaction of such business as may come before the meeting. The Board of Directors may provide by resolution the time and place, either within or without the State of Texas for the holding of additional meetings of the Board without other notice than such resolutions.

6.07 Special Meetings. Special meetings of the Board of Directors may be called by or at the request of the President or pursuant to an affirmative majority vote by the Directors of the School. The person or persons authorized to call special meetings of the Board may fix any place, either within or without the State of Texas, as the place for holding any special meetings of the Board called by them.

6.08 Telephone Meetings. Subject to the provisions for notice required by the Bylaws, Directors may participate in and hold a meeting by means of a conference telephone or similar communications equipment by which all persons participating in the meeting can hear each other. Participation in the meeting shall constitute presence in person or at the meeting except when a person participates in the meeting for the express purpose of objecting to the transaction of any business on the ground that the meeting is not lawfully called or convened. Telephone meetings shall be evidenced by written minutes of the telephone meeting prepared by the Secretary to be signed by the Board of Directors for approval as to form and not substance. Failure to execute the minutes of a telephone meeting shall not void the action taken during such meeting.

6.09 Notice. Notice of any special meeting of the Board of Directors shall be given at least five (5) days previously thereto by written notice delivered personally or sent by overnight mail, United States mail, e-mail, or facsimile to each Director at his address as shown by the records of the School. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail so addressed with postage thereon prepaid. Any Director may waive notice of any meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the Board need be specified in the notice or waiver of notice of such meeting.

6.10 Quorum. A majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board; but if less than a majority of the Directors are present at said meeting, a majority of the Directors present may adjourn the meeting from time to time without further notice.

6.11 Manner of Acting. The act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by law or by these Bylaws. Each meeting must include an agenda, meeting minutes and approval of previous meeting minutes.

6.12 Compensation. Directors shall not receive any stated salaries for their services as a Director, but they may be reimbursed for direct, reasonable expenses incurred in performing their obligations as a Director.

6.13 Informal Action by Directors. Any action required by law to be taken at a meeting of Directors, or any action which may be taken at a meeting of Directors, may be taken without a meeting if a consent in writing setting forth the action so taken shall be signed by all the Directors.

6.14 Committees of the Board. The Board will establish committees to oversee certain aspects of the School and delegate certain authority to such committees. A committee will always have a Director as its chair.

ARTICLE VII – OFFICERS

7.01 Officers. The officers of the School shall be a President, Secretary, Treasurer, and such other officers as the Board may from time to time designate.

7.02 Election and Term. The officers of the School shall be elected by the Board of Directors at the regular meeting the first week of June. If the election of officers shall not be held at such meeting, such elections shall be held as soon thereafter as possible. Each officer shall hold office until his successor shall have been duly elected and qualified, provided however, that the term of an officer shall not exceed three (3) years.

7.03 Removal. Any officer may be removed from the Board of Directors whenever in its judgement the best interests of the School would be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the officer so removed. Removal requires a 2/3 (two-thirds) vote of the Directors.

7.04 Vacancies. A vacancy in any office because of death, resignation, disqualification or otherwise may be filled by majority vote of the Directors.

7.05 Records. Each officer shall be responsible for maintaining written records of that office and shall convey these records in good condition to the successors. The Secretary/Treasurer or an appointed recorder will take minutes at each board meeting.

7.06 President. The President shall preside at all Director's meetings and perform all duties incident to the office and such other duties as may be prescribed by the Board. He may sign with the secretary or any other full and proper officer thereunto authorized by the Board any checks, deeds, contracts or other instruments which the Board has authorized to be executed.

7.07 Secretary. The Secretary shall, in case of the absence or disability of the President, perform the duties of the President, and shall perform such other duties as from time to time may be assigned to him by the President of the Board. The Secretary shall keep the minutes of all meetings of the Board, maintain the corporate records, keep records of Directors names, addresses, phone numbers, terms of office, and attendance at meetings.

7.08 Treasurer. The Treasurer shall oversee the School Business Manager who shall maintain proper accounting records and shall report regularly to the Board regarding the financial condition of the School. The Treasurer shall perform all duties incident to the office including signing of checks, and such other duties as time to time may be assigned to him by the President of the Board.

ARTICLE VIII – ADVISORY BOARD

8.01 The Advisory Board shall consist of individuals appointed from time to time by the Board to serve in an advisory capacity to the Board and Headmaster and to help promote the School in the larger community. The Advisory Board shall have no authority over the School.

ARTICLE IX – EXECUTIVE DIRECTOR

9.01 The Executive Director of the School shall be appointed by the Board and shall serve at the pleasure of the Board. He/She shall: execute the policies of the School in the day-to-day management of the School, serve as an ex officio member of the Board and all committees, shall report regularly to the Board, and shall seek special counsel from and maintain a frequent dialogue with the President. The Executive Director shall also be responsible for the day-to-day operations of the School. Likewise, the Executive Director will be held accountable to objectives, set by the Board at its annual strategic planning meeting, each school year.

9.02 Job Description. A thorough job description will be given to the Headmaster and agreed upon by the Headmaster prior to his/her start date.

ARTICLE X – COMMITTEES

10.01 The Board may appoint from their number, and from such other persons as the Board may see fit, one or more committees and, at any time, may appoint additional members thereto. Such Committees shall advise with, and aid, the officers of the Corporation in all matters designated by the Board. Each such Committee will have at least one officer in their number and, subject to the approval of the Board, may prescribe rules and regulations for the call and conduct of the meetings of the committee and other matters relating to its procedure. The members of any Committee shall not receive any stated salary for their services as such, but, by resolution of the Board, the Board shall have power in its discretion to contract for and to pay to any member of any Committee special compensation appropriate to the value of such services.

10.02 Meeting. Each committee shall meet from time to time and shall report to the President and/or the Board and provide minutes of the committee meetings to the Board Secretary/Treasurer. Any Director may attend any committee meeting and shall have the right to speak but not vote on such committee meetings.

10.03 Quorum. A simple majority of committee members shall constitute a quorum.

ARTICLE XI – CONTRACTS, CHECKS, DEPOSITS, AND FUNDS

11.01 Contracts. The Board of Directors may authorize any officer or officers, agent or agents of the School, in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the School. Such authority may be general or confined to specific instances.

11.02 Checks and Drafts. All checks, drafts, or orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the School shall be signed by such officer or officers, agent or agents of the School and in such manner as shall from time to time be determined by resolution of the Board of Directors. In the absence of such determination by the Board of Directors, such instruments shall be signed by the President of the School.

11.03 Deposits. All funds of the School shall be deposited from time to time to the credit of the School in such banks, trust companies, or other depositories as the Board of Directors may select.

11.04 Gifts. The Board of Directors may accept on behalf of the School any contribution, gift, bequest, or device for the general purposes of the School.

ARTICLE XII – BOOKS AND RECORDS

12.01 The School shall keep correct and complete books and records of accounts and shall also keep minutes of the proceedings of its Board of Directors and committees having any of the authority of the Board of Directors.

ARTICLE XIII – FISCAL YEAR

13.01 The fiscal year of the School shall begin on the first day of July and end on the last day of June each year.

ARTICLE XIV – WAIVER OF NOTICE

14.01 Whenever any notice is required to be given under the provisions of the Texas Non-Profit Corporation Act or under the provisions of the Certificate of Formation or the Bylaws of the School, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

ARTICLE XV – AMENDMENTS TO BYLAWS

15.01 These Bylaws may be altered, amended, or repealed and new Bylaws may be adopted pursuant to a vote of a majority of the Directors of the School.

ARTICLE XVI – CONFLICT OF INTEREST POLICY

16.01 Purpose. The purpose of the Conflict of Interest Policy is to protect the School's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a Director or officer of the School or might result in a possible excess benefit transaction. This Conflict of Interest Policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.

16.02 Definitions.

- (a) Interested Person. Any Director, principal officer, or member of a committee with powers delegated by the Board of Directors, who has a direct or indirect financial interest, as defined below, is an interested person.
- (b) Financial Interest. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
- (1) An ownership or investment interest in any entity with which the School has a transaction or arrangement;
 - (2) A compensation arrangement with the School or with any entity or individual with which the School has a transaction or arrangement; or
 - (3) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the School is negotiating a transaction or arrangement. Compensation includes direct or indirect remuneration, as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest.

16.03 Procedures.

- (a) Duty to Disclose. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given opportunity to disclose all material facts to the Board of Directors.
- (b) Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he or she shall leave the Board of Directors meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board of Directors members shall decide if a conflict of interest exists.
- (c) Procedures for Addressing the Conflict of Interest.
- (1) An interested person may make a presentation at the Board of Directors meeting, but after the presentation, he or she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
 - (2) The chairman of the Board of Directors may, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - (3) After exercising due diligence, the Board of Directors shall determine whether the School can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 - (4) If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board of Directors shall determine by a majority vote of the disinterested Directors whether the transaction or arrangement is in the School's best interests, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision whether to enter into the transaction or arrangement.

(d) Violations of the Conflict of Interest Policy.

(1) If the Board of Directors has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

(2) If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board of Directors determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

16.04 Records of Proceedings. The minutes of the Board of Directors shall contain:

(a) The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board of Directors' decision as to whether a conflict of interest in fact existed.

(b) The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

16.05 Compensation.

(a) A voting member of the Board of Directors who receives compensation, directly or indirectly, from the School for services is precluded from voting on matters pertaining to that member's compensation.

(b) A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the School for services is precluded from voting on matters pertaining to that member's compensation.

(c) No voting member of the Board of Directors or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the School, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

ARTICLE XVII – INDEMNIFICATION

17.01 Indemnification. The School shall indemnify any Director or officer or former Director or officer of the School against reasonable expenses incurred by such person in connection with a proceeding in which such person is a named defendant or respondent because such person is or was a Director or officer if such person has been wholly successful, on the merits or otherwise, in the defense of the proceeding. The School may indemnify any Director or officer or former Director or officer of the School against expenses actually and necessarily incurred by such person in connection with the defense of any action, suit or proceeding, whether civil or criminal, in which such person is made a party by reason of being or having been such Director or officer, to the maximum extent allowed by the Texas Non-Profit Corporation Act and other applicable law.

17.02 Expenses Advanced. The School may pay in advance any expenses which may become subject to indemnification in the manner provided by the Texas Nonprofit Corporation Act.

17.03 Insurance. The School may purchase and maintain insurance on behalf of any person who is or was a Director or officer against any liability asserted against such person and incurred by such person in any such capacity or arising out of the person's status as such, whether or not the School would have the power to indemnify such person against such liability under these Bylaws or the laws of the State of Texas.

17.04 Other Protection and Indemnification. The protection and indemnification provided hereunder shall not be deemed exclusive of any other rights to which such Director or officer or former Director or officer or such person may be entitled, under any agreement, insurance policy or vote of the Directors, or otherwise.

Appendix B:

Homeschool Coalitions

TFA is affiliated with two homeschool coalitions. The Texas support group is Texas Home School Coalition (THSC) and the national group is Home School Legal Defense Association (HSLDA). If interested in joining either, please read below or go to their websites <https://thsc.org/> or www.hsllda.org for more information.

The Texas HomeSchool Coalition

- * Serves and protects Texas home school families by helping its members if they have problems with government officials related to their right to teach their children at home - including written or verbal intervention and, when necessary, legal assistance.
- * Communicates with school districts in the state to correct erroneous information and help officials come to a clear understanding of the law as it pertains to home education.
- * Believes that government restriction of home education cannot be justified and for that reason monitors the Texas legislature and other government agencies that have the power to adopt policies that would negatively impact Texas home school freedoms.
- * Opposes any government regulation of home education and is committed to protecting the right of Texas parents to teach their children at home.
- * Maintains ongoing relationships with Texas elected officials and other pro-family organizations to promote home school freedoms.
- * Issues regular updates via email and newsletters to inform the home school community and encourage support for pro-home-schooling policies and legislation.

TFA families can call (806- 744-4441) or go online at (<http://www.thsc.org>)
Discounts may be available if you mention Trinity Faith Academy.

Home School Legal Defense Association is a nonprofit advocacy organization established to defend and advance the constitutional right of parents to direct the education of their children and to protect family freedoms. Through annual memberships, HSLDA is tens of thousands of families united in service together, providing a strong voice when and where needed.

HSLDA advocates on the legal front on behalf of our members in matters which include conflicts with state or local officials over homeschooling. Each year, thousands of member families receive legal consultation by letter and phone, hundreds more are represented through negotiations with local officials, and dozens are represented in court proceedings. HSLDA also takes the offensive, filing actions to protect members against government intrusion and to establish legal precedent. On occasion, HSLDA will handle precedent-setting cases for nonmembers, as well.

HSLDA may also have group discounts available and occasionally conducts promotional offers to encourage membership. Check out their website <https://hsllda.org/>

Appendix C:

Plagiarism & Cheating Policy

One of TFA's primary goals is to produce graduates who will be prepared for college, ready to serve in the military or begin a career after high school and be responsible, productive citizens who strive to be part of the solution and not the problem in society. One of the ways this begins is having a Christ-centered, biblically based environment where strong morals, ethics and qualities like integrity, honesty, responsibility for one's own actions, and trust are highly esteemed.

Plagiarism according to Harvard College Writing Program Guide to Using Sources, states "In academic writing, it is considered plagiarism to draw any idea or any language from someone else without adequately crediting that source in your paper. It doesn't matter whether the source is a published author, another student, a Website without clear authorship, a Website that sells academic papers, or any other person: Taking credit for anyone else's work is stealing, and it is unacceptable in all academic situations, whether you do it intentionally or by accident." Copying another student's assignment is a form of plagiarism. Using one's own paper written for another class or from a previous year is a form of self-plagiarism.

Cheating is defined as "taking credit for work by any dishonest means or assisting another in doing so. Some examples of cheating include, but are not limited to, lying to obtain an academic advantage; copying from another's exam or assignment; taking or receiving copies of an exam without the permission of the [teacher]; and using notes or other information devices inappropriate to the test conditions." (Source:<http://ww.oxy.edu/student-handbook/academic-ethics/academic-ethics>)

The use of AI for any course work is cheating because using AI is taking the work of another instead of doing the studying, thinking, and learning yourself.

Plagiarism of any kind will not be tolerated. All forms or acts of the above stated plagiarism and/or cheating will be taken very seriously and have varying consequences. The goal is to see the student genuinely repent, learn from their mistake, and ultimately be restored.

The first offense or violation will be handled primarily by the teacher's discretion; however, at a minimum it will definitely include counseling with the student and notifying the parent via phone call or email as well as informing the Headmaster. Further consequences could include, but not be limited to receiving a failing grade on the assignment and possibly redoing it or not being allowed to make-up the assignment or recover the credit at all. The teacher will also submit a signed document by both the student and parent detailing the incident to place in the student's permanent file in the office and on Headmaster as well. **On the second documented offense** the student and at least one parent must meet with the Headmaster, teacher, and member of the TFA Board. The student will be placed on academic probation, have all work closely scrutinized for the remainder of the semester, and lose Pre-AP Honor and/or Dual Credit grade point increase on their high school transcript for said class. Further ramifications could be denying participation in graduation ceremony, notifying any colleges the student applies to of academic integrity concerns and if intentionally flagrant and not repentant, expulsion from the class.

Appendix D:

Copyright Guidelines for Teachers

The Educator's Guide to Copyright, Fair Trade Use, and Creative Commons, by Kathleen Morris, Aug 24, 2021. Theedublogger.com

<https://www.theedublogger.com/copyright-fair-use-and-creative-commons/#Copyright-Rules-To-Remember>



Appendix E:

Incident Report Protocol

Trinity Faith Academy is committed to a safe and open environment. Examples of incidents which require a report include, but are not limited to: continual behavior issues, plagiarism, injury, inappropriate behavior, cheating. If documentation is required for an incident the following protocol will be followed:

1. An in-office meeting will be coordinated with the Director, a witness and/or teacher if they are witness to the incident.
2. A reporting form will be used which outlines:
 - a. Why the meeting was called
 - b. What the situation involved
 - c. Where the situation occurred
 - d. Who was involved
 - e. If necessary, a reinstatement of the TFA Handbook Policy violated
 - f. How the situation will be resolved / action plan for way ahead (i.e. Mediation agreement)
 - g. Date and signature of all who attended the meeting
3. If an observation period is needed, a follow-up will be arranged.
4. If the problem persists, the Board reserves the right to dismiss the student from the co-op.



Student Contract

I _____ have read all the Trinity Faith Academy rules, regulations, expectations and behavioral guidelines. I agree to follow them completely and place myself under the authority of the adults in charge while at TFA classes/activities/events. I realize failure to comply could result in my expulsion from TFA. I will fulfill all my academic obligations at TFA. I will be a positive role model and act Christ-like in every situation.

Signature

Date

Parent Contract

I _____ parent/guardian of _____ pledge my agreement to Trinity Faith Academy's mission, purpose, statement of faith, policies, procedures, rules, regulations and guidelines. I acknowledge I have read the handbook and will hold my child accountable to follow the rules and regulations as laid out in the TFA handbook. I agree to wholly support my child's academic endeavors at TFA. As a parent/volunteer/co-teacher I will support the TFA staff and not gossip or stir up dissension. I commit to pray for TFA, its leaders, and the students.

Signature

Date



Media Release

I, _____, (the Participant) hereby give permission for the staff and volunteers of Trinity Faith Academy (the “School”) to photograph, videotape and/or voice tape **me and/or my child(ren)** (or allow area news reporters to do the same) for purposes of an in-house church use and/or for public information for promotion of the “School” (i.e. brochures, websites, newspapers, radio, television, or other forms of media).

Signature of Participant’s Parent/Guardian (if Participant is Student) Date

Signature of Participant (if staff of LBC/LBA or volunteer) Date

Conflict Resolution

Because sin entered the world, conflict among people is inevitable. As Believers, it is reasonable to expect the TFA community to live at peace and to resolve disputes privately or within the Christian community in conformity of biblical principles (Matt 5:21-24; 18:15-16; Eph 4:25-32). When walking through the process of resolution, mutual respect, patience, understanding, and unconditional love will encourage the correct mindset. It may be necessary to broach difficult conversations. Always begin with a spirit of gentleness, do not attack or belittle the other. Approach the conversation with an open mind and open ears. Gather thoughts before scheduling a conversation and prepare for a “sandwich” approach: 1-begin with positive and encouraging words, 2- get to the meat of the issue, and 3-end again in a positive and encouraging place. Do not gossip or bring others into a situation that does not pertain to them. It is best to first attempt a one on one conversation, but if that does not end in a resolution, complete a **Conflict Resolution Form**. This form may be turned into either the Executive or the Board of Directors. If needed, a meeting will be scheduled with the Executive, or the Board of Directors. The goal is always to seek a peaceful resolution through God-honoring methods.



Conflict Resolution Form

Name of Individual Completing Form: _____
(Use additional paper if needed)

Date & Time of Occurrence:

Names of Individuals Involved (staff, teachers, students, or parents):

Have you spoken with any other individual about this incident? If so, who?

Type of Incident

Violation of school policy

Violation of state law

Communication problem

Other:

Description of Incident (attach another paper if more space is needed):

Has this been reported to another authority? If so, who?

Is this incident resolved?

If you did not speak to all parties involved, explain who and why.