



TRINITY
CHRISTIAN
ACADEMY

Family Resource Book

The Schools of Logic and Rhetoric

2026-2027



We Are Here to Help!

Please contact us with any questions. We count it a privilege to partner with your family in your child's education. We look forward to what the Lord will accomplish this year as we trust His wisdom and guidance!

Administrators

Luke McAnally, Co-Head of School, Principal Grades 6-12: lmcanally@trinitylex.org

Brooks Ward, Co-Head of School: bward@trinitylex.org

Melissa Feaster, Director of Business Operations: mfeaster@trinitylex.org

Anita Haddock, Director of Curriculum and Instruction: ahaddock@trinitylex.org

Emily Hawk, Assistant Principal Grades PreK-5: ehawk@trinitylex.org

Sarah Taylor, Director of Advancement: staylor@trinitylex.org

Michael White, Assistant Principal Grades 6-12: mwhite@trinitylex.org

Vicki White, Principal Grades PreK-5: vwhite@trinitylex.org

Crystal Guarnieri, Athletic Director: cguarnieri@trinitylex.org

Other Contacts

Pam Hacker, Lower Campus Receptionist: phacker@trinitylex.org

Carrie Pepiot, Upper Campus Receptionist: cpepiot@trinitylex.org

Schools of Early Learning and Grammar Phone Number: (859) 271-0079

Schools of Logic and Rhetoric Phone Number: (859) 475-1478

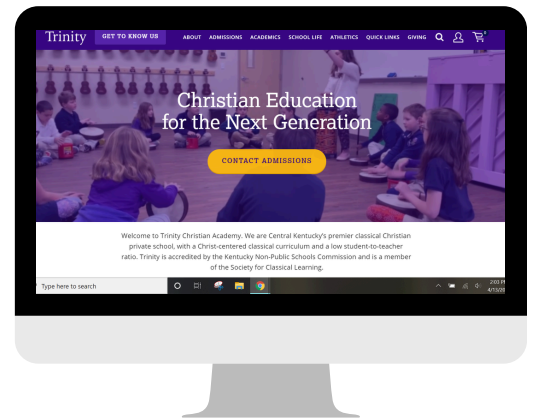
View Full List of Faculty and Staff [here](#).

General Resources

Parent Resource Page

To access the Parent Resources page of our website, go to Parent Resources on the main menu at trinitylex.org, or simply click [here](#).

Password: Trlnlty (with the number one replacing the i's in "Trinity")

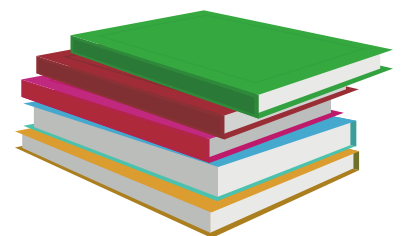


Parent and Student Handbook

This is a wonderful resource that will answer many of your questions. View the book [here](#). *Please note that this handbook is for the 2025-2026 school year; an updated handbook will be sent out to families before the fall semester begins.*

School Supplies

Supply lists for middle school and high school can be found under "Summer Reading, etc." under Parent Resources on the main menu at trinitylex.org or by clicking [here](#).



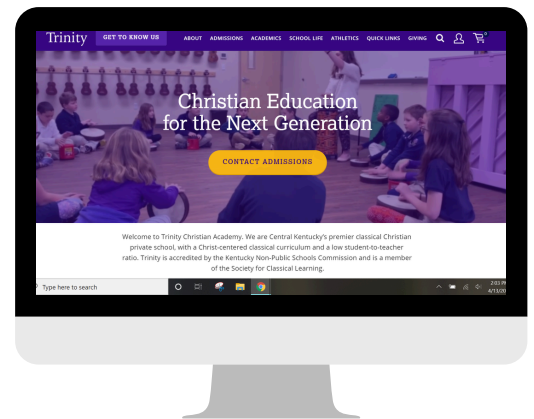
General Resources

TADS

TADS is our online platform used to monitor student grades and manage tuition payments.

To access student grades and report cards, select "Tads Educate" on the top of the Parent Portal at trinitylex.org, or click [here](#).

To access financial information, select "Tads Login" at the top of the Parent Portal at trinitylex.org, or click [here](#).



Dress Code Guidelines

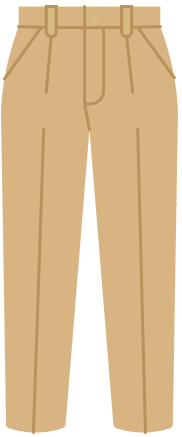
Excerpt of Guidelines

Tops

Tops must have sleeves and a visible collar. Shirts may be worn untucked if the shirt rests at the waist. Acceptable styles include “polo” or button-down styles.



The following may be worn over a collared shirt, with the collar showing: solid or TCA pullover, solid sweater, solid crewneck sweatshirt.



Bottoms

Acceptable bottoms include jeans, chinos, khakis, shorts (at the knee or longer), and skirts/skorts (at the knee or longer.)

The following are **NOT** allowed: jean shorts, skirts/skorts shorter than knee length, athletic shorts/joggers/sweatpants, leggings/jeggings, pajamas, dresses.

Tennis shoes, dress shoes, and boots are allowed. The following are **NOT** allowed: sandals, crocs, flip flops, or “wheelies.”

Concert Dress

Students in choir, band, or instrumental ensemble may be required to wear black dress pants, black dress shirt, and black dress shoes for performances.

PE Uniforms

Students taking PE must wear an official Trinity short-sleeved T-shirt, long-sleeved T-shirt, crewneck sweatshirt, pullover, or windbreaker and solid black knee-length athletic shorts, athletic pants, or sweatpants.

Please review our FULL dress code [here](#) to see all guidelines.

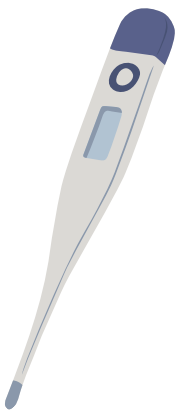
Study Hall After School & Sickness

Study Hall After School (SHAS)

SHAS is offered each afternoon when school is in session from 3:30-5:00 pm for a \$10 fee per session. Students use this time to complete homework while waiting to be picked up after school. SHAS is billed on a monthly basis via TADS. A late fee of \$10 will be assessed for children who are picked up for the first 10 minutes after 5:00 pm. After the first 10 minutes, the late fee will be an additional \$1 per minute. *For students who stay after school to make up tests during SHAS, there is no fee.*



Sickness Procedures



Out of consideration for other students and teachers, students with signs of a contagious illness (i.e., strep throat, fever over 100 degrees, vomiting) should not be sent to school. A student should be without a fever of 100 degrees or over for 24 hours without medication (e.g., Tylenol, Motrin, etc.) before coming back to school. A student should be kept home if vomiting or diarrhea occurs during the night or in the morning before school. Please notify the school office by emailing attendance@trinitylex.org by 8:45 am or by telephone if your child will not be at school. Please send a note upon return to school documenting the reason for absences.



Absence Policy

Absence Policy

Absences fall into two categories: excused and unexcused. *Please see the student handbook for a description of each category.* If you know your student will not be attending school for any reason, please email attendance@trinitylex.org to let us know.

Students can be absent from school for a maximum of 20 days per academic year or 10 per semester, including excused and unexcused absences, to receive passing grades.

Although 20 absences, or 10 per semester, are permitted for the school year, families are encouraged to manage their children's absences each quarter to not exceed five absences per quarter.

This policy allows flexibility over time for planned mission trips, academic travel, or times of extended illness. However, being absent from school for 20 days too soon in the school year should be avoided in order to allow for unforeseen circumstances.

Leaving Early

If leaving early and with parent permission, students are required to sign out in the office. Parents picking up their student must come into the office to sign them out.

Please read our full policy in the student [handbook](#).



Tardy & Drop/Add Policies

Tardy Policy

School begins at 8:10 am. Students not in their classrooms at that time are tardy and should go directly to the office to obtain a tardy slip indicating whether the tardy is excused or unexcused.

Excused tardies include doctor or dentist appointments, absence for funerals, etc. Oversleeping and ordinary driving delays are unexcused tardies. Students who are frequently tardy will be required to serve detentions or have other appropriate consequences.

Dropping or Adding a Course

Students may drop or add an elective course through the end of August by completing the Add/Drop form and obtaining the necessary signatures, provided there is space available in the desired course.



Deadlines & Late Work Policy

Deadlines

Assignments must be turned in on time and complete. The only acceptable excuses for incomplete homework are the student's illness or an emergency. These must be explained in a written note from the parent. Parents will be notified if a student is not turning in his homework completed and on time.

Late Work Policy

Students are responsible for completing and turning in assigned work at the beginning of all classes each day. If a student comes to school late, he is still responsible for turning in all work for each class that is due on that day. If a student needs to leave early, he should turn in previously assigned work in classes that will be missed either to the teacher(s) or to the office.

If a student fails to turn in work on the due date for any reason other than an excused illness or an emergency, he/she should make it up no later than the following class session, with a 10% penalty. If a late assignment is turned in on the second class day after it is due, there will be a 50% penalty. If a late assignment is not turned in on the second class day after it is due, the grade may be reduced to a zero.

Cell Phone Policy

Cell Phone Policy

Personal cell phones, smart watches, MP3 players, etc. are not to be used at any time during the school day (8:10-3:30). If a student chooses to bring a cell phone or smart device to school, it must be turned off and stored in a locker. Students are prohibited from carrying cell phones or devices in their backpack, purse, or anywhere on their person. Parents who need to contact their student during the school day must do so through the office instead of the student's cell phone. Students must use the phone in the school office to contact their parents. In addition, this applies to school trips.



Please read our full policy in the student [handbook](#).



Arrival and Dismissal Procedures

Arrival

Students are to arrive no earlier than 7:30 am. Classes begin at 8:10 am; students who arrive after 8:10 should go directly to the office to sign in and receive an admit slip. Students may sign themselves in when arriving late or returning from an appointment.

School groups, such as Chapel Band or other clubs, may arrive before 7:30 am on designated mornings if the teacher sponsor is present to supervise. Since a teacher sponsor is only responsible for supervising students within the group, other students may not be in the building before 7:30 am.

Dismissal

Students are dismissed at 3:30 pm and should be picked up by 4:00 pm. If the student has not been picked up during this 30-minute window, they will be sent to a supervised study hall and will need to pay the \$10 fee for that day.



Food and Drink

Lunch

Students must bring their own lunches, including any condiments, utensils, cups, napkins, etc. needed, or they may purchase hot lunches for specified days. Microwave use is available. We invite parents to have lunch with their children at any time. In addition, parents may bring hot food or fast food lunches for their student. Lunches should be brought to the school office at least five minutes before the lunch period.



Please note - ordering food to be delivered to students at school is not permitted. Late deliveries cause students to miss lunch, and office staff is not responsible for fast food deliveries.

Hot lunches may be ordered in advance for Wednesdays, Thursdays, and/or Fridays. You will receive an email when the order window opens.

The School of Logic lunch is 12:30 - 1:00 pm (MTRF) and 12:45-1:15 pm (W).

The School of Rhetoric lunch is 11:40 - 12:10 pm (MTRF) and 12:00-12:30 pm (W).

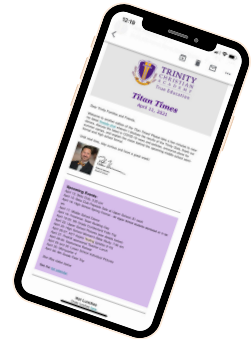
Water Bottles

Students should pack a full water bottle each day.

School Communications

Titan Times

The Titan Times is our school-wide weekly e-newsletter. It is emailed to all families on Monday and it provides information on things of interest for the entire Trinity community. *

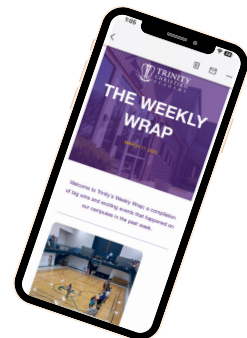


Bright Arrow Text Services

Parents with a cell phone number listed in TADS are automatically enrolled for texts about weather alerts and other urgent school-related information. The first time you receive a text alert, simply reply "yes" to accept texts from Trinity. *

The Weekly Wrap

The Weekly Wrap is a weekly e-newsletter sent on Friday afternoon that covers big wins and exciting events that happened around our campuses throughout the week.*



** Communications (emails and emergency texts) will be sent to parents' email and/or phone number listed in TADS. If you think your email or phone number is not in TADS, please update it and reach out to Ami Williams at awilliams@trinitylex.org so you can be added to our communications avenues.*

