PARENT/STUDENT HANDBOOK

2026-2027

TRIQUEST CHRISTIAN ACADEMY

Believe | Learn | Grow

Mission

*To transform the lives of our scholars by instilling in them a **Belief** in God, a passion for **Learning**, and a responsibility to **Grow** to fulfill God's plan for their lives.*

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WELCOME

Dear Parent,

We are honored that you have enrolled your scholar in TriQuest Christian Academy.

This handbook provides important information on TriQuest's policies and procedures that can also be viewed online at **https://triquest.org/parents/**.

TriQuest is a Christ-centered organization. For us, that means we believe that Jesus is the foundation and source of everything meaningful in this life. It also implies our commitment to see hearts, and not just behavior, changed to become more like Christ.

> *Isaiah 61:3b: "… They will be called oaks of righteousness, a planting of the Lord for the display of His splendor."*

This hope applies not only to students, but to every member of our learning community – including board members, administrators, and staff. We pray that in time all of us - you, your child, and each of us - will grow stronger in Christ because of our partnership.

Our commitment to you is that we will strive to fully live by God's Word in our actions and activities. TriQuest seeks to value each person for who they are and not just what they produce. Our staff is committed to guiding students to live in love, truth, and grace while pursuing academic excellence.

We recognized that some families and students may not be in relationship with Christ. However, please be aware that all enrolled students (including those who may not be Christians) are required to comply with TriQuest's standards of conduct regardless of their religious beliefs. Similarly, all students are expected to be present and engaged in a respectful manner at all scheduled activities. Please do not hesitate to get in touch if you would like to discuss our approach to sharing the gospel.

We look forward to growing together with you and your child in the love, wisdom, and knowledge of God.

SCHOOL INFORMATION

Background

TriQuest Christian Academy (TriQuest) was established in 2022 to offer an exceptional, Christ-centered learning experience to students from kindergarten to fifth grade. The inaugural class started August 1, 2023.

Vision

To be a school of academic excellence anchored in God where students are ignited with passion to discover, grow, and serve.

Philosophy

TriQuest policies and decisions are subject to the ministry's statement of faith (Appendix A) The primary purpose of TriQuest is to encourage school-age children to live for Christ. **Enrollment in TriQuest may be revoked at any time at the sole discretion of the school's administration**.

TriQuest employees and volunteers are operating in a ministerial capacity and are performing ministerial functions to support this vision.

Church Partnership

TriQuest Christian Academy operates on the grounds of Cumberland Community Church in Smyrna Georgia. TriQuest and Cumberland share a passion to lead youth to deeper knowledge of Christ in the context of an exceptional educational experience. TriQuest founders, Leon and Verwray Scott, have been active members of Cumberland since 2016.

School Location – Physical Address (not to be used for mailing)

Cumberland Community Church
3059 S. Cobb Drive SE
Smyrna, GA 30080

Mailing Address

TriQuest
PO Box 181
Mableton, GA 30126

Accreditation

TriQuest is accredited by the Georgia Accrediting Commission, Inc.

Board of Directors

The TriQuest Christian Academy Board of Directors provides oversight and accomplishes its responsibilities through regular meetings. The Board's functions include:

1. Determining TriQuest's mission and purpose
2. Establishing and monitoring policy compliance
3. Selecting the principal and assessing performance
4. Ensuring effective organizational planning and implementation
5. Ensuring integrity and accountability
6. Monitoring and strengthening programs and services

To speak with a board member, please contact an administrator.

Administrator

The administrator has the primary decision-making authority. His or her decisions are final in all matters pertaining to the day-to-day operation of the school except in matters where the school board must act.

Admissions Process/Procedures

Steps in the Admissions Process are listed on **triquest.org/admissions** and below:

- Submit an **Inquire** form to start the process. See our **FAQs** for frequently asked questions and our **virtual tour** to see our location. TriQuest will schedule an introductory phone call.
- Sign up for a **site tour** which includes student prescreening.
- Complete our **online application**.
- If you answered "**yes**" to "**Are you interested in applying for tuition assistance?**" on the application, TriQuest will email information about applying for a scholarship. For more scholarship information, check out our **Tuition and Scholarships Page**.
- TriQuest evaluates the application and communicates the enrollment decision within two weeks.

- If the application is accepted, select an **enrollment meeting date**. 10% of your annual tuition obligation is required to secure placement.
- Sign the enrollment agreement and pay the 10% deposit. **Welcome to TriQuest!**

Admissions

TriQuest considers all relevant factors to determine admissions eligibility, including but not limited to, academic record, evaluations, disability diagnoses, behavior record, and age. Admissions decisions are made on a case-by-case basis, including inquiries about children with special needs. By enrolling a child with special needs, the parent acknowledges that TriQuest may not have the educational and/or medical staff members specifically trained in the area of a student's disability.

Vaccinations

Georgia law requires children attending a school or a childcare facility to be protected from certain vaccine-preventable diseases. Parents will need to provide Georgia Immunization Certificate (Form 3231) to the school to show their child has been vaccinated against certain preventable diseases. Refer to **dph.georgia.gov/immunizations** for more information.

Vaccine Exemptions

In accordance with Georgia law, TriQuest allows for two types of exemptions from the immunization requirements: medical and religious. Each child must have one of two items on file—either a valid Georgia Immunization Certificate (Form 3231) or a signed, notarized form DPH 2208.

- A medical exemption releases a child from a vaccine requirement on medical grounds. The exemption must be marked on the Georgia Immunization Certificate (Form 3231). A letter from a physician, Advanced Practice Registered Nurse (APRN) or physician assistant (PA) attached to the certificate will not be accepted as a medical exemption. It must be marked on the certificate.

- A religious exemption releases a child from a vaccine requirement on religious grounds. For a child to be exempt from immunizations on religious grounds, the parent or guardian must furnish the school/childcare facility with a notarized Affidavit of Religious Objection to Immunization (DPH Form 2208).

TriQuest School Advisory Committee for Parents

Parents are a critical part of our learning community, and we place great value on the feedback provided to our team. School Advisory Committee meetings are scheduled quarterly to obtain feedback and provide updates on the school's progress. Parents are automatically considered members of the Advisory Committee when their student has been accepted for enrollment.

CORE VALUES

1. Spiritual
    a. Cultivate a desire to know and love Jesus
    b. Exercise faith
    c. Develop wisdom to apply truth and grace to people and situations

2. Personal and Social
    a. Understand the high worth God places on them and others
    b. Develop compassion for others
    c. Grow in maturity as shown in work habits and conduct
    d. Learn to work together
    e. Embrace failures as opportunities to grow

3. Academic
    a. Develop a passion for learning
    b. Think creatively and critically
    c. Change faulty perceptions about performance limits
    d. Embrace challenges
    e. Express gifts and talents in tangible ways

Conflict Resolution

TriQuest seeks to honor God in all activities, including in the way we resolve disagreements that may arise between TriQuest and enrolling families and students. We want to respond to disputes in a fair manner and in alignment with the principles of Matthew 5:23-25, 18:15-17, and 1 Corinthians 6:1-7. Our desire is that all sides are impartially heard and considered while avoiding severe financial strain. We also recognize that litigation can be time-consuming. Therefore, we will work diligently to resolve disagreements efficiently and satisfactorily without the need for further intervention. However, for situations where agreement cannot be reached, we have adopted the following arbitration policy.

If there are any disputes or controversies that arise between TriQuest and the families of enrolled students, and such disputes cannot be resolved between the two parties, both

TriQuest and the families of enrolled students hereby waive their right to litigate these issues in court and instead elect to have these disputes resolved through arbitration.

This means that TriQuest is prohibited from making demands, threatening to sue, or litigating any matter whatsoever relating to or resulting from the student's enrollment at school. Likewise, as a condition of enrollment, parents and students are prohibited from making demands, threatening to sue, or litigating any matter whatsoever relating to or resulting from the student's enrollment at the school.

Making demands, threatening to sue, or litigating a matter violates Biblical teaching and practice and will constitute sufficient grounds for immediate suspension or expulsion. TriQuest, parents, and students are required to resolve all potential claims, disputes, or causes of action through binding Christian arbitration using the procedures outlined in the school's arbitration procedures. Binding arbitration shall be the sole remedy for any and all controversies or claims arising out of the student's enrollment relationship or the enrollment agreement which cannot otherwise be resolved. Upon enrollment, parents and students waive any rights to file a lawsuit against the school or its agents in any civil court for such disputes, except to enforce a legally binding arbitration decision.

This arbitration provision is fixed and not subject to change regardless of any revisions to school documents, including incorporation documents.

Our Request for Families

1. Pray for TriQuest to honor God by serving our families with wisdom and love.
2. Become familiar with the information in this handbook and share ideas on how to improve it.
3. Encourage and work with your child to complete homework. Inform the classroom teacher about tasks that take significant time or produce a high level of frustration.
4. Cooperate with the school on matters regarding learning and discipline.
5. Speak to a staff member about any concerns to provide TriQuest an opportunity to resolve them.

ENROLLMENT

Non-Discrimination Policy

TriQuest Christian Academy ("TCA") does not discriminate on the basis of race, color, national origin, and ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, athletic and other school-administered programs, or any other privileges or activities generally accorded or made available to TCA students. However, as a religious institution, TCA reserves the right to deny admission or to terminate the enrollment of persons whose lifestyle, words, actions, or otherwise do not align with the TCA statement of faith, code of conduct, or other policies.

Neither enrolled students nor their families are required to be practicing Christians. However, by accepting enrollment to TriQuest, families agree that their student will abide by the TriQuest policies and procedures and participate respectfully in all scheduled activities, some of which will be Christian in nature.

Gender Change and/or Sexual Realignment

We believe that a person's gender and sexual identity is established at birth by God. Therefore, all students will be addressed and treated with the gender and sexual assignment they had at birth.

Enrollment

Enrollment for new students opens by February 1st of each year. Parents can begin the enrollment process by visiting **triquest.org/admissions/**.

Re-Enrollment

The re-enrollment window for returning students will open before the general enrollment window. The re-enrollment application for returning students can be completed online through the Gradelink portal by selecting the "Re-Enroll" menu option in Gradelink. Students will normally be granted re-enrollment upon the timely submission of the re-enrollment application and payment of outstanding fees. However, other factors such as discipline record and attendance may be considered in granting re-enrollment. Re-enrollment applications are approved at the school's sole discretion. You can start the re-enrollment process by visiting **secure.gradelink.com/3339/enrollment**. Enter the school ID and your Gradelink username and password to log into your parent portal.

Student Adjustment Period

TriQuest Christian Academy is committed to serving each student well while maintaining a safe, orderly, and productive learning environment for all students. TriQuest is not only a school but a ministry. As part of this ministry, students are expected to demonstrate behavior that supports learning, reflects a commitment to Christian character, and does not impede the learning or well being of others.

We pray that every student will flourish at TriQuest. If any new or existing student exhibits behavior that significantly disrupts classroom instruction, interferes with their own learning, or impedes the learning of others, the School will implement customary behavior management techniques and reasonable interventions. Parents or guardians will be notified of concerns and may be asked to participate in conferences or support plans designed to assist their child in adjusting to TriQuest's expectations.

If, after a reasonable period of time determined by the School (typically not to exceed 15 school days), the student does not demonstrate adequate improvement or does not respond to the interventions provided, the School reserves the right to dismiss the student from enrollment. In such cases, the financial terms of withdrawal or dismissal outlined in the Parent Handbook and this Enrollment Agreement shall apply.

The determination of whether a student's behavior warrants dismissal will be prayerfully made in consultation with parents and/or guardians, but the final decision will remain at the sole discretion of the School's administration.

Tuition Payments

Tuition statements can be accessed through your Gradelink account. Monthly and quarterly tuition payment plans are available. Payments are due on the 25th of the month. The first tuition payment must be received before the student attends class. A $50 fee will be assessed to charges that are not paid by the 30th of the month. Students will not be re-enrolled if there is an outstanding balance from the previous academic year.

Tuition Assistance

TriQuest offers needs-based scholarships. When available, scholarships will be granted on a first-come, first-served basis. Contact the school (**info@triquest.org** or 770.954.8128) for general questions. For more information on available scholarships and the process for applying, see: **triquest.org/tuition-scholarships**. Families must re-apply for assistance each year.

Delinquent Accounts and Penalties

1. If a student's account is 20 days overdue, the parents or guardians must meet with an administrator to resolve the delinquency.

2. If the student's account is 30 days overdue, he or she will be suspended from further attendance at TriQuest until the account is brought up to date. Furthermore, the student(s) will not be allowed to return to School until the delinquent account has been satisfied.

3. If a check is returned unpaid, a $50 penalty will be added to the account balance. Tuition will continue to accrue throughout a student's suspension while the student remains enrolled.

4. If an account becomes sixty (60) days overdue, the account may be turned over to a collection agency and reported to credit bureaus. Any fees, incurred for the collection on delinquent accounts, including attorney fees, shall be covered by the financially responsible parent/guardian.

5. Returning families must be current in all financial accounts before students will be confirmed for re-enrollment.

Withdrawal From School

A student may be withdrawn for any reason. Likewise, TriQuest can ask a student to withdraw for any reason. TriQuest requires 1-month advance notice of withdrawal, or the student will be billed for the days equating to a 1-month notice. Notice is deemed given when a completed withdrawal form is submitted to the office.

All charges must be paid in full, and books or other items borrowed from the school must be returned or parents will be billed for missing items. For withdrawals, tuition will be prorated by dividing the number of days the student was enrolled (including the one-month notice) by the total number of school days in the year. Refunds apply only to tuition already paid and not to other expenses paid by the parent.

Failure to meet the terms of the financial agreement may result in records and transcripts being withheld. No records will be released or transferred while there is an outstanding balance on the student's account.

Attendance/Tardies

Students are expected to be in school and in their classes on time. TriQuest attendance policies are derived from the Georgia State Code 20-2-690.1, which requires that TriQuest students

receive a specified number of instructional hours each year. The TriQuest school day starts at 7:45 a.m. and students may enter their classrooms as early as 7:30 a.m.

Late Arrivals

Any student arriving at school after 7:45 a.m. is counted as tardy. Students arriving after 7:45 a.m. are to report to the Office, sign in, and receive a tardy slip before they will be allowed to enter class. If a legitimate reason exists for the tardy, a hand-written excuse must be submitted to the teacher for approval within 24 hours. To be considered "in attendance" for a school day, a student must be present for at least one-half of the school day, excluding the lunch period. Students leaving school before meeting that requirement will be considered absent for the day. In the use of attendance records for school activities (attendance awards, for example), 3 unexcused tardies of greater than 1 hour each will be treated as 1 absence.

Early Departures

Early departures are defined as leaving prior to the scheduled dismissal time. Early departures are discouraged unless necessary. Students leaving school early must be checked out in the office by an authorized parent or guardian. Students should check-in at the office if they return before school is out.

Students will be granted early dismissal for emergencies and for health-related appointments when they cannot be scheduled outside of school hours. Requests for early dismissal should be made to the child's teacher or the office in written form. To pick up a student leaving early, the parents must sign the student out in the school office. Parents are encouraged to return their child to school when practical and significant instructional time remains in the day.

Written Excuse

Students who are absent for any reason will require a written, dated, and signed explanation from their parent/guardian. The document is to be presented to the child's teacher no later than the third day following the students return to school after their absence. Absences not supported by a valid written excuse will be considered 'Unexcused'. After five (5) personal notes written by the parent/guardian for excused absences, the school administration may request additional evidence to validate absences.

Excused Absences

As permitted under the state law and State Board of Education policies, students may be excused lawfully for the following reasons: illness, death in immediate family, religious holiday,

instances in which attendance could be hazardous, a court order, and situations where parents in the military are being deployed or are on leave.

Other types of absences may be approved as 'Excused' based on the information provided by the parent concerning the nature of the absence. In these instances, parents should submit an absence request 1-week in advance of the planned absence with the reason for the absence.

Unexcused Absences

Any absence that is not excused is considered unexcused. This includes any absences where no written notice is received within three (3) days after the absence. Vacations and business trips will be considered unexcused unless written communication is provided to the administration in advance and the administration approves the absence as excused.

Penalties

TriQuest attendance policies are derived from the Georgia Compulsory Attendance Code 20-2-690.1. At the beginning of each school year or at enrollment, TriQuest will furnish to the parent, guardian or other person who has control or charge of the student, with the Georgia Compulsory Attendance Law and a written summary of the possible consequences and penalties for non-compliance. The summary will include information about the possible consequences of truancy. Parents (and children who are at least 10 years old) will be asked to sign a statement saying that they have received this information.

TriQuest will notify parents after their child has five unexcused absences in the same academic year. After two reasonable attempts, (including but not limited to: phone calls to the parent or guardian, letters to the parent or guardian, either through US mail or sent home with the child or both, home visits, etc.) to notify the parent, guardian or other person who has charge or control of the student, TriQuest will send written notice via certified mail with the return receipt requested.

If the child has another unexcused absence after the notice is sent, the parents could face criminal charges for violating the compulsory education laws. The penalties for each offense include fines ($25 to $100), up to 30 days in jail, and/or community service. Every unexcused absence following the notice is considered a separate offense. (Ga. Code 20-2-690.1(c).)

Extended Illness

Please notify the school if your child will be out for an extended period. Parents may request work from teachers for homebound students.

Make-up Work

Students with excused or unexcused absences will be given time to complete missed assignments equivalent to the number of school days missed. Classroom teachers will exercise discretion if additional days are needed to turn in missed work.

Child Custody

In the case of an access dispute, the protection and best interest of the child(ren) will be our priority. Access disputes between family members may be complicated by the fact that legal custody has not yet been determined by a court or formal agreement such as a consent order. The following guidelines will be applied when deciding when to release the child:

- If you have any custody and access arrangements by way of consent or court order, we require a copy for your child's records and will comply with the court's order.
- If the child's mother or father listed on the registration form comes to pick the child up, we will release the child to that parent if he/she can produce a valid picture I.D. if we haven't been introduced to him/her. **We will only release the child to individuals that are listed on the authorized pick-up list on your child's registration form.**
- If you have sole custody and can provide a document that clearly states that the non-custodial parent should not have access to the child, we will not release the child to that parent.
- Should a non-custodial parent come to pick up the child, we will ask for a document signed by you, and you MUST call to speak to an administrator first, stating that the other parent has the right to pick up the child. If this does not occur, we will contact the sole-custodial parent and the police will be contacted if deemed necessary.
- In these circumstances, it is very important that the parent/guardians have regular communication with your child's teacher and the appropriate administrator. Any changes to the custody arrangement must be documented in the child's file.

Change of Information

Please promptly inform the school office of any relevant changes pertaining to your child, including address, phone numbers, custodial rights, etc.

OPERATIONS

School Hours

The building opens at 7:30 a.m. each morning for students. Under normal circumstances, students are not permitted to enter the building before 7:30. Arriving students should proceed

to their assigned classroom. Classes begin at 7:45 a.m. Students arriving after 7:45 are considered tardy.

Students are dismissed at 2:45 p.m. on regular school days. On early release days, dismissal is at 12:00 unless otherwise specified. Students who have not been picked up by 3:00 will be sent to the After School Program. The school office closes at 3:30 p.m.

Carpool

Students can be dropped off in the carpool line between 7:30 and 7:45. If you arrive after 7:45, you will need to call TriQuest at 770.954.8128 to have an admin to escort your child into the building. Your child will be marked as tardy. Students can be picked up from the carpool line between 2:45 and 3:00 on regular school days. A map showing the location of the carpool line is in **Appendix C**. For safety reasons, persons entering the carpool line are asked to:

- Ensure children exit the vehicle on the driver side next to the curb
- Remain in a single line
- Maintain speed at 10mph or less in the parking lot

Chapel

Faculty and students attend chapel every Wednesday from 7:50-8:20 a.m. Students who are interested may be asked to help with chapel service from time to time.

Communication

TriQuest communications are electronic. Gradelink, ClassDojo, email, newsletters, and the school website are used to share information about classes, school events, school closings, etc. Text messages and email will be used to communicate school closings or emergencies through "Parent Alert" in Gradelink. **It is vitally important that parents keep their contact information current and correct. Parents can verify contact information by logging in to Gradelink.**

Parents are asked to use email to contact teachers with questions or requests. A full listing of staff emails is available through Gradelink. Login instructions for Gradelink are in **Appendix B**.

Conduct

Conduct policies are derived from the TriQuest statement of faith as well as policies determined by the administration. TriQuest encourages participants to develop a lifestyle that honors Jesus Christ. Students are expected to:

- Follow school and class rules
- Respect persons and property

- Refrain from reckless and unsafe conduct
- Refrain from using profanity
- Refrain from cheating or lying
- Have no offensive material
- Have no illegal items in their possession

Attitudes, actions, and behaviors deemed by the administration to be disruptive in nature to the academic and/or spiritual environment of the school will not be tolerated and will be disciplined, up to and including termination of enrollment, at the discretion of the administration. A student may also be denied re-enrollment if he/she is disruptive to the instructional program and/or has repeated or serious violations of school policies as determined in the sole discretion of the administration. Re-admission considerations following dismissal will be determined on a case-by-case basis.

Prohibited activities include:

- Deception, cheating, and stealing
- Property vandalism or littering—parents will be responsible for damages students cause to equipment, buildings, furniture, grounds, or fixtures
- Inappropriate language to include cursing, using the Lord's name in vain, and vulgar expressions
- Substance abuse of alcohol, illegal drugs, misuse of legal drugs, cigarettes, and vaping
- Sexual activity and expression
- Disrespect toward authority
- Intimidation/harassment/bullying
- Unauthorized online/electronic communication with staff members/teachers such as initiating or responding to social media messages or invitations, text messages, chat rooms, discussion sites, instant messages, or other digital or electronic communications other than through school-authorized communication methods.

Resolution

TriQuest fully supports parents in developing Christian character in their students. When a challenge arises that requires some form of discipline, the TriQuest staff will endeavor to:

1. Pray for wisdom
2. Gather details and assess the situation
3. Meet with the person(s) involved
4. Discuss positive and negative behaviors and choices
5. Review Bible teachings that pertain to the conduct
6. Lead participants to confess and forgive as appropriate
7. Administer appropriate consequences

8. Document the incident and inform parents of action taken

Based on the severity of the offense, the administration response may include:

- Warnings against future infractions
- Assigning a writing task related to the incident
- Revoking privileges to teach consequences
- Assigning the student to a work detail (e.g., vandalism- student will clean up vandalism)
- Setting up a conference with the parent(s)
- Assigning detention (no lost class time)
- Assigning In-School or Out-of-School Suspension (lost class time)
- Considering previous infractions to determine the severity of the consequence
- Taking other actions appropriate for the situation
- Terminating the student's enrollment

Dress Code

While the Bible does not prescribe specific types of clothing and appearance, it does provide principles upon which TriQuest has developed its dress and appearance code and these standards are in keeping with the school's statement of faith. Each student is expected to dress in a manner that is neat, clean, and modest. In accordance with the TriQuest beliefs and statement of faith, students are required to dress in accordance with their biological genders. In general, clothing should be free of tears and holes. Pants must be worn around the waist and the hem of the pants should not drag the floor. Hair is to be clean, neat, and out of the eyes. When attending after-hours TriQuest activities, students should maintain dress that is neat, clean, and modest.

Daily requirements:

- General
  - Navy blue, short or long-sleeve polo, with the TriQuest logo
  - Khaki bottoms without rips or distressing (see below for Girls & Boys specifics)
  - Comfortable, closed-toed shoes suitable for indoor and outdoor activities
  - Uniforms and logo shirts can be selected and purchased from: **https://atlanta.educationaloutfitters.com/find-my-school/triquest/**
  - During cooler months, a long-sleeve shirt or turtleneck that is **white**, **black**, **grey**, or **navy** may be worn underneath a uniform polo
  - A navy **blue** or **white** sweater or cardigan may be worn during school hours
  - Hoodies, windbreakers, pullovers, coats, and jackets are not permitted in the classrooms unless warranted by the classroom temperature.
  - **Black**, **white**, **grey**, or **navy-blue** colored socks (tights/leggings under skirts/jumpers for Girls) must be worn at all times. They must be without patterns, prints, stripes, or logos
  - Shoes should be appropriate for recreational activities and Physical Education days
  - Any t-shirts that are visible under regular clothing are to be **white**, **grey** or **black** and without visible writing or logos.
- Girls
  - Khaki pants, skirts, skorts, or jumper
    - Hemlines for skorts/jumpers no higher than knee length when standing. If shorter, long leggings are to be worn underneath.
  - Khaki Bermuda shorts during warmer weather
    - No higher than knee length when standing
  - For PE day, girls should only wear pants or Bermudas (not skirts or jumpers)
- Boys
  - Khaki pants
  - Khaki Bermuda shorts during warmer weather
  - No higher than knee length when standing

Quest Fridays

- TriQuest T-shirt or sweatshirt with TriQuest emblem (TriQuest t-shirt/sweatshirts are to be worn only on designated days) or solid navy-blue shirt.
- Jeans without tears or holes or otherwise distressed.
- Comfortable, closed-toed shoes suitable for indoor and outdoor activities

Accessories

- Jewelry should be modest in appearance, not distracting to themselves or other students, and not create a safety hazard during recreational activities
- Necklaces should not fall below the second button of a regular-fitting polo shirt

Not Permitted

- Clothing with suggestive or offensive phrases or symbols
- Clothing that is too revealing or too tight
- Hats or visors in the building during class learning (hats/visors may be worn at PE or recess)

Consequences for Dress Code Violations

For the first dress code violation, students will be given a warning and the parent or guardian notified. At the second occurrence, the student will be sent to the office until the parents can bring the appropriate clothing. Students will face more severe consequences for additional violations.

Lunch Procedures

1. Bringing Lunch from Home

Students are welcome to bring their lunch daily. Pack items in a clearly labeled, reusable container or lunchbox. Refrigeration and microwave use are limited; please send foods that stay safe at room temperature.

2. Lunch Delivery Restrictions

Due to the disruption to school operations, TriQuest will not accept outside food delivered from local restaurants during the school day. Please ensure that lunch arrangements for your scholar have been made in advance.

If your student has food allergies or special dietary needs, notify the front office as soon as possible.

3. Questions or Changes

To discuss dietary changes or lunch logistics, contact TriQuest at **(770) 954-8128** or **info@triquest.org**.

Thank you for helping us keep lunch time smooth and enjoyable!

Pickup and Dropoff

Upon enrollment, families will be given pick-up tags on bright yellow cardstock. The tag will include the child's name and grade and must show the TriQuest sticker. For pickup, this tag must be displayed prominently on the driver side of the dashboard. Staff members

who are working in the car line will use this tag to bring the correct student to the car. Persons who do not have a tag must park and check out their child from the office.

Please drive carefully and slowly on school property. Exercise caution when approaching and departing loading areas and walkways. Remember that young children are extremely difficult to see from a car. The speed limit in the parking lot is 10 mph. A driving pattern diagram is in Appendix B. TriQuest does not have school bus services.

Students who are not picked up by 3:00 will be required to go to ASP and parents will be billed accordingly.

After School Program (ASP)

ASP is offered during regular and early-release school days, unless otherwise specified. ASP hours are from 3:00 until 5:00 p.m. on regular school days, and 12:15 to 2:15 on early-release days. ASP is billed at $10 per hour per day. Parents can also choose to pay $300 per month for 2 hours of ASP daily, or $150 per month for 1 hour of ASP each day.

Students attending ASP are to arrive within 15 minutes after school ends. **Parents may pick up their child from ASP by calling the TriQuest phone line at 770-954-8128 when he or she arrives.**
All students must be picked up by the scheduled end time or additional charges of $30 per hour, rounded to the nearest half hour, will be incurred. If TriQuest staff cannot contact a parent or guardian within 30 minutes after the end of ASP, Cobb County police will be notified.

Contacting Students

If there is a need to contact a student during the school day, please call the school office and we will get a message to the student. If it is an emergency, the student will be contacted immediately.

Deliveries

Routine deliveries such as homework, lunch, backpack, etc. are to be brought to the office and it will be delivered to the student. **Please call 770-954-8128 when arriving**. Approval from an administrator or the classroom teacher must be obtained in advance for delivery of celebration items such as for a birthday.

OTHER POLICIES

Abuse Reporting

Parents are advised that teachers and administrators are required by law to report any physical or sexual abuse. If abuse is suspected, it will be reported to the Division of Family and Children Services of the Georgia Department of Human Services for further investigation.

Electronic Devices

Students are not allowed to wear smartwatches or use cell phones at school. Exceptions may be granted for students with medical needs who need access to a phone or smartwatch (for example, students with Type 1 or 2 diabetes who use it to monitor their glucose levels) or in an emergency.

Cell phones must be kept off and in the backpack during school hours. Backpacks are not secure, so consider keeping cell phones at home. If a phone or other electronic device is confiscated due to repetitive violations, the parent must retrieve the device from the school office.

Searches

The following items are considered the property of the school or church which includes all access rights:

- All school- or church-owned or provided computers and electronic devices
- Networks
- Online academic services or platforms
- Physical or electronic mail or storage files
- Parking areas
- Cubbies, chair storage pockets, desks, tables, and other storage areas

Students have no expectation of privacy in these items or areas. School authorities reserve the right to conduct random inspections of any of these to protect the health, safety, and welfare of our students. In addition, in the event the school suspects a student possesses an unapproved item or has used a school-owned item in a manner that violates school policy, the school reserves the right to conduct a search of the student's pockets, desk, backpack, outerwear, shoes, electronic devices, any other item belonging to or in the possession of the student, or any online platform, account, or otherwise the student may have accessed. Unless the situation potentially constitutes an emergency, the school will first attempt to notify parents if a search is necessary and will have two or more staff present for a search; **however, enrollment in the school constitutes parental and student**

consent to conduct random and for-cause searches without additional or further consent when deemed necessary by school officials.

Internet

Network and internet access are granted for educational purposes only. Teachers/classroom monitors must be present in the classroom when students are accessing the internet. The school reserves the right to monitor, inspect, copy, review, and store, at any time, and without prior notice, all student usage of the school computer network and Internet access, as well as all information transmitted or received with such usage. Internet access privileges can be revoked at any time. Students are expected to abide by the same guidelines of conduct as are customary for the school. Additionally, students are required:

- to use the given password for security
- to not reveal personal information such as names of family members, home address, or telephone numbers
- to stay off social media and inappropriate sites and notify staff immediately in the event of inadvertent access
- to not send and receive personal email, messages, etc. using school devices
- to not perform any financial transactions
- to not download, copy, or store any software, shareware, freeware, or other online information on school equipment without prior permission from the supervising teacher

Guidance Counseling

Cumberland Community Church maintains an active, professional counseling ministry. Families may request assistance from the Cumberland Counseling Ministry by contacting an administrator or staff member or by completing a counseling inquiry form which can be found at **cumberlandcounselingcenters.org/**.

Visitors

All visitors must report to the office, sign in, present identification if unknown to the school staff, and state the purpose and intended length of their visit. Visitors are issued a visitor's badge which is to be worn for the duration of the visit. Unless prior arrangements have been made, visitors will remain in the company of a staff member and sign out when they leave campus.

Other Security Measures

All external doors from the outside remain locked during school hours. Administrative staff and teachers have handheld communication devices to maintain open lines of

communication and support the safety of the students. All school staff wear school-provided identification badges.

Eating and Drinking During Class

To maintain the condition of the school's facilities, **gum** of any type is prohibited. Eating in class is prohibited unless an exception is granted by the classroom teacher.

Students may bring water bottles to class. However, to support a clean, orderly, and distraction free learning environment, students are only permitted to use lightweight, spill proof water bottles during the school day. Stanley type tumblers and similar large, metal, non-spill-proof bottles are not permitted on campus. These containers are prone to leaking when tipped, can spill large amounts of liquid at once, and often cause disruption and require cleanup. Approved water bottles must be 12 inches in height or less and have a secure, leak resistant lid. Students will have opportunities throughout the day to fill up their water bottles with cold filtered water from the water fountains at school.

Dietary Restrictions/Food Allergies

TriQuest's policies regarding food allergies are subject to change based on the characteristics of enrolled students or revised medical information. Parents and guardians of students with severe allergies are urged to inform the school right away to help mitigate the effects of severe allergies.

Student Money

Students should not carry an excessive amount of cash or valuables. Cash or other valuables needed for school should be kept secure and out of sight until needed. The school is not responsible for cash or valuables that are lost or stolen.

Lost and Found

A Lost and Found bin is in the Administrative Office. Students should inform their teacher if they need to check the Lost and Found or if they need to place an item in the Lost and Found bin. Lost articles that are not claimed within a few months are donated to charity. The school does not accept responsibility for articles placed in the Lost and Found. Parents are advised to write the student's name on backpacks, clothing, etc. for easy identification.

ACADEMICS

The TriQuest curriculum consists of two types of classes: core classes and extension classes. The core classes represent foundational skills that receive intense focus from the early years. These classes include Bible, reading, writing, and mathematics. Emphasis is on demonstrating mastery and quickly remediating deficit areas.

The extension classes represent learning that is targeted at investigating and applying understanding to produce conclusions, responses, and artifacts. Overall, the instruction at TriQuest blends robust academic experiences with biblical principles and understanding. We strive for students to have authentic encounters with God while being challenged to problem solve and innovate in fun and creative ways.

Sample Schedule

Time	Mon, Tue, Wed, Thu
7:30 – 7:55	Attendance, Morning Work
8:00 – 8:20	Bible (Chapel on Wednesdays)
8:25 – 11:00	Reading | Language Arts | Writing | Specials
11:10 – 11:40	Lunch
11:40 – 12:15	Recess
12:20 – 2:45	Math | Social Studies | Science
2:45 – 3:00	Dismissal – Car riders
3:00 – 5:00	After-school Program

Time	Quest Friday
7:30 – 7:55	Attendance, Morning Work
8:00 – 8:20	Bible
8:25 – 11:00	Reading | Language Arts | Math | Science
11:10 – 11:40	Lunch
11:40 – 12:15	Recess
12:20 – 2:15	Quest (STEM Activity)
2:15 – 2:45	School Cleanup
2:45 – 3:00	Dismissal – Car riders
3:00 – 5:00	After-school Program

Grading

Core classes, science, and social studies are graded on the A through F grading scale:

90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

The remaining classes such as Specials and STEM are graded on the **Kinder Scale** (**Outstanding**, **Satisfactory**, **Needs Improvement**, **Unsatisfactory**), based on the following criteria:

- **O** = Excellent effort and focus (0 or 1 reminder to keep on task)
- **S** = Satisfactory effort and focus (2 reminders)
- **N** = Needs improvement for effort and focus
    - 3 or 4 reminders OR
    - 1 act of defiance (refusal to follow directions)
- **U** = Unacceptable effort and focus
    - 5 or more reminders OR
    - 2 or more acts of defiance (refusal to follow directions)

Grade Reporting

Progress reports will be distributed at the mid-point of each quarter (after 4 ½ weeks of instruction). Report cards will be available through the parent portal in Gradelink at the end of every 9-week period. The report cards will contain class grades, selected character ratings, and teacher comments. Scheduled parent-teacher conferences are held at the end of the first quarter and during the fourth quarter. The purpose of the conference is to review student progress, set goals, and to address any concerns. Parents are encouraged to bring students to these conferences under normal circumstances.

Achievement Tests

The Iowa Assessment (formerly known as the Iowa Test of Basic Skills -ITBS) is administered annually in March to all students.

HEALTH AND SAFETY

Emergency Drills

Fire/weather/lock-down drills will be conducted periodically and as required by law.

Snow/Inclement Weather

Parents will be notified via Class Dojo and email, using the information on file, if school closes due to weather or some other emergency. Therefore, it is essential that all student contact information be kept current in the Gradelink System.

Communicable Disease/Illness

Parents are urged to contact the school if their child contracts a communicable disease to help stop the spread of the illness. Students must be kept home if they have any of the following:

- Any communicable disease
- Fever of 100º F or above at any time during the previous 24 hours. Student must be free of fever without the use of medication for 24 hours before returning to school.
- Sore throat/strep throat/tonsillitis
- Contagious skin rash
- Pink eye/inflammation of the eyes or eyelids must be treated for 24 hours with drops or have a doctor's release.
- Nausea/vomiting/diarrhea. Student must be symptom free for 24 hours before returning to school.
- Per Center for Disease Control guidance, students who are identified to have head lice can return to school after the parent has confirmed that treatment has been applied.

Medications At School

Every effort should be made to give medicines at home. The school does not provide cough medicine, antacids, or pain relief products for students. However, if your physician does order medication to be taken during regular school hours, the school and parents will proceed in accordance with Georgia Rule 591-1-1-.20 – Medications.

1. Parental Authorization. Except for first aid or as authorized under Georgia law, personnel will not dispense prescription or non-prescription medications to a child without **specific written authorization from the child's physician or parent**. Such authorization will include when applicable: date; full name of the child; name of the medication; prescription number, if any; dosage; the dates to be given; the time of day to be dispensed; and signature of Parent.

2. Send only enough medication to be given at school. Keep any excess medication at home.

3. All medications must be brought to the office by the student's parent/guardian and in the original container. The school staff and parent will then count the medication and record the amount on the medication sign-in record. The parent will also complete and sign a medication distribution form.

4. Dispensing Medication. Written authorization to dispense medications shall be **limited to two (2) weeks unless otherwise prescribed by a physician or authorized under Georgia law**. Medication shall only be **dispensed out of its original container which must be labeled with the child's name** or as authorized under Georgia law.

5. Dispensing Records. TriQuest shall maintain a record of all medications dispensed to children by Personnel to include the date, time and amount of medication that was administered; any noticeable adverse reactions to the medication; and the signature or initials of the person administering the medication.

6. Storage. Medications shall be kept in a storage cabinet or container which is locked or otherwise not accessible to the children and shall be stored separate from cleaning chemicals, supplies or poisons. Medications requiring refrigeration shall be placed in a leakproof container in a refrigerator that is not accessible to the children.

7. Unused Medication. Medicines which are no longer to be dispensed shall be returned to the child's Parent(s).

8. The container will be returned when empty.

9. All medications will be destroyed one (1) week after the last day of school.

10. Non-Emergency Injections. Non-emergency injections shall only be administered by appropriately licensed persons unless the Parent and physician of the child sign a written authorization for the child to self-administer the injection.

Recess

Recess is an important part of the school day at TriQuest. It gives students time to move, create, play, build friendships, learn new skills, and reset for classroom learning. At recess, students participate in a variety of age-appropriate activities, including:

- Running & jumping games like tag and jump rope
- Ball games like basketball
- Creative play (including sidewalk chalk, follow-the-leader)

These activities take place on grass, turf, and designated asphalt areas. The following guidelines are designed to keep recess safe and enjoyable for everyone.

Safety & Supervision

The TriQuest staff:

- Monitor play closely
- Enforce safety rules
- Redirect unsafe behavior
- Respond quickly to injuries

Normal Risks of Outdoor Play

As with any school recess, minor injuries such as slips, trips, falls, scrapes, scratches, or bruises can occur. These are considered normal risks of childhood play. Staff provide first aid and notify parents when injuries occur.

How Parents Can Help

- Ensure your child wears shoes suitable for running and outdoor play.
- Notify the school of any medical conditions that may affect participation.

We look forward to working together with you to help keep recess a joyful, healthy part of your scholar's day.

Temperature Extremes

At times, students will go outside for recess and other activities. However, students will not go outside for any extended period if the heat index is over 100, the temperature/wind chill is below 32, or there is inclement weather. Parents are advised to review the weather forecast before sending children to school and to consider the possibility of outside activities when dressing your child in the morning.

APPENDIX A: STATEMENT OF FAITH

7.02—Statement of Faith

A. Beliefs on Doctrine. We believe in:

1. We affirm and believe in the plenary, verbal inspiration of God in the original languages of the Bible (both the Old and New Testaments); and is the only authority of Christian faith and practice. (II Timothy 3:16-17; Psalm 100:5, 160; John 17:17, II Peter 1:21)

2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit. (Matthew 28:19; Genesis 1:1; John 10:30, 37-38)

3. We believe in the Genesis account of the creation of man by the direct act of God. (Genesis 1:1; Genesis 1 and 2)

4. We believe in the incarnation and virgin birth of our Lord and Savior, Jesus Christ; His sinless life, His miracles, His deity and identification as the Son of God; His vicarious atonement for the sins of mankind by the shedding of His blood on the cross; the resurrection of His body from the tomb; in His ascension to the right hand of the Father, and in His personal return in power and glory; and His power to save men from sin; (Matthew 1:21-23; Isaiah 7:14, Matthew 1:18-23, Luke 1:35, John 2:11, 11:25; Acts 1:11, II Corinthians 5:21, Ephesians 1:7, Philippians 2:5-10, Colossians 1:14, Hebrews 4:15, 7:25, 9:12; I Peter 2:22, Revelation 19:11-16)

5. We believe that mankind is sinful by nature and that regeneration by the Holy Spirit is essential and an absolute necessity for his salvation. Sinful mankind is wholly saved by grace through faith in Jesus Christ. (Ephesians 2:8-10; John 3:16-19, 5:24; Acts. 20:21, Romans 3:19, 23; Ephesians 2:8-10; Titus 3:5, 6)

6. We believe in the continuing ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life. (Galatians 5:16; I Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18)

7. We believe in the resurrection of both the saved and the lost—those who are saved unto eternal life and they who are lost unto eternal damnation. (John 5: 28-29; I Corinthians 15:42-58, John 5:28, 29, Rev. 20:11-15)af

APPENDIX B: LOGINS

Gradelink

TriQuest uses Gradelink for **enrollment** and **management** of student information.

Enrollment

To get started with enrollment, go to **https://triquest.org/admissions/** then click on Apply Now. From there you can set up a new account or continue with a previous account.

Information Management

Soon after your child is enrolled, TriQuest will send you the information you need to login into the Gradelink Student Information System (SIS): the school's ID number (3339), your username, and your password. If you do not receive the login information, have forgotten it, or your account is locked, contact the school office and it will be provided.

To log into the Gradelink SIS, go to **www.gradelink.com** and click on the Login button at the top right part of the page. This will take you to the login page. Enter your school ID, username, and password, and click on the Login button.

The following information is available to you when you log in to Gradelink:

- Current Grade in each class
- Current GPA for the term, if applicable
- Descriptions, Grades, and Teacher Comments for graded assignments
- Descriptions and Due Dates for upcoming assignments
- Assignment handouts or documents (attachments)
- Email Alerts you can configure for grades and attendance
- Attendance Information
- Transcript Information
- Billing Information

APPENDIX C: CARPOOL MAP

TriQuest Car Rider Line (Before & After School)

= Dropoff and Pickup Point

Parents may enter or exit from South Cobb Drive or Church Street.