

TRINITAS



STUDY CENTER

FAMILY HANDBOOK

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GCCA Board of Directors reserves the right to change any policy herein at any time at their discretion when it is determined to be in the best interest of the Study Center.

Definitions

Trinitas Study Center is intended to run fairly independently of Grove City Christian Academy, including financially.

Coordinator: A combination of secretary, administrator, and supervisor. This staff person opens the Study Center building and is available there during SC hours. Responsible for day-to-day operations, including (but not limited to): record-keeping, announcements, invitations, mailings, grade reports, tutor info, and the updating of documents, organization of meetings, and assisting in future planning and policies.

This is the person families and tutors will contact when they have questions, concerns, or needs.

Administrator: The principal of Grove City Christian Academy. The direct supervisor of the Coordinator, his main task is to take care of GCCA (school) itself. He is the go-to person in matters of discipline, serious concerns, and policy for the Study Center.

Financial Secretary: Prepares tuition agreement forms, collects tuition and application fees, pays bills, prepares, analyzes and maintains budget.

Study Center Committee: Made up of a selection of parents, GCCA board members, the Coordinator, Financial Secretary, and Administrator. This group makes the “big picture” decisions, including (but not limited to): what classes will be offered and what the general policies will be.

GCCA School Secretary: Responsibilities limited to obtaining security clearances, contracts, and payroll tax forms from tutors.

Board: The Board of GCCA (school). They have the final say in all matters.

Personnel Committee: A subcommittee of the GCCA Board. They interview tutors and prospective families.

MISSION STATEMENT

The Trinitas Study Center seeks to instruct children concerning the sovereign Lord of creation, the purpose He has for them, and the nature of the creation over which He has placed man. We strive to equip and assist children to faithfully and obediently carry out man's God-given task in Genesis 1:28: "God blessed them and said to them, 'Be fruitful and increase in number; fill the earth and subdue it. Rule over the fish of the sea and the birds of the air and over every living creature that moves on the ground.'" We want their convictions and beliefs regarding the whole of life to be rooted in the Bible. While striving for academic excellence in every discipline, the Study Center emphasizes a structured integration of our Christian world and life view in all of our studies. We seek to reinforce the moral values and Christian faith that our students are taught in the home and church.

STATEMENT OF FAITH

The following is the foundation of beliefs on which the Trinitas Study Center is based. These beliefs also are the key elements of Protestant Christianity that will be unapologetically taught in various ways through all grade levels. The substance of these statements will be considered to be primary doctrine in the Study Center. Secondary or divisive doctrines and issues will not be presented as primary doctrine. When these types of doctrine or issues arise, they will be referred back to the family and local churches for final authority (see the Secondary Doctrine Policy).

- We believe the Bible alone to be the Word of God, the ultimate and infallible authority for faith and practice.
- We believe that there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit. He is omnipotent, omniscient, and omnipresent.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- We believe that, for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary.
- We believe that salvation is by grace through faith alone.
- We believe that faith without works is dead.
- We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
- We believe in the resurrection of both the saved and the lost: they that are saved to the resurrection of life, and they that are lost to the resurrection of damnation.
- We believe in the spiritual unity of all believers in our Lord Jesus Christ.

We (I) acknowledge and agree that all classes offered by the Trinitas Study Center will be taught in a manner consistent with the Study Center's Statement of Faith.

Father's Signature

Date

Mother's Signature

Date

SAMPLE

SECONDARY DOCTRINE POLICY

The objective of the Secondary Doctrine Policy is to establish the limits of doctrinal teaching at the Trinitas Study Center. “Secondary doctrine” is defined as doctrinal issues which are not addressed in the Study Center’s *Statement of Faith*.

This policy applies to all Trinitas Study Center tutors in their capacity as tutors at the Study Center:

GUIDELINES:

- Classroom discussion of secondary doctrine should be on an informative, objective level. Tutors must be careful not to speak to the students in a manner that would cause offense to the parents.
- Presentation of all sides of an issue is encouraged.
- The tutor should encourage the students to follow up any questions they have with their parents and pastor.

EDUCATIONAL PHILOSOPHY

At the Trinitas Study Center, we believe parents are accountable to God for the education of their children (Deuteronomy 6:6-7; Psalm 78:3-8; Ephesians 6:4). Parents must choose the means of education that best fits the gifts and abilities of the parents and the individual needs of their children. The Trinitas Study Center is an institution that allows parents to employ tutors to help implement the educational responsibility for them. As such, the Study Center "is an extension of the home, which seeks to carry on the functions and duties that the home has delegated to it."¹ The Trinitas Study Center, then, derives its authority and mission from the home. Parents choosing the Study Center may expect that the Board and staff seek to implement the following philosophy of education.

Believing the Bible to be the inerrant Word of God that addresses the whole of life, the Study Center deems the Scriptures to be the foundation for defining and carrying out the educational task. The Bible teaches that God is the sovereign Lord of all. He created all things for His own glory, including man, whose specific responsibility is to fill and subdue the earth. In other words, man's God-given task (and privilege) is to occupy, cultivate, and rule over the earth, "to unfold the full potential of the earth in ways that bring glory to God."²

However, when man sinned against God, not only was his relationship with God broken, but his efforts to subdue and fill the earth also became frustrated, perverted, and wearisome. Conflicts and strife characterized human relationships, while man's efforts to rule over the earth were marked by abuse and misuse.

Thankfully, God, in His wisdom and mercy, sent His Son, Jesus Christ, the second Adam, to do all that the first Adam failed to do and more. Christ perfectly fulfilled the law, thereby atoning for sin, and reconciled men to God. But that is not all. Christ's redemptive work extends to the whole of creation. Thus, forgiven man is renewed in his position as caretaker of creation, and in Christ's strength he exercises dominion with Godly wisdom and skill, in ways that now please and honor the Creator.

With these truths in mind, we seek at the Study Center to instruct our children concerning the sovereign Lord of creation, the purpose He has for them, and the nature of the creation over which He has placed man. We strive to equip and assist children to faithfully and obediently carry out the God-given task of Genesis 1:28; that is, the task of exploring, investigating, unfolding, developing, and ruling over the creation, with all its richness and variety, for the benefit of man and for the glory of God.

Moreover, because all of man's efforts of subduing and ruling over the creation are to be directed to the glory of God, we strive to ensure that our children understand that all of life is, in reality, an act of worship (Romans 12:1, I Peter 2:5). All of life (even those seemingly non-religious areas) is, in fact, religious. Nothing is neutral, for everything we do, think, and say is either done in service to God or is an act of rebellion against the one true God and is done in service to an idol.

In short, we want to nurture in our children a Christian world and life view. That is to say, we want them to come to interpret, explain, and apprehend all of life on the basis of God's word. We want their convictions and beliefs regarding the whole of life (from their views of God and man to their views of society, work, truth, morality, etc.) to be rooted in the Bible. For it is the Scriptures, instructing in God's purpose for man and creation, which provide us with a consistent, accurate, and unified view of reality. They furnish us with the truth by which we might rightly assess and properly come to understand the world in which we live. Paul confirmed such thinking when he declared that: "all the treasures of wisdom and knowledge are hid in Christ" (Colossians 2:3) and that we are to "[take] every thought captive to the obedience of Christ" (II Corinthians 10:5). Put another way, we strive to nurture our children to be thoroughly Christian, ones who are so imbued with the truths of God's word that they live and think Christianly. In this way, our children will understand their divinely appointed task and place in creation, and they will be equipped to carry it out to the praise of their Creator.

Education as a human activity, then, is a component of a greater purpose. It is meaningful in as much as it furthers the capacity of a person to serve God's purposes in the world. We want our children to recognize that Study Center work is referred to when the Scriptures say in Colossians 3:17: "Whatever you do in word or deed, do all in the name of the Lord Jesus, giving thanks to God and the Father by Him." Therefore, we want to emphasize that education has value only if it is conducted as one aspect of a life committed to God's glory.

An additional component in the Christian worldview is that all men, both regenerate and unregenerate, were made with the ability to create works of beauty. Therefore, we study works, especially in literature and history, that are written by non-Christians, while keeping our Christian worldview in mind.

At the Trinitas Study Center, we are dedicated to teaching a Biblical view of reality. Ours is a curriculum that puts God at the center, revealing to our children how God's sovereign hand is in all parts of life and that all of life is unified and the work of our Creator. Thus, we do not simply use a secular curriculum, add a Bible course, and then claim we are a Christian study center. We want our children to realize how God's plan for creation manifests itself in history, science, math, literature, economics, art, ethics, law, etc., and we intend for them to view the world as a whole, seeing the unity of His creation in their studies and their lives. We plan always to review and refine our curriculum to insure our children enter their youth and adult years equipped not only in academics, but also in understanding that Christ is Lord of all (Psalm 2). We strive for them to know that nothing is separate or compartmentalized in our Father's world. Moreover, we expect them to know that they are responsible in all areas of life--in studies, in work, in families, in relationships, in society--to God and His mandate for mankind.

¹Robert P. Vande Kappelle and John D. Currid, "The Old Testament: The Covenant Between God and Man," Building a Christian World View 1, ed. W. Andrew Hoffercker (Phillipsburg, CA: Association of Christian Schools International, n.d.), p.1.

²Harry Blamires, The Christian Mind: How Should A Christian Think? (Ann Arbor, MI: Servant Books, 1963) cited by Paul A. Kienel and Anthony C. Fortosis, "The Biblical Philosophic Foundation of Christian Education," (Whittier, CA: Association of Christian Study centers International, n.d.), p.1.

COMPREHENSIVE GRIEVANCE POLICY

The Comprehensive Grievance Policy's objective is to establish biblical guidelines for the resolution of disputes and grievances in the operation of the Trinitas Study Center.

These guidelines are to be followed whenever there is a *dispute or grievance* concerning any aspect of the Trinitas Study Center's operations, between any two parties connected in a direct way to the Study Center. This includes students, parents, staff, tutors, administration, and Board.

DEFINITIONS:

- Dispute:* Any disagreement that results in broken fellowship or trust between the parties, or that disrupts the lines of authority in the study center, or which (in the judgment of either disputant) threatens the successful implementation of the Trinitas Study Center's objectives and goals.
- Grievances:* Any concern about any decision made by one in authority, where the concern is large enough to appeal the decision beyond that authority to the next level.
- Concerns:* The substance and details of the dispute and/or grievance.

GUIDELINES:

General:

1. It is understood that if any *disputes* arise which are not covered by this policy, the Board will decide what procedures to follow based on a parity of reasoning from those procedures established by this policy.
2. It is also understood that, especially during the attempted resolution of *concerns*, the principles of Matthew 18 and James 3 will be followed.

Students/parents to tutors:

1. All concerns about the classroom must first be presented to the tutor by the parents, or if the student is mature enough, by the student himself. If the student presents the concern, a respectful demeanor is required at all times.
2. If the problem is not resolved, the parents may bring the concern to the administrator.
3. If the problem remains unresolved, the parents will meet with both the tutor and the administrator together.
4. If the problem is still not resolved, the parents should appeal the decision to the Board of Directors.

Parents/patrons to administrator:

1. If parents or patrons have a grievance or dispute about the general operation of the study center (apart from the operation of the classrooms), they should bring their concerns to the administrator.
2. If the situation is not resolved, they should present their *concerns* to the Board of Directors.

Staff and Tutors to administration:

1. All *concerns* about the standards of the study center must first be presented to the Coordinator. A respectful demeanor is required at all times.
2. If the problem is not resolved, the staff member may appeal the decision in writing to the Administrator, followed by a meeting to discuss the matter.
3. If the problem remains unresolved, the staff member may appeal the decision to the Board of Directors.

Tutors to Parents:

1. If an issue should arise concerning a student's learning or behavior, tutors should speak directly with the student's parents before discussing the matter with the Coordinator or Administrator. A respectful demeanor is required at all times.

NOTICE OF NON-DISCRIMINATORY PHILOSOPHY

The Trinitas Study Center is a private, Christian educational institution. It does not discriminate on the basis of race, color, sex, or national or ethnic origin in the administration of its educational policies, admission procedures, scholarship and athletic programs, and other programs. We do, however, reserve the right to deny admission to any individual who cannot benefit from enrollment, based on past academic achievement, or whose personal lifestyle is not in harmony with the stated philosophy and purpose of the Study Center.

PARENTAL INVOLVEMENT

At the Trinitas Study Center, we believe the phrase "Parent-sponsored" education best describes our governance approach. Parents have entrusted a portion of the education of their children to the Study Center. They also have covenanted to work with the Board to provide the highest quality Christ-centered education. Parents are encouraged to be involved in the Board member nominating process, to serve on committees of the Board, or to work alongside others in coordinating events that help keep our Study Center families and the community informed about the Study Center's work. Parents also are encouraged to utilize all appropriate lines of communication in order to advise tutors, the Coordinator, the Administrator, and the Board of their concerns, as well as to share words of encouragement.

Each family is expected to participate in the following ways:

- Pray for our children, their tutors, and the direction of their education.
- Oversee your children's class work, and work with them on any assignments to be completed at home.
- Provide diligent instruction on non-study center days and in the additional subjects that comprise the balance of your children's curricula.
- Request or attend informal conferences with tutors.
- Be aware of and praise your child's progress.
- Read and respond (when necessary) to all emails/paperwork sent home by the Study Center, which is essential to the efficient running of the Study Center.
- Volunteer as needed.
- Communicate your ideas for improvement. We want to hear from you!

STUDENT CODE OF CONDUCT

The following list is comprised of the essential policies that we require all of our students to be aware of and to adhere to.

1. Students are expected to cooperate with basic Christian Standards of behavior and conversation. For example: students must speak honestly, respect their peers and submit to authority.
2. It is expected that students will work diligently, participate in class discussions and concentrate on their work while in school.
3. Students recognize that they are to be held responsible for their conduct, both in action and attitude, by their parents, tutors and those in authority at the Study Center.
4. Prompt and cheerful obedience is expected. Talking back or arguing with tutors or staff is not permitted. Clowning around and other forms of disruptive class behavior are prohibited.
5. Students are expected to treat one another with kindness and respect. Teasing, criticizing, name-calling and other forms of verbal or physical abuse are not permitted.
6. Public displays of affection in the context of boy/girl relationships are not permitted at the Study Center. Jokes and teasing on this subject are not permitted.
7. Students must comply with the dress code in all respects.
8. No eating and drinking is permitted during class time (except when a student has back-to-back classes with no lunch period).
9. No gum, games, knives, or electronic musical devices are permitted inside the Study Center.
10. Cell phone use is limited to emergency situations or as otherwise approved by the tutor. Cell phones are not to be used during class time, during study hall, or between classes.
11. Computers can be used during study hall for curriculum and study use only (no games or internet).
12. Electronics violations (musical devices, games, cell phone use, misuse of computers) will result in the device being placed on the Coordinator's desk for the duration of the Study Center day.
13. Study halls are to be quiet for study. Students who don't desire to study may sign out & leave within 5 minutes of the beginning of the period and not return till the last 5 minutes of the period.
14. Students are expected to be aware of and to avoid the off-limits areas of the building/grounds and to treat all of the Study Center's materials and facilities with respect and care.
15. Each family is liable for lost or damaged items.
16. Students accept responsibility to complete all homework assignments in a timely manner. Any missed work due to absences should be completed in a timely manner as set forth in the Attendance Policy.
17. Students are expected to arrive on time for class. A penalty in the classroom participation grade will be given each time a student is late.

DISCIPLINE POLICY

For discipline and moral training to be effective, the home, church, and Study Center must work together. The Lord Jesus Christ expects children to be obedient to their parents in all things, for it is well pleasing to Him (Colossians 3:20). His Word also instructs: "Obey your leaders and submit to their authority" (Hebrews 13:17). Discipline is a key element in education; everyone needs to learn self-discipline and how to work peaceably with others. The tutors' discipline of children should be viewed as a direct support to the parents' God-given task found in Ephesians 6:1-4: "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 go well with you and that you may enjoy long life on the earth. Fathers, do not exasperate your children; instead bring them up in the training and instruction of the Lord."

Students at the Trinitas Study Center are expected to practice obedience, stewardship, and cooperation. Students are expected to obey all Study Center personnel without argument. Tutors will instruct pupils in expected behavior based on Biblical principles.

The tutor will maintain ordinary decorum in the classroom. There are instances, however, in which a stronger warning or more severe penalty is needed. The following offenses may necessitate such action:

1. Disrespect shown to tutor or staff
2. Dishonesty in any situation while in class, including lying, cheating or stealing
3. Rebellion, i.e., outright disobedience in response to instructions
4. Fighting, i.e., striking in anger with the intention to harm another
5. Unkind, obscene, vulgar, or profane language as well as using the Lord's name in vain
6. Continued disruptive class behavior

If any of the above actions occur, the student will be asked to leave the classroom, go to the Coordinator's desk, and will not return for the remainder of that class. At the completion of class, an apology from the student to the offended tutor will be required. The tutor may request the Administrator to meet with the student. The Administrator will decide whether further action should be taken. Restitution or other measures deemed appropriate may be requested. In severe cases, where there is no change in the student's actions or any assistance from the parents, the child will be expelled for the remainder of the academic year.

1. **Suspension:** The Committee will normally follow the protocol below. In cases where change is evident and the student appears repentant, exceptions are possible. The Committee will determine in its sole discretion (in consultation with the tutor(s)), if an exception is to be made. Appeals for exceptions will not be recognized.

FIRST OFFENSE - Warning, restitution/apologies, suspension for remainder of the day. (Missed work must be turned in within one class day of suspension or a grade of zero will be recorded.)

SECOND OFFENSE - Restitution/apologies, suspension for two class days. (Work must be turned in within two class days of returning to class or a grade of zero will be recorded.)

THIRD OFFENSE - Restitution/apologies, suspension for four classes. (Work must be turned in within two days of returning to class or a grade of zero will be recorded.)

FOURTH OFFENSE - Student will be expelled for the remainder of the academic year.

2. **Expulsion:** We realize that expelling a student is a very serious matter and should always be carefully dealt with on a case-by-case basis. Repentance, restitution (repairing damage through work, apologies, etc.) and forgiveness are fundamental to our discipline policy. However, should a student and his/her parents fail to eliminate behavioral problems before a fourth offense occurs, the student will be expelled.
3. **Serious Misconduct:** Should a student commit an act with such serious consequences that the administrator deems it necessary, the above system may be bypassed and **suspension or expulsion** imposed immediately. Examples of such serious misconduct could include acts endangering the lives of other students or staff members, gross violence, gross vandalism to the Study Center facilities, violations of civil law, or any act in clear contradiction of scriptural commands.
4. **Re-Admittance:** Should the expelled student desire to be re-admitted to the Study Center at a later date, the Study Center Committee, or its delegated committee, will make a decision based on the student's attitude and circumstances at the time of reapplication.

DRESS CODE

There is no single style or form of attire (either for men or for women) that is considered to be “the only” biblical style. At the Study Center, we do not intend to imply our rules are the only right way. Nonetheless, we are fully aware that many contemporary styles do violate biblical principles. We also believe the way we dress affects our inner attitudes. The individual who dresses with care will also exercise care in other areas of life.

1. The Study Center asks that students not wear tight-fitting clothes (such as spandex or close-fitting jeans, skirts, etc.) or ones generally revealing in the way they fit. No tights can be worn as pants.
2. The Study Center requires dresses, skirts, culottes, or skorts be no shorter than three inches above the knee when the student is sitting. This includes any slits that may be in the garment. There are no exceptions with the length of dresses, skirts, culottes, skorts, or shorts when wearing leggings or tights.
3. Shorts, as with dresses and skirts, may not be shorter than three inches above the knee when the student is sitting. Shorts need to be hemmed. No cut-offs are allowed.
4. Clothes need to fit so that the stomach and back are covered at all times.
5. The “slag” or “droop” look is prohibited. Therefore, pants may not be worn below the hips, and underwear may not be exposed. Purposefully oversized and baggy clothing may not be worn.
6. Jeans and other pants need to be clean and free of holes and frays.
7. Clothing may not have inappropriate or offensive language, pictures, or statements contrary to Study Center standards. Pants, shorts, or skirts with language or pictures on the seat are not permitted.
8. Girls:
 - Tops may be worn untucked, provided they are hip length.
 - Necklines are not to be so low that they are immodest--no cleavage showing.
 - No tank tops or spaghetti straps are permitted--no bra straps showing .
9. Boys may not wear earrings or necklaces. Hats need to be removed inside the building.
10. Body piercing or tattoos are not permitted (with the exception of girls’ pierced ears).
11. Students are expected to arrive ready for class with tidy and clean clothes, brushed teeth, combed hair, and clean hands, fingernails, etc.
12. Any type of sneaker or street shoe is acceptable. Shoestrings need to be tied.

13. Students may not wear sweat pants or wind suits.

DRESS CODE VIOLATIONS

1. If a student is found to be in violation of the dress code, the staff will privately instruct the student to correct the problem and will send a Reminder note to the parent (by paper and also through email).
2. If the dress code violation is repeated, the staff will contact the parent(s) to bring in a change of clothes for the student.

CLASS MATERIALS & HOME ASSIGNMENTS

Class Materials

Parents are responsible for purchasing all student class materials from the textbooks and supplies lists published each year.

Home Assignments

Study Center tutors will give home assignments to their students to reinforce concepts taught in the classroom. The principal reasons for home assignments are as follows:

- Because the study center concept concentrates tutor instruction and class discussion into brief periods each week, students will have substantial work to complete at home, including tests. With this method, class time is spent on actual instruction, and students are on their honor with take-home tests.
- Students often need some amount of extra practice in new or specific concepts, skills, or facts. In certain subjects, regular practice at home may be necessary for mastery. Therefore, the tutor may assign homework to allow for necessary practice.
- Repeated, short periods of practice or study of new information are often a better way to learn than one long period of study.
- Home assignments enable parents to monitor the current topics of study in class.

In general, no new class work will be assigned to be completed during holiday breaks (exceptions include working on late assignments, continued memorization, and work on continuing projects). Assignments will be graded and returned to students within two weeks of submission.

Tutors will use a weekly assignment sheet to plan and assign work to students. These will be given to students on Tuesday of each week or e-mailed on Monday evening.

There may be times when a student will have to study or work on a Saturday in order to get all their work finished.

Plagiarism

The stealing of others' ideas, words, photos, etc. without giving proper credit will not be tolerated. As this can often be confusing to young students, every effort on the part of tutors and parents will be made to help students understand the importance of this issue and how to give proper credit.

ATTENDANCE POLICY

Because each class period should contribute significantly to the curriculum objectives of the Trinitas Study Center, and because the instructional program is progressive and sequential, it is necessary to expect student attendance in all prescribed classes.

Christian respect and **honesty** is the key in interacting with the Study Center regarding your student's need to be absent. True illness requires a student to stay at home, but unfinished homework or a lazy inclination does not.

PROCEDURE when your student is ill (tutors do not need to be contacted):

1. Telephone the Study Center coordinator
2. Contact another student in class to find out what was missed or to pick up an assignment sheet for you.

POLICY:

- Students enrolled in the Trinitas Study Center are expected to be present and on time every day the Study Center is in session.
- For safety concerns, the SC Coordinator will note the arrival or non-arrival of students, and parents will be telephoned if the student does not appear.
- **Planned Absence:** If a student needs to be absent from the Study Center for one to two class days, for any reason, contact both the Coordinator and tutors by note or phone **BEFORE THE EVENT**. If a student needs to be absent for three or more consecutive class days, the parents should notify the Study Center in writing explaining the circumstances.
- **Short-Term Absences:** If a student needs to be absent from the Study Center for 1-2 class days, for any reason, the parents need to contact the administrator as soon as possible.
- **Voluntary Short-Term Absences (not due to emergency or illness):** Notify the Study Center **BEFORE THE PLANNED EVENT**.
- **Long-Term Absences:** If a student needs to be absent for 3 or more consecutive class days, the parents should notify the Study Center **IN WRITING** explaining the circumstances.

- **Voluntary Long-Term Absences (not due to emergency or illness):** If a student needs to be absent for 3 or more consecutive class days, the parents should notify the Study Center IN WRITING explaining the circumstances. Students have 1 week upon return to complete all make-up work, or as specified by the tutor. There will be no extensions for papers and projects assigned prior to the voluntary absence.
- **A Meeting After 3 Absences:** After 3 absences per 2 quarters, a meeting will be scheduled with administration to discuss difficulties your student might be having.
- **Leaving the Building During Study Hall:** In order for us to be accountable to parents and their desires for their children's activities, students must sign out and sign in if they leave the building during the study hall hours. Parents should discuss and decide with their students how they would like them to use this time period. A note given to the Coordinator at the start of the school year will allow students to leave during Study Hall.

GRADING POLICY

In order to help teach our students to meet deadlines, to become more responsible, and to present themselves to others in a Christ-like manner, the Study Center has a grading policy which consists of 3 main points:

1. A tutor's grading system will include scoring for participation & effort, which can cover:
 - Arrival to class on time
 - Being prepared (including getting homework done)
 - Participation in classroom discussion
 - Attitude
 - Effort
 - Working with others
2. Participation & Effort will count for at least 10% of the grade (a tutor may choose this to be higher).
3. Homework Grade Lateness / Automatic Markdown After Being Graded
 - In Class : 100% (no markdown)
 - After Class & Up Through the Next Class: A maximum of 75% credit will be given
(a markdown of 25% of its original value)
If turned in at this next class
 - After that: ZERO
 - Assignment needs to be done in order to get high school credit from the homeschool parent, so the work still needs to be done. When turned in, it will be accepted, but it will receive a zero as a score.
 - At that time, it is up to the tutor whether or not he/she will actually grade it.

Grade Reports

Percentage grades are maintained for students in the Study Center and reported quarterly. Parents are responsible for assigning the letter grading scale.

While we are a service to home educators, and desire parents to be in charge of the child's education, the Study Center's courses must not be depreciated by students selecting which assignments to complete. In order to maintain a high standard and to have meaningful grade percentages, the service offered to parents of Study Center students **requires** completion of all tutor assignments.

CLASS PREPARATION AND MAKE-UP WORK

Unprepared students

Trinitas Study Center's tutors will not notify parents every time a child is unprepared or misses an assignment. Students in grades nine through twelve receive quarterly grades and will have the opportunity to see their grades online as well. Through parental involvement and communication on the part of everyone, neither evaluations nor grades should be a surprise to parents.

Unprepared students will not be permitted to hold back the rest of the class (for example, if one student has not purchased his literature book, the rest of the class will proceed as scheduled). In some classes, tutors assign activities that require the students to know material in order to participate meaningfully. An unprepared student may sit quietly and pay attention while not participating in the discussion/activity. Only after a pattern of incomplete assignments has developed will a student be sent to study hall to complete his work. Unprepared but non-disruptive students have the benefit of classroom instruction. An unprepared student who is disruptive will always be removed from class.

Excused Absence & Assignments

If a student is absent, with a parental excuse, homework that had been due will be accepted with full credit the first day the student returns to class. After that, the regular policy applies: next class—75% credit, after that—zero.

Excused Absence & Make-Up Assignments

Students shall take the initiative for completing missed work when the student will be absent. Another student in the class can be contacted (not the Tutor) to find out what was missed or to have them pick up an assignment sheet for you.

In the case of illness, the student will have as many days to make up work as they missed. (For example, if the student missed on Thursday, then on Tuesday he/she would bring in the homework that was due for Thursday—and he/she would have 1 day to make up whatever was assigned on the day he/she missed.)

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- In the case of planned absences of 3 or more days, students have 1 week upon return to complete all make-up work, or as specified by the tutor. There will be no extensions for papers and projects assigned prior to the voluntary absence.

ADVANCEMENT POLICY

The Study Center encourages parents to assert their authority as the primary educators of home-schooled students. Our goal is to supplement--not supplant--the nurture and instruction provided to students by their parents. Study Center classes are self-contained and appropriate for grades 9-12 except where noted (e.g., math).

Among other things, homeschooling parents must evaluate and make decisions concerning their students' progress. The Trinitas Study Center will endeavor to accommodate the decisions parents make concerning their students' progress. However, if a student is not progressing in his mastery of a subject, the pace and quality of instruction can be adversely affected, which can frustrate the student, the tutor, and classmates.

If by the end of the school year a student has earned less than 70% in a given subject, we will strongly recommend that he not advance to the next level unless he receives additional instruction during the summer. If the student advances to the next level and is struggling to keep up with the new class, he/she will be moved to a more appropriate level, to save him embarrassment and so that progress of the other students is not impeded.

ADMISSIONS PROCESS

Re-enrollment forms are accepted from current Trinitas Study Center families by March 1 of each year. Additionally, siblings of current Trinitas Study Center families may enroll by March 1.

Applications are accepted from new families on a date after to March 1 (to be determined each year).

Families are required to submit completed applications with a one-time family application fee. Applications are accepted in the order received. Generally, once a class reaches fifteen students, the class is closed and future applicants are placed on a waiting list.

Next, interviews will be conducted for new families. Even if the class is full, an interview may be conducted in case of an opening in the future. The family interview will be scheduled for parents and student(s) with the Grove City Christian Academy Admissions Committee and/or administrators.

The Admissions Committee will notify the family of their decision to accept/decline admission based on the application, interview, and class openings.

SNOW CANCELLATION POLICY

Study Center families will be notified **BY EMAIL** if there is going to be a delay or cancellation, **no later than 7 AM**. Families without internet access will be telephoned.

Delays will be taken on a case-by-case/class-by-class basis (a lot depends upon those tutors who live far away) and might be handled by telephone.

Notification will only be given when the Study Center is delayed or cancelled—NOT when “all systems are go as normal.”

When local public schools are cancelled or delayed because of COLD weather, it is because of concerns about diesel fuel viscosity and possible harm to children waiting outside for school buses. Since these details do not pertain to the Study Center, the Study Center will operate as usual.

FINANCIAL AGREEMENT

Full-Time Students

We understand that the Trinitas Study Center makes financial decisions based upon its projected annual revenue. We agree that by registering our child(ren) in the Trinitas Study Center, we are obligated to pay for a full year's tuition for each of our child(ren) enrolled. In the event that a student who is registered on a full-time basis wishes to withdraw from the Study Center, all pre-paid tuition is non-refundable.

A La Carte Students

We understand that the Trinitas Study Center makes financial decisions based upon its projected annual revenue. If the student wishes to withdraw from a class(es), all pre-paid tuition is non-refundable.

Methods of Payment

Upon receipt of a completed Enrollment Application, families will receive a Tuition Agreement.

Payments for both full-time and *a la carte* students are due per semester. Payment for the entire fall semester is due June 15. Payment for the entire spring semester is due December 1. For students enrolling after June 15, payment for the entire fall semester is due upon receipt of the Tuition Agreement. All tuition payments are non-refundable. There will be no month-to-month tuition payment plan. A fee of \$30.00 will be charged for dishonored checks.

I/we agree to the tuition and payment terms of the Trinitas Study Center as set forth herein.

Parent or Guardian

Date

Parent or Guardian

Date

SAMPLE