The Church Academy admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available at the school. The Church Academy does not discriminate on the basis of race, color, gender, national or ethnic origin in the administration of educational policies, athletics, admissions procedures, and other school administered-programs.
Dear Parents,

We are blessed that you have chosen to consider The Church Academy. Our purpose is to partner with parents to provide an excellent education with a Biblical Worldview. As a parent, I understand the significance of deciding where your child will attend school. Whether you are a first-time parent trying to decide on a kindergarten for your child, a family seeking to enroll multiple children in our school, or a homeschool parent seeking an alternative education, I trust this handbook will allow you to gather important information about our school.

The Church Academy strives for high academic excellence in education by equipping students to become conformed to the image of Jesus Christ – shaping hearts and sharpening minds. TCA strives for excellence in all aspects of spiritual, academic, social, and personal development. The school ministry is designed to serve Christian parents who desire a Christian education for their children. TCA’s educational process is centered on the development of our students’ ability to translate the different facets of their educational experience into Christian living. We believe there is a battle for the minds of today’s youth, and it is critical that our children be equipped with a Christian education so that they are not deceived by those desiring to lead them away from God’s truth. (Colossians 2:4, 8)

We have been blessed with an amazing staff that pours Christ’s love into each of our students, as well as their families and each other. Our staff allows God to guide them in raising future generations of leaders with Godly character, based on biblical truth and academic excellence, to influence the world for the glory of God.

United in Christ,

Jessica Robb
Superintendent
The Church Academy
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter from TCA Headmaster</td>
<td>2</td>
</tr>
<tr>
<td>Statement of Faith</td>
<td>4</td>
</tr>
<tr>
<td>Mission/Vision Statement</td>
<td>4</td>
</tr>
<tr>
<td>Educational Overview</td>
<td>5</td>
</tr>
<tr>
<td>Educational Purpose</td>
<td>5</td>
</tr>
<tr>
<td>Educational Objectives</td>
<td>5</td>
</tr>
<tr>
<td>Educational Philosophy</td>
<td>6</td>
</tr>
<tr>
<td>Spiritual Activities</td>
<td>9</td>
</tr>
<tr>
<td>Accreditation</td>
<td>10</td>
</tr>
<tr>
<td>Admission Policy</td>
<td>10</td>
</tr>
<tr>
<td>Arrival and Departure</td>
<td>12</td>
</tr>
<tr>
<td>School Hours</td>
<td>12</td>
</tr>
<tr>
<td>Morning Arrival K-3 – 5th Grade</td>
<td>12</td>
</tr>
<tr>
<td>Morning Arrival 6th – High School</td>
<td>13</td>
</tr>
<tr>
<td>Tardy Policy</td>
<td>13</td>
</tr>
<tr>
<td>Carpoools</td>
<td>13</td>
</tr>
<tr>
<td>Student Driving</td>
<td>13</td>
</tr>
<tr>
<td>School Dismissal and Afternoon Pick-Up</td>
<td>14</td>
</tr>
<tr>
<td>Assessment/Exams</td>
<td>15</td>
</tr>
<tr>
<td>Pre- and Post-Tests – Pre-K – 3rd Grade</td>
<td>16</td>
</tr>
<tr>
<td>Nine-Week Exams – 4th – 10th Grade</td>
<td>16</td>
</tr>
<tr>
<td>Achievement Tests</td>
<td>16</td>
</tr>
<tr>
<td>Athletics, Clubs, and Programs</td>
<td>16</td>
</tr>
<tr>
<td>Policy for Participation</td>
<td>16</td>
</tr>
<tr>
<td>Definitions and Requirements</td>
<td>17</td>
</tr>
<tr>
<td>Athletics</td>
<td>17</td>
</tr>
<tr>
<td>Clubs and Organizations</td>
<td>18</td>
</tr>
<tr>
<td>Attendance</td>
<td>18</td>
</tr>
<tr>
<td>Procedure Regarding Absences</td>
<td>18</td>
</tr>
<tr>
<td>Excused Absences</td>
<td>19</td>
</tr>
<tr>
<td>Partial Day Absences</td>
<td>19</td>
</tr>
<tr>
<td>Makeup Work For Excused Absences</td>
<td>19</td>
</tr>
<tr>
<td>Unexcused Absences</td>
<td>19</td>
</tr>
<tr>
<td>Makeup Work For Unexcused Absences</td>
<td>20</td>
</tr>
<tr>
<td>Excessive Absences</td>
<td>20</td>
</tr>
<tr>
<td>Seat Time</td>
<td>20</td>
</tr>
<tr>
<td>Checking Out Procedure</td>
<td>20</td>
</tr>
<tr>
<td>Leaving Campus</td>
<td>21</td>
</tr>
<tr>
<td>Perfect Attendance</td>
<td>21</td>
</tr>
<tr>
<td>Withdrawals and Dismissals</td>
<td>21</td>
</tr>
<tr>
<td>Bible</td>
<td>21</td>
</tr>
<tr>
<td>Chapel Program</td>
<td>21</td>
</tr>
<tr>
<td>Church Attendance</td>
<td>22</td>
</tr>
<tr>
<td>Communication</td>
<td>22</td>
</tr>
<tr>
<td>Complaint Procedure/Appeal Process</td>
<td>22</td>
</tr>
<tr>
<td>Curriculum</td>
<td>23</td>
</tr>
<tr>
<td>Deliveries</td>
<td>26</td>
</tr>
<tr>
<td>Discipline/Discipleship</td>
<td>26</td>
</tr>
<tr>
<td>Code of Honor Pledge</td>
<td>27</td>
</tr>
<tr>
<td>Classroom Management</td>
<td>29</td>
</tr>
<tr>
<td>Positive Behavior</td>
<td>30</td>
</tr>
<tr>
<td>Discipline – Elementary Students</td>
<td>30</td>
</tr>
<tr>
<td>Elementary Discipline Consequences</td>
<td>31</td>
</tr>
<tr>
<td>Discipline – Middle and High School Students</td>
<td>32</td>
</tr>
<tr>
<td>Middle and High School Discipline Consequences</td>
<td>35</td>
</tr>
<tr>
<td>Discipline Process</td>
<td>37</td>
</tr>
<tr>
<td>Dress Code</td>
<td>39</td>
</tr>
<tr>
<td>Emergency Guidelines</td>
<td>43</td>
</tr>
<tr>
<td>Classroom Safety and Security</td>
<td>43</td>
</tr>
<tr>
<td>Emergency School Closing</td>
<td>43</td>
</tr>
<tr>
<td>Emergency Procedures</td>
<td>43</td>
</tr>
<tr>
<td>Field Trips</td>
<td>43</td>
</tr>
<tr>
<td>Financial Procedures &amp; Enrollment</td>
<td>44</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>44</td>
</tr>
<tr>
<td>Academic Excellence Fee</td>
<td>44</td>
</tr>
<tr>
<td>Curriculum and Technology Fee</td>
<td>44</td>
</tr>
<tr>
<td>Tuition Fee for Regular Education Student</td>
<td>44</td>
</tr>
<tr>
<td>Discounts</td>
<td>44</td>
</tr>
<tr>
<td>Tuition Fee for Students that Require Accommodations</td>
<td>45</td>
</tr>
<tr>
<td>Payment Options</td>
<td>45</td>
</tr>
<tr>
<td>TCA Financial Agreement</td>
<td>45</td>
</tr>
<tr>
<td>Past Due Accounts</td>
<td>46</td>
</tr>
<tr>
<td>Refund of Tuition and Fees</td>
<td>46</td>
</tr>
<tr>
<td>Arete Scholars Fund</td>
<td>47</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>47</td>
</tr>
<tr>
<td>Financial Commitment</td>
<td>47</td>
</tr>
<tr>
<td>Legal Custody</td>
<td>47</td>
</tr>
<tr>
<td>Fundraising</td>
<td>48</td>
</tr>
<tr>
<td>Grading</td>
<td>48</td>
</tr>
<tr>
<td>Report Cards</td>
<td>48</td>
</tr>
<tr>
<td>Progress Reports</td>
<td>48</td>
</tr>
<tr>
<td>Grading System</td>
<td>48</td>
</tr>
<tr>
<td>Grading Scale</td>
<td>49</td>
</tr>
<tr>
<td>Earning Credit</td>
<td>49</td>
</tr>
<tr>
<td>Academic Requirements</td>
<td>49</td>
</tr>
<tr>
<td>Academic Honors</td>
<td>49</td>
</tr>
<tr>
<td>Promotion – K-3, K-4, &amp; Kindergarten</td>
<td>49</td>
</tr>
<tr>
<td>Promotion – 1st Grade – High School</td>
<td>50</td>
</tr>
<tr>
<td>Academic Warning and Probation</td>
<td>50</td>
</tr>
<tr>
<td>Graduation Requirements</td>
<td>50</td>
</tr>
<tr>
<td>Class Rank</td>
<td>50</td>
</tr>
<tr>
<td>Honor Graduates</td>
<td>50</td>
</tr>
<tr>
<td>Valedictorian</td>
<td>51</td>
</tr>
<tr>
<td>Salutatorian</td>
<td>51</td>
</tr>
<tr>
<td>Guidance</td>
<td>51</td>
</tr>
<tr>
<td>Gym Use</td>
<td>51</td>
</tr>
<tr>
<td>Homework</td>
<td>52</td>
</tr>
<tr>
<td>Make-Up Work</td>
<td>52</td>
</tr>
<tr>
<td>Penalty for &quot;No Homework&quot;</td>
<td>52</td>
</tr>
<tr>
<td>Lockers</td>
<td>53</td>
</tr>
<tr>
<td>Lost &amp; Found</td>
<td>53</td>
</tr>
<tr>
<td>Lunch</td>
<td>53</td>
</tr>
<tr>
<td>Media &amp; Technology</td>
<td>54</td>
</tr>
<tr>
<td>Internet</td>
<td>54</td>
</tr>
<tr>
<td>Bring Your Own Device</td>
<td>54</td>
</tr>
<tr>
<td>Medical</td>
<td>55</td>
</tr>
<tr>
<td>Immunization Requirements</td>
<td>55</td>
</tr>
<tr>
<td>Health Information</td>
<td>55</td>
</tr>
<tr>
<td>Administration of Medication</td>
<td>56</td>
</tr>
<tr>
<td>Student Insurance</td>
<td>57</td>
</tr>
<tr>
<td>Parent Support Organizations</td>
<td>57</td>
</tr>
<tr>
<td>Parent/Teacher Conferences</td>
<td>58</td>
</tr>
<tr>
<td>Parties and Birthdays</td>
<td>58</td>
</tr>
<tr>
<td>Property Damage</td>
<td>58</td>
</tr>
<tr>
<td>RenWeb</td>
<td>58</td>
</tr>
<tr>
<td>School Calendar and Holidays</td>
<td>59</td>
</tr>
<tr>
<td>School Telephone</td>
<td>59</td>
</tr>
<tr>
<td>Snacks</td>
<td>59</td>
</tr>
<tr>
<td>Student Information for Our Records</td>
<td>59</td>
</tr>
<tr>
<td>Textbooks/Workbooks</td>
<td>60</td>
</tr>
<tr>
<td>Visitors</td>
<td>60</td>
</tr>
<tr>
<td>Warrior Care</td>
<td>60</td>
</tr>
<tr>
<td>Beforecare</td>
<td>60</td>
</tr>
<tr>
<td>Aftercare</td>
<td>60</td>
</tr>
<tr>
<td>Warrior Care Discipline Policy</td>
<td>61</td>
</tr>
<tr>
<td>Warrior Word</td>
<td>61</td>
</tr>
<tr>
<td>Handbook Disclaimer</td>
<td>61</td>
</tr>
<tr>
<td>Handbook Disclaimer</td>
<td>61</td>
</tr>
</tbody>
</table>
STATEMENT OF FAITH

The Church Academy accepts the Bible as the revealed will of God, as the all-sufficient rule of faith and practice, and for the purpose of fulfilling God’s mission.

THE CHURCH ACADEMY’S BELIEF

At The Church Academy, we are committed to providing our students with the very best education in preparation for an ever-increasingly complex world in which they will live, work, play, and one day raise families. A strong academic foundation is, of course, one of the keys to success in life, but we believe that such is only one aspect of your child’s life-training.

The high standards of The Church Academy are always expanding through academic evaluations of curriculum, teaching techniques, and individual classes within our school’s program. Also, students are offered educational opportunities to become prepared for academic challenges at the college and university level, as well as for any future career choices they might make. The unique aptitudes and abilities of every student demands that we support each one so they may develop a positive self-image and the confidence to achieve.

Coupled with a solid academic program, TCA is focused on the development of the student as a whole person. This means that we are concerned about character development and spiritual growth as well. Our vision is to prepare our students to be men and women of integrity, honor, dignity, and trustworthiness. We believe that these essential characteristics necessarily flow out of our faith in and relationship to our Lord, Jesus Christ.

In the same way that our program provides opportunities for students to grow in knowledge and skill, we also stress the physical, social, and spiritual aspects of development in order that they may be maximized. Biblical truths are taught to provide a foundation from which students may draw in order that they have knowledge to make excellent choices which will establish them for a lifetime.

At The Church Academy, we want to encourage students to become Christ-like in character and excellent in intellectual and vocational development. As a graduate of The Church Academy, our students are prepared for life!

MISSION/VISION STATEMENT

The Church Academy strives for high academic excellence in education by equipping students to be conformed to the image of Jesus Christ – shaping hearts and sharpening minds. TCA strives for excellence in all aspects of spiritual, academic, social, and personal development. The school ministry is designed to serve Christian parents who desire a Christian education for their children. It is an integral part of The Church and adheres to the church’s standards, beliefs, purposes, and vision.

TCA will obey Scripture to educate children of Christian families by:

❖ Serving the church.
❖ Partnering with parents and their home church.
❖ Building student’s faith, character, and skill.
Being excellent stewards of the resources God provides.
Glorifying God and passing the Gospel of Jesus Christ onto generations.

EDUCATIONAL OVERVIEW

EDUCATIONAL PURPOSE

Our desire is for Jesus to be in the center of every part of this school and for the Holy Spirit to be free to move. The primary purpose is to glorify God within the school setting by:

- Providing opportunities for the student’s faith to be encouraged and strengthened by example, study, and prayer.
- Training children in obedience and discipline.
- Providing a curriculum with high standards, challenging each child to do his/her very best, "as for the Lord" (Colossians 3:23a).

Buildings, desks, books, rules, and regulations do not make a school. People gathered for the purpose of education make a school. People gathered in the name of Jesus make a Christian school. People gathered as servants of Jesus, under the liberty of the Gospel, following the guidance of the Holy Spirit find not only the finest education in a unique setting, but they become changed into the likeness of Christ. 2 Corinthians 3:18 expresses this so well: "But we all, with unveiled face, beholding as in a mirror the glory of the Lord, are being transformed into the same image from glory to glory, just as from the Lord, the Spirit." We hope that this also excites you to want to be part of TCA – watching, yielding, and cooperating as the Holy Spirit works His life-changing miracle in you.

EDUCATIONAL OBJECTIVES

SPIRITUALLY – “Let the word of Christ richly dwell within you,” – Colossians 3:16a
- To experience regeneration through personal faith in the Lord Jesus Christ.
- To study and apply the Bible so he/she might be conformed to the image of Jesus Christ.
- To share his/her spiritual experience with others.
- To effectively interact with the family as the primary source of spiritual growth.
- To desire to be pleasing to God in all things.

MENTALLY – “Let this mind be in you which was also in Christ Jesus.” – Phil 2:5a
- To be able to reason, conduct academic investigation, and think critically and creatively.
- To learn to assume responsibility for one’s actions. To acquire common knowledge and skills.
- To maintain an appreciation for and competency in the scriptures.
- To inspire a genuine desire to learn.

PHYSICALLY – “Present your bodies as a living & holy sacrifice, acceptable to God,” – Rom 12:1a
- To develop coordination, grace, poise in movement, muscle tone and balance, endurance, and agility.
- To develop worthy use of leisure time.
- To develop desirable habits in the care of the body.
- To learn respect for the body as the temple of the Holy Spirit.
SOCIALY – “For not one of us lives for himself” – Romans 14:7a
   ❖ To acquire courtesy and respect for parents, teachers, those in authority, and others.
   ❖ To assume responsibility within the family unit.
   ❖ To learn sportsmanship, honesty, and concern for the rights of others.
   ❖ To assume responsibility toward supporting home and foreign missions.
   ❖ To understand, appreciate, love, and respect all people-groups.

EMOTIONALLY – “Be strong in the Lord and in the strength of His might.” – Ephesians 6:10
   ❖ To grow in emotional maturity and stability.
   ❖ To develop positive attitudes.
   ❖ To develop artistic sensibilities and appreciation.
   ❖ To develop a Christ-controlled personality as the source of true happiness.
   ❖ To accept themselves as made by God with a specific purpose.
   ❖ To grow in the fruit of God’s Spirit.

EDUCATIONAL PHILOSOPHY

What does it mean to “share the mission/vision of the school”? Our teaching ministry fits into The Church’s overarching mission and vision – ‘Being Conformed to the Image of Jesus Christ – To His Life, To His Mind, To His Mission, To His Promises.’ TCA’s teachers and staff will

1. Assist parents in educating their children.

   Scripture clearly declares that a child's training and education is the responsibility of his/her parents:

   “Hear, O Israel! The Lord is our God, the Lord is one! You shall love the Lord your God with all your heart and with all your soul and with all your might. These words, which I am commanding you today, shall be on your heart. You shall teach them diligently to your sons and shall talk of them when you sit in your house and when you walk by the way and when you lie down and when you rise up. You shall bind them as a sign on your hand and they shall be as frontals on your forehead. You shall write them on the doorposts of your house and on your gates.”

   Deuteronomy 6:4-9

   “Children, obey your parents in the Lord, for this is right. HONOR YOUR FATHER AND MOTHER (which is the first commandment with a promise), SO THAT IT MAY BE WELL WITH YOU, AND THAT YOU MAY LIVE LONG ON THE EARTH. Fathers, do not provoke your children to anger, but bring them up in the discipline and instruction of the Lord.”

   Ephesians 6:1-4

Parents engage our help in this area, but maintain their responsibility for our authority over their child. In partnership with parents, our authority is legitimate and to be responsibly exercised. We are temporarily standing in the place of the parents and serving the parents in this capacity. Consequently, TCA will:

   ❖ Always uphold and honor parental authority before students. A teacher’s words and actions will be in agreement with the Christian home.
   ❖ Keep parents well-informed about their child’s progress. This is more than an institutional requirement for teachers. It is one way we help parents fulfill their God-given responsibilities.
   ❖ Listen to parents.
2. Implement a curriculum that is shaped and governed by God's Word.

To be truly Christian, the educational process at our school must involve much more than the presentation of a Bible-enriched curriculum. It must be a process in which the Word of God governs and informs every subject, activity, and idea we employ. We must actively “take every thought captive to the obedience of Christ” (2 Corinthians 10:5). This involves:

- Constantly re-thinking and re-working courses and teaching methods in terms of the framework and principles God shows teachers in His Word.
- Seeking out the wisdom of other godly men and women in this area.
- Mastery in subject areas to the extent that we separate the wheat from the chaff in the realm of secular thought and can guide students in developing a similarly discerning Christian mind.

3. Guide students in the path of wisdom as well as of knowledge.

Repeatedly, the book of Proverbs tells us that the primary objective of parents is to give their children wisdom (Proverbs 2:1-2, 4:1-13).

Wisdom is praised as the greatest treasure one can gain. Nothing desirable can compare with it; all other good gifts – happiness, honor, peace, long life, wealth – accompany wisdom. Wisdom is the special possession of the Lord who stores it up for His children. For these reasons the model father in Proverbs continually urges his son toward wisdom by saying, "seek it, love it, prize it, guard it, heed it."

Imparting wisdom is a central objective, as teachers and staff stand temporarily in the place of the parent. We should never be content merely to pass on information or academic skills with no regard for how those things are to be used for God's glory. Instruction that only furnishes the mind, making the student clever without cultivating godliness, has failed in the most serious way possible. The student has become an educated fool, doubly dangerous to himself and to others. Thus, our efforts must constantly be directed toward developing the following characteristics in students:

- The Fear of God – Scripture tells us in several places that wisdom begins with the fear of God. “The fear of the LORD is the beginning of knowledge; Fools despise wisdom and instruction.” “The fear of the LORD is the beginning of wisdom, And the knowledge of the Holy One is understanding.” Proverbs 1:7; 9:10

This godly fear is a heart attitude of awe, worship, and thanks before God that brings forth obedience to His commands. Because it flows out of the heart or inner person, an individual must be regenerated by God's Holy Spirit before he can truly fear God. This may seem to create a dilemma since instruction, even to begin to attain this objective, waits on something we have no power to do – give the student a new heart. Yet Scripture repeatedly commands parents (and so, TCA staff as well) to teach their children to fear God (Deuteronomy 4:10, 5:29; Psalms 34:7; Proverbs 2:5). We are to understand from this that the Holy Spirit normally works in and through people such as
ourselves to bring salvation to others. Thus, we should teach the fear of God by precept and example, prayerfully relying on God's concurrent action to change the student's heart.

- A Biblical Worldview – A worldview is the framework of beliefs about God, man, creation, human society, and history held by an individual. This framework shapes and holds together everything the individual claims to know. Because it is his/her basis of understanding or interpreting everything he/she notices or thinks about, a worldview can be compared to a set of eyeglasses through which a person sees himself and the world. Speaking of these matters, Christ says, "The eye is the lamp of the body; so then if your eye is clear, your whole body will be full of light. But if your eye is bad, your whole body will be full of darkness. If then the light that is in you is darkness, how great is the darkness!" (Matthew 6:22-23). The Biblical Worldview starts with the understanding that Scripture provides a normative guide for exploring academic subjects and topics, and conceptualizing the material world as well as the world of ideas. Our task is to make clear to the student the framework Scripture provides for each subject. We must sharpen the student’s discernment by training him/her in the work of sound thinking. Continually prod him to look beneath the surface of the statements and claims he/she encounters so that he/she may examine the underlying beliefs. By this practice, the student will gain experience in distinguishing right from wrong and in detecting the falsehoods that may lurk beneath impressive rhetoric.

- The Skills of Life-long Learning – Because most of the student’s life will take place outside the bounds of formal schooling, most of his/her learning should be the result of self-teaching. If it is not, his/her learning will stop, or at best halt when no teacher takes him by the hand. For this reason, equipping the student to learn for him/herself should be a fundamental objective in all teaching. The student must master certain skills in order to be a life-long learner. These fall into two broad areas. First, the student must enjoy a thorough comprehension and command of communication skills such as reading, writing, speaking, and listening. Second, the student must be able to exhibit critical-thinking skills in research, logic, and ciphering, as well as in perceiving and coping with inference and ambiguity.

- An Orientation toward Service in God's Kingdom – In an environment as highly social as is a school, there are many opportunities for you to encourage the student toward acts of service and kindness. Students are also capable of performing tasks that would be welcome outside the school property, projects that benefit the church and/or the community. Scripture makes clear that everything a person does, not just those acts deemed religious by onlookers, can and should be performed as service to God (I Corinthians 10:31). Any work, if it is not against God's Law and if it is carried out as unto the Lord, is service in God's kingdom. For this reason, encourage your students to aggressively pursue their interests and aptitudes as they prepare for future employment. God has some sphere of activity that He wants each student to take in hand for His glory.

- A Commitment to Excellence – Students are naturally inclined to travel easy paths, not challenging ones. But there is no easy path to excellence. Achieving it requires great patience and diligence. This truth will be reinforced in the classroom by maintaining high standards for all student work and behavior. Students will learn that excellence in self-discipline is well worth the cost it takes to achieve. Teachers will praise students as they progress; encourage and prod those who lag behind; reward the diligent. By doing so, this will help students internalize the standards to which we are holding them. They will come to have joy in a job well done and so prove to be highly valued and sought-after members of society. "Do you see a man skillful in his
work? He will stand before kings; he will not stand before obscure men” (Proverbs 22:29).
More importantly, they will please the Lord by exercising good stewardship of His gifts.

No teacher or school completely shapes the character and mind of any of the students. They are persons, possessing minds and wills of their own that only God has the power to shape exactly as He wishes. Yet it is clear that God expects parents, and all those who instruct, to have great influence on children. "Train up a child in the way he should go and even when he is old he will not depart from it" (Proverbs 22:6). The ordinary way God extends the blessings of wisdom to each succeeding generation of young people is through the faithful instruction of parents and teachers.

Since Abraham will surely become a great and mighty nation, and in him all the nations of the earth will be blessed? For I have chosen him, so that he may command his children and his household after him to keep the way of the LORD by doing righteousness and justice, so that the LORD may bring upon Abraham what He has spoken about him.”

Genesis 18:18-19

**SPIRITUAL ACTIVITIES**

**Bible Classes:** Bible is a required course at The Church Academy. A unit credit per each year of attendance is required for graduation.

**Chapel:** Attendance at chapel services is required of all students. Chapel will incorporate a variety of media and methods in presenting Jesus Christ and His teachings. Visiting speakers and dramatic and musical presentations are utilized to enhance student interest. Student participation during chapel is a part of every chapel service.

**Retreats:** Numerous retreats are held throughout the year for all students and are conducted on campus or at any number of camps or retreat facilities that offer some type of recreational opportunity also. These events are designed to enhance each student’s personal relationship with Jesus Christ and teach moral values, develop social skills and long-term healthy relationships.

**Prayer Meetings:** Prayer is considered a vital part of one’s relationship with God. Students will be encouraged to attend prayer gatherings. These may be at designated times during a given day or on a retreat.
SCHOOL INFORMATION AND POLICY

ACCREDITATION

The Church Academy is certified by the Louisiana State Department of Education. We have held this certification since our school began. This is the highest recognition that the State of Louisiana has for its schools. The Church Academy is accredited by AdvancED/Southern Association of Colleges and Schools which is one of the most prestigious accrediting agencies of higher education. TCA received a dual accreditation through Mississippi Association of Independent Schools.

ADMISSION POLICY

The Church Academy is based on several elements reflecting each family's commitment to a Biblical worldview and related practices. TCA is available to Christian families interested in securing a Christian education for Pre-K3 through 12th grade children. Children entering K3 must be completely potty-trained. Those entering K4 should be four years of age by September 30 and those entering kindergarten should be five years of age by September 30. This school does not discriminate on the basis of gender, ethnicity, or age in the administration of educational policies, admissions procedures, and other school-administered programs. However, we reserve the right to deny admission or continued enrollment to any individual whom we feel will not benefit from our educational program. We also reserve the right to deny admission or continued enrollment of any student whose lifestyle is not in harmony with the stated philosophy, purpose, or standards of TCA.

Our governing board has established the following standards for entrance into TCA:

- A parent or guardian must give testimony of his/her saving relationship with Jesus Christ. (1 Corinthians 7:14)
- A parent or guardian must provide evidence that he/she, and the student, are “not forsaking the assembling of ourselves together, as is the manner of some (Hebrews 10:25)” by providing a completed church verification form.
- Parents should be in agreement with our basic objectives and Statement of Faith and should be willing to actively support our educational program. (Amos 3:3)
- The parents and students must provide evidence of a willingness to submit to the standards and regulations of our school by agreeing to the Code of Honor, Contract of Enrollment, and Pledge of Excellence found the in the application package. (Hebrews 13:17)
- New students will be accepted, as space is available. Acceptance is determined from multifaceted criteria. No enrollment request is processed until all the admission forms are returned to the school office.
- The applicant’s record of behavior in his/her home, community, school, and church must indicate that we, at TCA, can be reasonably confident they will remain faithful to the promises made at the time of admission while associated with our school. (Proverbs 25:19)
- A student must be in good standing with the former school.
- Students without standardized test scores will be tested to determine appropriate grade placement.
- Should the applicant have performed below his/her grade level, evidenced by recent grade reports or standardized achievement test scores, the child may be admitted on academic probation or placed in a lower grade, upon consultation with the parent prior to enrollment.
To be admitted, all families must be interviewed. Both parents should be present. It is desirable for students being admitted to attend the interview. For students in sixth grade or above, attendance at the interview is required.

All new students are considered as being on a probationary basis for the first quarter. Just as parents and students must determine how they fit into TCA’s environment, school personnel must evaluate the compatibility of new students with the present learning environment.

Grades will transfer according to TCA standards.

Parents and students are not participating in practices that would be considered illegal, or considered by TCA as immoral or inconsistent with a Biblical Worldview.

TCA provides registration for the upcoming school year beginning in November of each year. On November 1st, registration opens to current TCA students and their immediate family members. Those not registering during November risk the possible loss of their place at TCA the following year. Beginning with Open House in December, registration is open to new students. A registration will be deemed completed and received at TCA by submission of:

1. The completed Online Application Form.
2. Payment in full of registration fees.
3. A Code of Honor Pledge signed by both the prospective student and his/her parent(s) and/or legal guardian(s).
4. Contract of Enrollment signed by the prospective students’ parent and/or legal guardian(s).
5. Pledge of Excellence signed by the prospective students’ parent and/or legal guardian(s).

Any registration form not meeting these criteria will be deemed incomplete and will not be accepted by TCA, nor can a spot in that student's grade and/or class be secured until a complete registration form and related fees are paid in full and received by TCA.

K-3 through 2nd Grade (Specific Admission Requirements)
- Submitted at time of interview
  - A completed and signed online application (must be completed prior to interview)
  - Schedule an interview with Administration (student does not need to be present)
  - A completed Parent Questionnaire (online)
  - A completed Code of Honor and Contract of Enrollment
  - A copy of current immunization record
  - A copy of Birth Certificate
  - A copy of Social Security card
  - Pastoral Recommendation Form
  - $300 Registration Fee (non-refundable)
- Submitted by July 1st
  - $250 Technology and Curriculum Fee
  - Completion of the FACTS tuition management system

3rd through 12th grade (Specific Admission Requirements)
- Submitted at time of interview
  - A completed and signed online application (must be completed prior to interview)
  - Schedule an interview with Administration (6th–12th grade students must be present)
  - A completed Parent Questionnaire (online)
  - Student Questionnaire (6th–10th grade only – online). High Schoolers MUST have a personal relationship with Jesus Christ in order to be accepted at TCA.
Most recent standardized test scores (IOWA, Leap, CAT, etc.). If the prospective student does not have a current standardized test result, they will be required to take an entrance test.

- Most recent transcript/report card
- A completed Code of Honor and Contract of Enrollment
- A copy of current immunization record
- A copy of Birth Certificate
- A copy of Social Security card
- Pastoral Recommendation Form
- Entrance Testing Fee (if applicable)
- $300 Registration Fee (non-refundable)

- Submitted by July 1st
  - $250 Technology and Curriculum Fee
  - Completion of the FACTS tuition management system

- Re-Enrollment
  During the month of November, applications for re-enrollment of presently-enrolled students will be accepted before new applications are processed. If re-registration fee is not paid by January 31st, then the student will lose their spot. Enrollment will open to new students on December 1st.

  - A completed and signed re-enrollment application online
  - $300 Registration due by November 31st
  - Pastoral Recommendation Form
  - Submitted by July 1st – $250 Technology and Curriculum Fee

**ARRIVAL AND DEPARTURE**

**SCHOOL HOURS**

PK through K = 7:50 a.m. – 2:40 p.m.
1st through 5th = 7:50 a.m. – 2:55 p.m.
6th through 12th = 7:55 a.m. – 3:05 p.m.

**MORNING ARRIVAL ELEMENTARY STUDENTS (K3 through 5th grade)**

Elementary students (K3 through 5th grade) may be dropped off from 7:30 – 7:50 a.m. in front of the church building. Students must not be dropped off unless a duty teacher is receiving students at the designated station. All students must report to the appropriate supervised area before school. No visitors are to be in the school hallways before or after school begins. School will begin promptly at 7:50 a.m. If a student arrives between 7:00 a.m. and 7:30 a.m., the student will have to go to Warrior Care and will be charged the Warrior Care fee. Students will be tardy if they do not enter the sanctuary by 8:00 a.m. If a student arrives later than 8:00 a.m., that student must be escorted to the school office to check in. He/she will then be sent to class with an admit slip. Excessive, unexcused tardiness will result in a parent conference and/or discipline of the student. Parents are not allowed to park in the front and walk the children to the door unless the parent is going in for devotionals. Parents also are not allowed to drop the students off in the parking lot. Parents must drive through the car pool line. This is to keep our children safe at all times.
MORNING ARRIVAL MIDDLE & HIGH SCHOOL STUDENTS (6th through 12th grade)

Middle and High school students may be dropped off from 7:35 – 7:55 a.m. in front of the middle school building (gym) for 6th – 8th graders or the high school building for 9th – 12th graders. Students must not be dropped off unless a duty teacher is receiving students at the designated station. All students must report to the appropriate supervised area before school. No visitors are to be in the school hallways before or after school begins. School will begin promptly at 7:55 a.m. If a student arrives between 7:00 a.m. and 7:35 a.m., the student will have to go to Warrior Care and will be charged the Warrior Care fee (only for 6th – 8th grade). Students will be tardy if they do not enter the middle school building by 7:55 a.m. If a student arrives later than 7:55 a.m., that student must be escorted to the school office to check in (elementary office for 6th – 8th grade and high school office for 9th – 12th grade). He/she will then be sent to class with an admit slip. Parents are not allowed to park in the front and walk the children to the door unless the parent is going in for devotionals. Parents also are not allowed to drop the students off in the parking lot. Parents must drive through the car pool line. This is to keep our children safe at all times.

TARDY POLICY

K – 5th grade: If a student is tardy 3 or more times, one of the following consequences will be given.
   ❖ The student will be issued scripture to write, or
   ❖ A $25 fine.

6th-12th grade: If a student is tardy 3 or more times, one of the following consequences will be given.
   ❖ The student will be issued a one-hour, after-school detention, or
   ❖ A $25 fine.

**Consequences will repeat after each tardy following the third tardy and tardies will start over each quarter.

CARPOOLS

A carpool sign-up sheet will be made available at orientation for parents to obtain names of neighbors who may wish to formulate carpools.

STUDENT DRIVING

Automobile Parking

Students of driving age are allowed to drive their cars to school as long as they are responsible drivers. Any incident of reckless driving by students or adults may result in a revocation of driving privileges on campus. Cars are strictly off limits for students during the school day.

All students, parents, faculty & staff are required to display a TCA vehicle ID hangtag at all times in order to drive and park on campus. Vehicle ID hangtags will be distributed at the beginning of the school year and should be visible at all times when the vehicle is present on campus. Vehicles without TCA hangtags will be stopped at the entrance gatehouse and may be denied access to the campus.

Students will be allowed to park in designated areas only. Violations of parking regulations, careless operation of a vehicle or failure to properly register a vehicle may result in temporary or permanent suspension of driving privileges at school.
Student Drivers

Every student driving on TCA’s campus must have a valid driver’s license or permit in their possession. If a student is driving on campus with a permit, they must follow all Louisiana laws governing permits. Students discovered driving without a license or in violation of permit laws will hand over their keys to be returned only to the parent or guardian. Those students will be prohibited from driving any vehicle on the property until properly licensed.

Student drivers must adhere to the following policies

- Students are not to sit in vehicles or loiter in the parking area before or after school.
- Students cannot move their vehicles from the designated student parking lot into another parking lot. This includes before athletic practices and/or games.
- No “peeling out.”
- No slamming brakes unless necessary.
- No hanging out of windows or riding in the back of trucks.
- No loud music in parking lots or in the front of the school area.
- No vandalizing other vehicles; such as wrapping, shoe polish, paint, etc.
- Students are not allowed to pick up other students.
- Student drivers are to pick up siblings through car pool line.

SCHOOL DISMISSAL AND AFTERNOON PICKUP

K-3 through Kindergarten students will be dismissed at 2:40 p.m. These students can be picked up between 2:40 – 3:15 p.m. After 3:15 p.m., students will be escorted to Warrior Care. A registration fee will be charged for each child when Warrior Care is used for the first time. Each family will be issued a car tag with a family number. The students will need to learn their number as this will help teachers with car line. Please place the car tag in a visible area in your car. Anyone picking up a student that does not have a car tag will report to the office to pick up the student. This will ensure their safety. If you have a child in another grade, once you pick up your child, you will then proceed to the next car line.

1st through 8th grade students will be dismissed at 2:55 p.m. and 3:05 respectively. These students can be picked up between 2:55 – 3:15 p.m. After 3:15 p.m., students will be escorted to Warrior Care. A registration fee will be charged for each child when Warrior Care is used for the first time. Each family will be issued a car tag with a family number. The students will need to learn their number as this will help teachers with car line. Please place the car tag in a visible area in your car. Anyone picking up a student that does not have a car tag will report to the office to pick up the student. This will ensure their safety. If you have a child in another grade, once you pick up your child, you will then proceed to the next car line.

9th through 12th grade students will be dismissed at 3:05. These students can be picked up between 3:05 – 3:15 p.m. After 3:15 p.m., students will be sent to the detention area and a phone call will be made. Each family will be issued a car tag with a family number. The students will need to learn their number as this will help teachers with car line. Please place the car tag in a visible area in your car. Anyone picking up a student that does not have a car tag will report to the office to pick up the student. This will ensure their safety.

ALL students will be expected to be off of the school premises by 3:15 p.m. The only exception will be students who are staying after school due to their involvement in TCA activities or Warrior Care students.
In order to make the car line safer for all children, we must enforce that cell phones not be used while driving through the drop-off/pick-up line.

The TCA Car Tag MUST BE clearly displayed in the vehicle’s front window. Without a TCA Car Tag, the student will have to be picked up in the office by an authorized person previously listed on the student’s office card with proper identification. Students will not be allowed to load the vehicle until it comes to a complete stop. Parents are to remain in the car line, stay off cell phones, and have the car in park. Do not park and walk up to get your child. The following is the policy for afternoon pickup:

- Students are to stay in the designated area for their class until their number is called.
- There is to be no talking, running, horse playing, or ball throwing at any time.
- All students must remain in the car pickup area, including students participating in athletic events, until all cars are clear.
- Students are not allowed to eat or drink during car pickup time.
- All students are to stay in school uniform dress code until after 3:05 p.m. (PE uniforms are allowed and are required to be purchased in grades 6th – High School).

It is against school policy for students to stay after school on school grounds in order to attend evening church services. Parents must pick up students in the afternoon and return them for the evening event. If a student is not picked up for any reason, they will be required to attend Warrior Care or the detention area.

**ASSESSMENT/EXAMS**

- Grades are numeric and letter values ascribed to a performance in response to specific criteria that truly assesses the level of learning by a student, who was taught a manageable unit of information that corresponds to his/her abilities.
- A zero is the student’s failure to perform ANY of the criteria required by the assessment instrument. Zeroes will not be used to punish the student for incomplete work. Zeroes are not acceptable and all students are required to complete all assignments.
- No new material will be introduced on an assessment instrument that has not already been covered in class. Graded daily work, homework, quizzes, and tests are not to be learning vehicles. They are designed to reinforce what has been learned through lecture, class discussion and other classroom activities.
- Only failing (F) test grades may be raised. This must be done by retesting and the average of the two tests will be recorded. This rule is only applied by teacher discretion. The teacher will average the two tests together and replace the failing grade with the average of the two. This rule does not apply to cumulative exams.
- Each subject will have no less than nine grades per quarter.
- Students who routinely score below 67 may have a test modified at the discretion of the teacher. Long-term modifications require permission and ongoing consultation with the Headmaster. In addition, extra credit may be provided at the teacher’s discretion. However, the extra-credit assignment must be fulfilled within the same quarter of the grade.
- There will be no more than two tests scheduled in one day, except for make-up and special circumstances.
- Examinations allow us to evaluate student’s progress. The best way to demonstrate progress is to apply effective study techniques, conscientiously and consistently.
PRE- AND POST-TESTS – Pre-K – 3rd grade

Pre- and Post-assessments must be given to Pre-K through 3rd grade students. Pre-assessments will not be graded but will be used in the prescription of the student. Post-assessments will be graded and used to measure the student’s progress.

NINE-WEEK EXAMS – 6th – 12th grade

Exams cannot count for more than 20% of the nine-weeks’ grade. While the actual form of the test is left up to the teacher’s discretion, the test is intended to be comprehensive. Any material covered in class during the semester should be considered as appropriate for inclusion on the final exam. The testing schedule limits students to no more than two exams per day, except for make-up and special circumstances. Once on campus, students may not leave until they have completed their exams for the day. A final exam will be given at the end of the year and will be cumulative of the course work.

ACHIEVEMENT TESTS

Students in grades 1st through 2nd grade are given the IOWA Standardized Test and 3rd through 10th are given the ACT Aspire standardized test in the spring of the school year to determine their progress and scholastic strengths and weaknesses. The results of these tests, as well as overall results of the school, will be made available to the parents.

Taking the ACT and SAT
It is recommended that students take the ACT or SAT as juniors. TCA requires all 11th grade students to take the ACT by the end of the junior year. Test registration must be completed online at act.org. Students are responsible for completing an application and mailing it to either the ACT or SAT test offices. To decide which test to take, check with the university or post-graduation institution you plan to attend. Most Louisiana universities require the ACT score as part of their admissions process. Registration packets contain all needed information regarding test dates and test sites.

TCA includes standardized test taking skills in its curriculum. A testing instructor is available to all students throughout the school year in order to prepare them to succeed in standardized testing. In addition to this service, specific ACT test prep courses are offered at TCA prior to each testing period. The Guidance office can assist you with the appropriate arrangements for this service.

The Church Academy’s School Code Number is: 190-203. It is important that you record this number accurately on your ACT or SAT application form.

ACT Special Testing Request
Students with current professionally diagnosed and documented learning disabilities must make application through the school counselor at least 10 weeks before test scores are needed.

ATHLETICS, CLUBS, AND PROGRAMS (Middle/High School)

POLICY FOR PARTICIPATION

To be eligible to participate in extracurricular activities during the first semester of the school year, a student shall have earned at least 6 credits from the previous year with a grade point average of 2.0.
To be eligible to participate in extracurricular activities during the second semester of the school year, a student shall pass at least 6 subjects from the first semester with a grade point average of 2.0.

Grades will be officially reviewed at the following intervals throughout the school year according to the indicated guidelines:

End of 1\textsuperscript{st} Quarter: If GPA is below 1.75 but 1.5 or higher, student will be placed on extra-curricular probation.

If GPA is below 1.5, student will be ineligible for 2\textsuperscript{nd} quarter.

End of 1\textsuperscript{st} Semester: If GPA is below 1.75 but 1.5 or higher, student will be ineligible for 2\textsuperscript{nd} semester but can regain eligibility if the 3\textsuperscript{rd} quarter GPA is 2.0 or higher.

If GPA is below 1.5 and/or student has not passed 6 subjects, student will be ineligible for 2\textsuperscript{nd} semester and cannot regain his/her eligibility.

End of 3\textsuperscript{rd} Quarter: If GPA is below 1.75 but 1.5 or higher, student will be placed on extra-curricular probation.

If GPA is below 1.5, student will be ineligible for 4\textsuperscript{th} quarter.

End of 2\textsuperscript{nd} Semester: If GPA is below 1.75, student must attend summer school to improve GPA or he/she will be ineligible for the 1\textsuperscript{st} quarter of the subsequent school year.

If GPA is below 1.5 and/or student has not earned 6 credits, student must attend summer school or he/she will be ineligible for the 1\textsuperscript{st} semester of the subsequent school year.

\textit{DEFINITIONS AND REQUIREMENTS}

\textbf{Extra-curricular Probation:} student may continue to participate in team activities, including practice and competition, but must comply with the interventions listed below for the duration of the following quarter:

\begin{itemize}
  \item Mandatory participation in study hall program
  \item Weekly submission of current grades to coach and/or AD
\end{itemize}

\textbf{Ineligible:} student is removed from all team activities and must comply with the interventions listed below for the duration of the following quarter:

\begin{itemize}
  \item Enrollment in an alternative class in place of athletic P.E.
  \item Weekly submission of grades to coach and/or AD
\end{itemize}

\textit{ATHLETICS}

TCA participates in a variety of sports activities. Under the rules and regulations of the Louisiana High School Athletic Association (LHSAA), the high school participates in football, basketball, baseball, volleyball, softball, cross country, track, swimming, golf, tennis and bowling. Our teams have been competitive in state and national competition. Our cheerleaders are considered part of our athletic program and have received numerous district, state, and national titles.
LHSAA Eligibility
TCA is a member of the Louisiana High School Athletic Association (LHSAA). The following sports are offered by TCA through the LHSAA:

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<th>Boys</th>
<th>Girls</th>
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<tbody>
<tr>
<td>Football</td>
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<td>Swimming</td>
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<td>Cheerleading</td>
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CLUBS AND ORGANIZATIONS

TCA’s various clubs afford each student an opportunity to explore areas of interest. These clubs also provide interchange between our students and those in other schools. Membership requirements will vary accordingly:

- Art Club
- Band/Choir
- Beta Club
- Drama Club
- Foreign Missions Team
- International Club
- Key Club
- Lego Club
- National Honor Society
- Spanish Club
- Student Council
- Robotics Club

Student Council
Beginning at the freshman level, class officers and student council representatives are elected by and from the student body. The student council organizes and sponsors such activities as: Back to School Bash and any banquets.

Special Activities
TCA makes every attempt to provide its students with a variety of wholesome and entertaining social events. Extracurricular activities will be supervised by one or more faculty members. Parent volunteers are welcome to assist faculty sponsors. Appropriate dress code must be followed by all volunteers.

ATTENDANCE

Regular attendance is essential to success; students should make every effort to be consistent in their attendance. Schoolwork involves participation in discussions, demonstrations, laboratory activities, development of study skills, interactions among students and teachers, and visual and oral presentations that are difficult, if not impossible, to repeat. Consequently, a student who has an excessive number of absences will miss out on a large percentage of the learning process at TCA. Weather conditions and other obvious reasons will provide exceptions as determined by the Headmaster. Each teacher will keep accurate records of absences and tardies in RenWeb. Family vacations and trips should be scheduled during school vacations since it is often difficult for a child to make up work. Should it be necessary for a student to miss school for personal reasons, it is the parent’s responsibility to obtain all work that is to be made up, in advance of the trip, from the respective teacher(s).

PROCEDURE REGARDING ABSENCES

The student’s parent or legal guardian is to notify the school as early as possible on the day of the student’s absence. The attendance secretary may call a parent to verify an absence. Upon the student’s return, he/she is responsible for bringing a signed note from a parent to the office before attending class.
EXCUSED ABSENCES

Excused absences will be granted for the following reasons: illness, death in the family, or previously arranged doctor’s appointments. Requests for extended absences should be sent to the administration in writing at least one week prior to the absence. Excused absences are included in the calculation of maximum allowable days missed.

PARTIAL DAY ABSENCES

If a student misses a portion of the day, he must present a note to the office explaining the reason for his or her absence. The office will give the student an admit slip to enter class. A student checking out during the school day must have parental permission in order to be released.

No student can participate in a sports event or any other extra-curricular activity unless he or she is present for that entire day.

MAKEUP WORK FOR EXCUSED ABSENCES

Elementary (K3 – 5th Grade)

Students are required to make up all missed assignments as directed by their teacher’s policy. Students are responsible for securing a list of assignments missed by either accessing RenWeb and/or contacting classmates. A student absent only on the test day should be ready to take the test the day he/she returns to school.

Middle School/High School

Students may make up and receive full credit for assignments missed during absences provided that the absence is excused and an accompanying note or email is on file. The following guidelines apply to make up work for excused absences:

1. Students are responsible for securing a list of assignments missed by either accessing Student/Parent RenWeb and/or contacting classmates.
2. A student absent only on the test day should be ready to take the test the day he or she returns to school.
3. Students are limited to four (4) make-up tests per semester unless a doctor's excuse is submitted verifying a long-term illness.
4. Make-up assignments must be submitted to the teacher by the 2nd block class period after the excused absence.
5. Special consideration must be approved by the administration and will be applied only in the event of legitimate and appropriately documented periods of extended absence.

UNEXCUSED ABSENCES

Unexcused absences are absences for which approval was not granted, or a note explaining the absence was not submitted. Unexcused absences include but are not limited to the following: absences for personal or family convenience, students out of class without permission, or students leaving campus without permission. Students who are not in class or have left campus without permission will be disciplined.
MAKEUP WORK FOR UNEXCUSED ABSENCES

All students will be expected to bring a note signed by a parent/guardian upon their return to school in order to be allowed to make up work. It is the parent's responsibility to notify the school of unexpected absences of more than one day by calling the office or emailing the teacher. If an assessment is missed while a student is out, the student will complete it the day they return to school. This will give them time to get the information that they missed and prepare for the assessment. In addition, a list of the number of absences in each class will be given on all report cards and progress reports, which will provide further notification of the student’s status. Middle and High School students will be allowed to make up work missed during an unexcused absence up to 80%.

EXCESSIVE ABSENCES

The Louisiana Department of Education mandates that a student must attend 80 days of instruction per semester. At TCA, the minimum 80 day attendance policy translates in to the following regarding excessive absences: a student may only miss 7.5 hours of a course per semester. All absences will be recorded in hours missed per course rather than days; therefore, any time missed from class will be applied to the 7.5-hour maximum. Excused and unexcused absences are applied equally. The only exception will be cases of extended absence for medical reasons that are verified by an official doctor’s excuse. A letter will be sent to parents when a student accumulates excessive hours absent. **If a student exceeds the 7.5-hour maximum absence allowed in a course, a grade of “F” will be assigned for that course.**

SEAT TIME

Seat-time is instruction time offered to middle and high school students who have exceeded maximum allowable absences, but had valid medical or family emergencies. Seat time is offered on the first two Saturdays in December and May.

A teacher will be present to manage instruction. A fee of $10/hour will be charged for this option. The fee is payable in cash only on the day of the assigned seat time. Failure to attend these Saturdays forfeits all possibility of earning credit in classes wherein the student has exceeded the maximum absence allowed. Please note, students cannot recover time in more than one course at the same time. Students who have missed more time than the provided Saturdays can recover, will receive a failing grade in the course.

CHECKING OUT PROCEDURE

If a student has to check out of school early, they must be signed out in the school office. The person picking the student up must be 18 years or older, have a proper picture ID, and be listed on the student’s office registration as authorized to pick the student up. Please do not be offended when asked to show an ID as this is a protective measure to keep our students safe. High school students who drive must have a note with a parent’s signature and telephone number which states the specific reason for checking out. The note will be verified by the attendance secretary.
LEAVING CAMPUS

Students are to remain on campus from the time they arrive in the morning until they leave at the end of the school day. Permission to leave campus will require a written request from one of the student’s parents or guardians plus the approval of the administration.

PERFECT ATTENDANCE

For a student to receive perfect attendance for a school term, the student must attend school every day, all day (if a child checks out, it will be considered an absence). If a student returns with a doctor’s excuse, the absence will be considered an excused absence; however, it will disqualify them from perfect attendance. An absence due to a school-related activity will not affect perfect attendance.

WITHDRAWALS AND DISMISSALS

Withdrawals must be done through the school office by a parent or guardian. A student will be considered absent until a withdrawal form and a parent exit interview has been completed. These absences will be made a part of the student’s official record.

TCA reserves the right of the immediate dismissal of any student due to not abiding by TCA policy and/or procedures. Grades, student records, diplomas, etc., will not be released until all textbooks and workbooks have been returned and/or tuition account has been cleared.

BIBLE

Bible study is a fundamental importance and is a required subject. It augments the work in English, history, and geography; and without it a student can hardly be considered educated in the true sense. The Bible gives the best light for this life and the only hope for this life to come. There is no other book that can so enrich the minds and hearts of men as “The Book of Books.” Knowledge of the Bible is one of the greatest education assets any man can have.

At TCA, we begin each day with worship, devotional, prayer, and pledges. This is followed daily by Bible memorization and study. Because of the importance, TCA places on the study of the Bible, a student who fails Bible for the year will not be allowed to return the following school year or will be required to repeat the entire grade level.

CHAPEL PROGRAM

The TCA Chapel program is an integral part of TCA school life. All students are expected to attend. This allows faculty to be connected with student life and topics of discussion. The students will meet in the sanctuary between 7:40-8:00 for grades K-3 through 5th grade, the middle school commons for 6th through 8th grade and the High School auditorium for grades 9th through 12th grade. Devotional time will be on Monday, Tuesday, Wednesday, and Friday mornings. Thursdays, 6th through 12th grade
students will meet in the sanctuary and K3 through 5th grade students will meet in the ELC building. Once a month, the TCA worship team will lead worship and each grade level will host a chapel service. Families are encouraged to attend.

In addition to our chapel services, from time to time small group prayer meetings are held. In these meetings, students have an opportunity to share their Christian experience on a more intimate level. The Lord frequently moves in these meetings to meet students’ spiritual needs as they pray with and for each other.

**CHURCH ATTENDANCE**

Each student and at least one parent is required to attend a local Bible-believing church. From time to time, TCA will contact a family’s church pastor to verify their membership and attendance. Any family not attending a local church will be asked to remove their children from TCA. All parents, including members of The Church, are required to complete a Pastoral Recommendation Form in order to attend TCA as part of the application and re-enrollment process. This will take place each year.

**COMMUNICATION**

Good communication among faculty, students, and parents requires effort, mutual concern, and trust.

- Parents are asked to check their student’s take-home folder daily.
- Parents can use email to communicate with the teachers. Please allow 24 hours for the teachers to respond.
- Grades will be posted within three to five days of the assessment with the exception of graded paper assignments.
- All assignments will be posted weekly on RenWeb.

**COMPLAINT PROCEDURE/APPEAL PROCESS**

If you become dissatisfied with the school in any respect, please use the Mathew 18 principle and seek to resolve the matter with the person or persons involved, rather than begin to spread criticism, listen to criticism, or hold a negative attitude in your heart. “If your brother sins, go and show him his fault in private; if he listens to you, you have won your brother. But if he does not listen to you, take one or more with you, so that BY THE MOUTH OF TWO OR THREE WITNESSES EVERY FACT MAY BE CONFIRMED. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector. (Matthew 18:15-17)

The following procedure is used by the faculty and taught to the children. Parents are requested to use this procedure any time there is a complaint.

1. **Pray about it.** First and foremost, go to the Father for wisdom, insight, and guidance. Bathing the entire situation in fervent prayer is a must. Ask God to help you make your
complaint in such a way that it will result in the betterment of our school, and thus, in the glory and growth of His Kingdom. Read and think about such passages as Ephesians 4:1-3 and Colossians 3:12-13.

2. **Do not broadcast it.** Express your complaint only to the person who should hear it. Unnecessary worry, harm, and hard feelings result when problems and dissatisfactions are expressed to persons other than those directly involved with the problem.

3. **Tell it to the right person.** Complaints about school policy or operations should be expressed first to the individual in question, and should be expressed to the administrator only if you cannot work it out between yourselves or if you feel she should know about it.

4. **Express it promptly.** Keeping it to yourself can cause ill feelings. Get it out of your system. *Matthew 5:23-24*

5. **Express it clearly.** Make sure the person you are expressing your complaint to knows all of the details of the situation and exactly what you are complaining about and why. Misunderstanding of complaints could lead to further problems and needless hard feelings.

If a complaint is made to or about you, understand what the complaint is and why it is being made. Give it prompt attention, and make it a growth experience. Pray about it and ask God’s wisdom in solving the problem.

**CURRICULUM**

**EARLY CHILDHOOD PROGRAM**

The Early Childhood program in Pre-Kindergarten, and Kindergarten emphasize the development of socialization skills with a “hands-on” approach to learning. This works to create a loving environment where each child can become more independent. A Beka Book curriculum will be used for K-3 through Kindergarten for all subject areas. A Beka Book provides an outstanding curriculum and textbooks built on a foundation of academic excellence and Christian character training. We benefit from their treasury of textbooks and teaching materials that reflect the very best in traditional education, comprehensive curriculum, and eternal truths. For more information see [http://www.abeka.com](http://www.abeka.com).

It is the goal of our Early Childhood Program to make school a valuable and rewarding experience for your child as it considers the whole person – body, mind, and spirit.

**MIDDLE AND HIGH SCHOOL PROGRAM**

It is the goal of the high school program to equip every student for the maximum fulfillment of their potential. Emphasis is placed on problem-solving and interpretation, as well as comprehension of academic and real life situations. TCA offers a TOPS University diploma as well as a Jump Start Career path leading to a Business, Management and Administration certification diploma. Incorporation of a variety of extracurricular activities serves to enhance every student’s personal interests.

**HONORS PROGRAM**

The primary goal of the honors program is not only to challenge high school students, but also to enable them to test out of certain college courses they would otherwise be required to take as college freshmen. Placement is based on teacher recommendations, previous grades, and special placement test scores.
ADVANCED PLACEMENT PROGRAM

The Church Academy is affiliated with the College Board to offer Advanced Placement courses. These courses must be approved by the College Board and provide students with a rigorous college level academic experience. Students taking AP courses are required to take the corresponding Advanced Placement exam. Students passing the exam will earn advanced standing college credit for the specific course. AP courses require additional fees for text materials and the cost of taking the AP exam in May.

Academic Planning Guides provide detailed curriculum for TCA high school students. They are available through the guidance office and the school website. These are necessary tools when determining course paths.

CURRICULUM

BJU Press curriculum will be used for 1st through 12th grade for all subject areas including Bible. BJU Press materials seamlessly integrate biblical truth with academic excellence in order to help your students develop the critical thinking skills and the love of learning they need for their Christian lives. For more information see http://www.bjupress.com.

Saxon Math will also be used for all grade levels. The Saxon Math curriculum has an incremental structure that distributes content throughout the year. This integrated and connected approach provides deep, long-term mastery of the content and skills. You can find Saxon Math at http://www.hmhco.com/shop/education-curriculum/math/saxon-math.

The Accelerated Reading Program provides students practice time in class reading books of their choice within their reading level. Students take comprehension tests on the classroom computer. This individualized reading allows student to progress on their own level of achievement.

ART

Students in Pre-School through 3rd grade will receive art class within the classroom on a weekly basis. It is a vehicle for self-expression and the development of individual interests and talents. Individual teachers plan a variety of art projects with their students in the classroom which enhances their multi-sensory education. Middle school and high school students can opt to take art as an elective course.

PHYSICAL EDUCATION

The Elementary PE program is designed to focus on cooperation, skill development, and fitness while de-emphasizing competition. The activities chosen for our program offer fun, variety, and challenging experiences for each child regardless of skill level. Classes meet 30 minutes a day for grades 1st through 5th grade, twice a week for K-3 and K-4, and three times a week for Kindergarten. Middle school students will have P.E. at least 30 minutes every day.

All high school students must have 1 ½ credits in physical education and ½ credit in health, unless excused in writing by a medical doctor.

P.E. uniforms are required for all P. E. activities. All students in grades 6th through 12th are required to dress out. A written doctor’s excuse is necessary for non-participation in P.E. class. On the 4th “no dress” a detention will be issued and each time thereafter until the end of the quarter. P.E. uniforms are $10 for the shirt and $10 for the shorts. An athletic bag can also be purchased but is not mandatory.
LIBRARY

The main purpose of our library program is to instill an excitement and love of reading in the students. We also purpose to teach the children library skills and research skills that are age appropriate.

Children in grades 1st through 8th grade may check books from the library. Fiction books for grades 1st through 3rd may be checked out for one week only. Exceptions will be made for books being used for book reports or projects. A verbal request to the librarian is acceptable for the renewal of books. K-3 and K-4 go to the library once a week for story time.

A fine of $0.10 per day will be charged for overdue books. All students will be expected to pay overdue fines if assessed.

If a book is damaged or lost by a student, he/she will be expected to pay the replacement cost of the book.

Every high school student is encouraged to use the library before or after school, and during lunch. There is a library for the middle and high school as well as a separate one for the elementary school. The church library is also available. Books, current magazines, newspapers, and audio-visual materials are available as well as on-line internet library access. The following regulations are in effect in the library:

1. The library is a place of quiet for study, research and reading. Activities that disturb or distract others will not be allowed.
2. Food or drink is not allowed in the library at any time.
3. Going behind the checkout desk, disturbing or taking materials from the checkout desk and going into the librarian’s workroom or office are not allowed at any time.
4. Failure to obey rules 1-3 at any time will result in the student’s being dismissed from the library.
5. Books and back issues of periodicals may be checked out for a two-week period and may be renewed if no one else has requested them.
6. Current periodicals are for use in the library only.
7. Reserved/reference books may be checked out with special permission of the librarians at the end of the school day for overnight or weekend loan. These materials must be returned before the start of the next school day.
8. A fine will be assessed for all overdue books and periodicals.
9. Computer Labs: The middle and high school has two computer labs: one in the library and the other in classroom 13-B. Students needing to work on computer projects or have access to a computer for internet research or typing papers/projects should use the computer lab in the library.
10. Students are not to be in or use computers in the computer labs without faculty supervision.
11. There is never to be any food or drinks in a computer lab.
COMPUTER LAB

Kindergarten through 8th grade classes utilize the elementary computer lab with 25 computers under the supervision of a full-time computer teacher. Students will be given assignments in which they use the Internet as well as other academic programs such as Accelerated Reading, math skill builders and social science research. Parents must sign a release form for students to use school computers.

MUSIC

Students in Pre-School through 5th grade participate in weekly music classes. Basics of music are taught along with thematic songs and preparations for seasonal music programs. The instillation of a love and appreciation for music is the goal of the program. Middle school and high school students can opt to take music as an elective course.

CLASS PLACEMENT

Students will be placed in classes by the administration and the previous classroom teachers’ recommendation. We attempt to balance our classes by academic and social maturity. Parental requests for a particular teacher are not entertained as placement criteria.

DELIVERIES

All deliveries are to be made to the school office. When parents need to drop off books, PE uniforms, etc., they are to be labeled and brought to the school office. Flowers, balloons, etc. can be delivered to the school office for special occasions. All deliveries will be brought to the student during breaks so the class will not be disturbed. Lunches will not be delivered on a regular basis (only emergencies).

DISCIPLINE/DISCIPLESHIP

We believe that discipline is an integral part of the educational process. We understand discipline to be an environment in which students can best learn to follow the Lord and respect authority. Discipline is a total environment where growth is maximized by drawing proper boundaries and enforcing the necessary policies for personal development. The TCA philosophy regarding student behavior is based upon the merits of discipleship. A disciple of Jesus Christ seeks to follow rules and regulations because of a heartfelt response to honoring God. Therefore, teachers will strive to encourage discipleship and student growth when handling discipline issues.

Rules and procedures are used to encourage proper habits, enabling the student to become self-disciplined. These rules will be clearly and concisely presented to the student. TCA faculty will provide an atmosphere and order that is essential in allowing a student to strive for a Spirit-controlled, Christ-like life. Faculty will also strive to document patterns of misbehavior or bad habits in order to provide objective information available for conferences. Teachers are responsible for addressing inappropriate behavior.
Firsthand knowledge of things like cheating, fighting, vandalism, theft, or any illegal behavior must be reported to the administration. It is the intention of The Church Academy that the Headmaster shall handle serious disciplinary matters.

TCA faculty will be trained in and practice Growing Kids God’s Way and will be given the copy of Instructions In Righteousness as a resource in disciplining students. Parents will also have the opportunity to be trained in Growing Kids God’s Way.

**TCA expects full cooperation from both students and parents in the education of the student.** If at any time the school feels that this cooperation is lacking, the student may be requested to transfer. Also, if a student’s behavior indicates an uncooperative spirit, he/she may be requested to transfer.

Failure to follow TCA’s student expectations will result in several consequences, some of which may include: theme writing, removal from classroom, detention, suspension, and/or expulsion. We expect to follow scriptural guidelines for giving correction in order that our children will become self-disciplined individuals. At times, there may be need to use the rod of correction with a child. Parents will be informed during all levels of disciplinary action.

The Bible declares that we should, “Train up a child in the way he should go and when he is of age he will not depart from it.” We feel that it is a God-given responsibility for us to educate, train, and discipline each child in such a way as to bring him to spiritual and social maturity. The application of discipline and correction is painful for both the recipient and administrator, but it is nonetheless imperative. Discipline is a demonstration of love.

Hebrews 12:6 declares, “Whom the Lord loves, he chastens. God deals with you as with sons . . . now no chastening for the present seems to be joyous, but grievous: nevertheless afterward it yields the peaceable fruit of righteousness unto them who are exercised thereby.”

There are consequences to every choice.
The consequences are the result of each student’s choices.
We take no pleasure in poor choices.

“We only discipline when a student fails to discipline himself.”

**CODE OF HONOR PLEDGE (6th through 12th grade)**

Upon entering school, students are expected to maintain the highest standards of integrity, honesty, and morality. Further development of responsible behavior is a basic tenet of the Code of Honor pledge. Students will exhibit a good appearance at all times. Both dress and behavior should exemplify the high standards of Christian example. Students should exercise good taste and dress appropriately. A person’s conduct should never be an embarrassment to others.

A Code of Honor based on the following Biblical imperative is necessary to provide an environment conducive to the spiritual growth and development of young people. All of the activities of the Christian must be subordinated to the glory of God who indwells us. The Christian will endeavor to avoid practices which cause the loss of sensitivity to the spiritual needs of the world and loss of the Christian’s physical, mental, or spiritual well-being. As sense of the need for spiritual growth in the light of these principles has led TCA to adopt the following standards which it is believed are conducive to the
environment that will best promote the spiritual welfare of the student. The school, therefore, requires each student:

To refrain from the use of profanity, smoking, gambling, cheating, drinking alcoholic beverages of any kind, engaging in sexual immoral activities, using illegal drugs, listening to vulgar or satanic music, and attending dances. Body piercing and tattoos are not permitted. Males are prohibited from wearing earrings. Students are not to show public displays of affection during school or any school event.

To acknowledge and affirm that regardless of faith, creed, or race, all students upon admittance must comply with the Standard of Conduct. This Standard of Conduct is in effect as long as the student is enrolled at TCA, regardless of time, place, or circumstances.

To faithfully attend a local Bible-believing church. From time to time, TCA will contact a family’s church pastor to verify their membership and attendance.

This Code of Honor reflects the philosophy of TCA of excellence in high academics by becoming conformed to the image of Jesus Christ. Students are strongly encouraged to be sure they understand what the Code of Honor expects, and be sure they want to follow the lifestyle presented in the Standard of Conduct. TCA administrators are serious about upholding their part. When students and parents sign the Code of Honor pledge, they are accepting the principles expressed. These principles are not considered negotiable.

The selection of the restrictions mentioned in the pledge may appear arbitrary to some; but while not condemning to others who see differently, TCA believes that the restrictions are outstanding types of conduct that are detrimental to the student’s spiritual growth, which is our objective. Students found to be out of harmony with the TCA ideals of life may be invited to withdraw when the general welfare demands it, even though there may be no special breach of contract.

The Code of Honor Pledge was signed as part of the Registration Process. It is placed herein as a reference for you and as a reminder of your commitment to honor and integrity as a student of The Church Academy.

CODE OF HONOR PLEDGE

In signing the Code of Honor, I fully recognize that The Church Academy was founded to be and is committed to being a Christian institution, and that it stresses a lifestyle of commitment to Jesus Christ of Nazareth as personal Savior and Lord. This lifestyle of Christian commitment is an integral part of TCA’s philosophy and ministry. It is, therefore, my personal pledge to be a person of integrity and to have respect for what The Church Academy represents in this community.

1. I Pledge to apply myself whollyheartedly to any intellectual pursuits and to use the full powers of my mind for the glory of God and the full development of my abilities. Luke 2:52; Philippians 2:5; I Corinthians 1:5.
3. I Pledge to develop my body through good health habits and by participating in wholesome physical activities. I Corinthians 3:16-17; Romans 12:1.
4. I Pledge to cultivate good relationships socially with others and to seek to love others as I love myself. I will not lie. I will not steal. I will not curse. I will not be a talebearer. I will
not cheat or plagiarize. I will do my own academic work and will not inappropriately collaborate with other students on assignments. Mathew 23:19-20; Matthew 10:8; John 15:17; I Corinthians 15:58; II Corinthians 5:18; I Corinthians 9:22.

5. **I Pledge** to keep my total being free from all immoral and illegal acts and habits, whether on or off campus. To this end, I will refrain from the use of profanity, smoking, gambling, cheating, drinking alcoholic beverages of any kind, engaging in sexual immoral activities, using illegal drugs, listening to vulgar or satanic music, and attending dances. I will not engage in other behavior that is contrary to the rules and regulations of The Church Academy. I John 1:5, I John 3:3, Hebrews 7:26; I Corinthians 5:7-8; James 4:8, I John 1:7

6. **I Pledge** to faithfully give heed to the call of God on my life and develop the gifts and abilities God has given me. I John 2:20; I Corinthians 12:18-31; Ephesians 4:11-12.

7. **I Pledge** to attend class, all required chapel services on campus, and to attend the house of worship of my choice where God is honored and lifted up. Matthew 7:7-11; James 1:22; I Peter 1:13-16; II Peter 1:10-11; Galatians 4:7.

8. **I Pledge** to obey and be under submission to those placed in authority over me by The Church Academy. Matthew 6:9-10; Job 22:21; I Peter 5:6; Hebrews 12:9; I Corinthians 15:21-28; Hebrews 13:17

9. **I Pledge** to share the love of Christ through personal witness and specific ministry on a regular basis in an area of Christian service where I feel led or called. Mathew 23:19-20; Mathew 10:8; John 15:17; I Corinthians 15:58; II Corinthians 5:18; I Corinthians 9:22.

10. **I Pledge** to abide by the rules and regulations that may be adopted in the future by the TCA’s administration. I understand The Church Academy is a private school, and therefore I have no vested rights in the governing of the school. I accept my attendance at TCA as a privilege and not a right, and I accept that the Academy reserves the right to require the withdrawal of a student, at any time, if in the judgment of the administration such action is necessary to safeguard TCA’s ideals of scholarship or its spiritual and moral atmosphere as a Christian institution. I will keep the **Honor Code** carefully and prayerfully. I understand that my signature below is my acceptance of the entire Code of Honor and completes a contract between me and The Church Academy. I know this is a prerequisite for matriculation and that the contract becomes a part of my permanent file.

**CLASSROOM MANAGEMENT**

TCA faculty will embrace and promote the following core beliefs about classroom management in their own actions.

- We believe the desired outcome of classroom management is to facilitate an atmosphere where students can grow and mature as Disciples of Christ.
- We believe the key component of effective classroom management is relationship. All rules and consequences should support rather than undermine relationship.
- We believe that a healthy student-teacher relationship is built upon trust. This trust must be present on both sides of the relationship, but it is initiated and cultivated by the teacher.
- Classroom management should build and protect an environment of safety for everyone in the classroom.
- Classroom management should create more time managing student learning rather than managing conflict.
- We understand that because student maturity and self-discipline is developing, students will make mistakes. Therefore, we help students learn to solve behavior problems by treating mistakes as learning opportunities.
We embrace the fact that every student can learn, we can set high expectations, and our students can meet those expectations.

- We believe that partnership with families is essential to successful behavior management, and we work together with families to discover solutions for student growth.

**POSITIVE BEHAVIOR**

TCA will implement a positive behavior policy to help students learn to be good disciples. “But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control; against such things there is no law.” (Galatians 5:22-23). When a student is seen exhibiting a fruit of the Spirit, that child will receive a SHIELD coupon to be used to cash in for various awards. These awards are given through our Warrior Wagon that goes to each classroom once a month. Students may also wear a “Spirit Day” shirt every Friday if good behavior is exhibited. Spirit day shirts are any TCA-purchased product.

**DISCIPLINE – ELEMENTARY STUDENTS**

At The Church Academy, we believe that our greatest treasure is your child. It is our sincere desire to nurture every aspect of his/her total development. At times, however, certain misbehaviors may necessitate the use of a predetermined plan of discipline. Each teacher establishes a behavior plan for his/her class. Consequences for infractions of classroom policies are part of the teacher’s discipline plan. Rules and consequences will be posted in the classroom and will be sent home. All teachers will present their discipline plan at orientation and at open house. As needed, teachers will employ the following disciplinary procedures in their classrooms:

- Verbal correction
- Removal of the child from the situation to a chair designated as “time out” or “cooperation” chair. Time out will be for a maximum of five minutes.
- Corrective assignments
- Removal from the classroom: referral to the administrator’s office

A discipline referral form is used whenever a student is sent to the office. A copy of the referral will be sent to the parents. Discipline is a partnership between the home and the school. Good communication is a deterrent to inappropriate behavior. Parents will be called upon to assist in corrective disciplinary measures as needed.

It must be understood that The Church Academy cannot tolerate the following:

- Refusal of parents for their child to be disciplined.
- Repeated aggressive and/or intimidating behavior by one student to another or towards a teacher.
- Repeated disruptive behavior that hinders the learning/teaching process.

At the close of any disciplinary action, it is our goal that forgiveness be stressed and the child reassured of his/her personal worth and importance in the classroom. We want the child to know that he/she remains in relationship with teachers, classmates, and school administration.
Electronic Devices
- Cell phones may not be in the possession of elementary students at any time.
- If a student is caught in possession of a cell phone during the school day, the phone will be confiscated and kept in the school office. The confiscated cell phone will remain in the office until a parent conference is scheduled with the administration to review the cell phone policy and address the violation. Additional offenses will require confiscation of the cell phone for the remainder of the year.
- All other electronic devices will be confiscated and will be held in the office until the last day of school in May. This includes but is not limited to cameras, iPods, MP3’s, CD players, and game devices.

Bullying/Intimidation
TCA considers bullying or intimidating behavior a serious offense. Every TCA student has the privilege to be safe from bullying behavior and physical, verbal, or cyber harassment while in the care of TCA. Verifiable incidents of bullying or intimidation either physical, verbal, or cyber will be disciplined. Parents and students should contact the teacher and administration when an incident occurs. The administration will deal with the incident sternly. Consequences will vary depending on the severity and number of occurrences.

Learning Disabilities and Medication
There are diagnosed learning disabilities for which students may take a prescribed medication; however, medication will not be an excuse for inappropriate behavior.

Domicile of a Student
All students that attend TCA must live with a parent or legal guardians. Extenuating circumstances must have prior written approval from the administration or withdrawal form TCA may be required.

ELEMENTARY DISCIPLINE CONSEQUENCES
The purpose of discipline is to bring about corrective behavior and restore the errant student to good with the Lord, TCA, administration, the faculty and his or her peers. To that end, TCA has developed a system of progressive discipline which provides a framework of corrective consequences for violations of school rules.

TCA may utilize a variety of behavior and disciplinary tools in order to accomplish desired results. In like manner, TCA may modify or amend these disciplinary guidelines at its sole discretion in order, again, to bring about the desired behavioral results. The administration reserves the right to administer a variety of sanctions, based on the seriousness of the offense and the student’s behavioral and disciplinary history with the school.

1. **Discipline by Teacher** – The first line of discipline is the teacher. Each teacher will establish criteria of behavior for his or her classroom. The teacher may give a warning or corrective assignment(s), may isolate the student from the class, may contact parents by phone or in writing, hold parent conferences, or may refer the student to the office when the situation will not allow for resolution within the classroom.

2. **Conduct Grade** – Teachers will assign a conduct grade to their students on each grade report. The conduct grade will reward appropriate behavior and will reflect deviations from acceptable classroom behavior. Students will be penalized for rule infractions as they arise.
The teacher will record these infractions in the grade book and these points will determine a student’s conduct grade at the conclusion of the grading period.

3. **Counseling** – students involved in certain offenses such as threats of violence, intimidation, vulgarity, etc., may be required by the administration to have counseling by a pastor on staff from The Church.

4. **Referral** – Teachers may refer a disruptive student to the administration for discipline. The administration will employ a variety of disciplinary measures in order to effect a positive change in the child’s behavior. This could include the loss of certain special privileges, loss of recess, isolation, detention or corporal punishment. The goal of any disciplinary measure is to quickly restore the student to the classroom environment as a productive member.

5. **Corporal Punishment** – If corporal punishment needs to be involved in the discipline, the parent will have to attend the school and administer the punishment. When parents administer the punishment, the school will follow these guidelines: “He who withholds his rod hates his son, but he who loves him disciplines him diligently.” Proverbs 13:24
   - Student counseled by Headmaster/teacher
   - Written notification signed by parent and put in student’s file
   - Administered by the parent
   - Not to exceed three swats
   - The parent can sign a waiver to allow TCA administration to administer the punishment.
     It will be carried out only with parental permission and notification prior to its administration.

6. **Probation** – a contract of behavior and expectations will be signed by the student and parent. Any violation of the probation could result in expulsion.

7. **Suspension** – Suspension from classes may vary from 1-5 days depending on the severity of the offense, and may be served at school or at home as best serves the purpose. Suspension is an extreme measure of discipline reserved for extreme acts of misbehavior, disobedience and disrespect.

8. **Withdrawal** – Student is given the opportunity to resign and withdraw from TCA.

9. **Expulsion** – Student is removed from TCA by administrative decision.

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**DISCIPLINE – MIDDLE AND HIGH SCHOOL STUDENTS**

**On Campus Communication**
- No student has the right to slander or libel another person.
- No student has the right to distribute written material or circulate a petition without the prior written approval of the principal.
- No student has the right to establish an on campus or off campus organization. All organizations must be approved, in advance, by the administration of TCA and may meet only with faculty supervision.

**School Records and Private Information**
- Students or legal guardians have the right to review their own student records with a counselor or the records clerk present.
- No information shall be released to anyone other than a parent, legal guardian, the student or as otherwise authorized by the law except with written permission from the student and with the consent of the parent or legal guardian.

**Due Process of Student**
- Student advised of misconduct by faculty, staff or administration.
Student response to charge (if desired).
Parental contact (if necessary).
Appeal – If a student is asked to withdraw or is expelled, the student may appeal the decision by contacting the Superintendent of TCA within three (3) school days.

Traffic Regulations
- Students will operate a vehicle under Louisiana driver regulations, with a valid driver’s license and appropriate insurance.
- All students and faculty must lock their vehicles for security purposes.
- All student vehicles must be registered at the high school office and have the proper campus identification.
- Driving on campus is a privilege. Students operating a vehicle in an unsafe or reckless manner or in violation of campus regulations or state laws are subject to appropriate sanctions up to and including revocation of driving privileges.
- Once a student arrives at school, he/she is to leave the car immediately and report to the school building. Loitering in a car or in the parking area is strictly prohibited.

Drug/Alcohol Testing
- Students suspected of possible drug use will be tested at the expense of the student/parents regardless of whether they test positive or negative. Testing facility will be determined and assigned by the administration.
- On-site, random drug or alcohol testing may be required of any student at any time at the discretion of the administration. Drug and alcohol tests may be randomly conducted at social and extra-curricular events.
- All medication must be submitted to the office and distributed by the office staff. Students in possession of over the counter or prescription drugs will be considered to be in possession of illegal drugs and will be disciplined accordingly.

Electronic Devices
- CELL PHONES may not be seen or heard between the hours of 7:00 a.m. and 6:00 p.m.
- Cell phones must be deposited at the office for safekeeping upon arrival to school.
- If a student risks keeping a cell phone in their possession during class hours, the following consequences will be enforced:
  - The phone will be confiscated and submitted to the office if it is seen or heard during class hours.
  - Each cell phone offense requires increasing disciplinary action as outlined below:
    1st Offense: A $25 fine will be applied to retrieve the phone
    2nd Offense: A $50 fine will be applied to retrieve the phone.
    3rd Offense: A $50 fine will be applied to retrieve the phone at the end of the semester.
- ALL OTHER ELECTRONIC DEVICES used for academic purposes may be brought only at teacher’s request. The above cell phone fine will be applied if the IPad or tablet is brought without teacher’s request.

Learning Disabilities and Medication
- There are diagnosed learning disabilities for which students may take a prescribed medication; however, medication or the lack thereof will not be an excuse for inappropriate behavior.
Domicile of Student

- All students that attend TCA must live with a parent or legal guardians. Extenuating circumstances must have prior written approval from the administration or withdrawal from TCA may be required.

Punctuality

- Time governs our everyday lives; therefore, a TCA student is expected to be at school and in class on time. In order to foster punctuality, all tardiness will have special consequences. Tardiness with or without an excuse will be disciplined.

Academic Integrity

- TCA upholds high standards of academic integrity. Students are expected to take personal responsibility for all academic work. Student work should be a product of that student’s efforts and abilities and not result from unethical assistance from parents or other students. Sharing assignments or copying another student’s work is considered inappropriate collaboration and will result in a grade of zero for that work. Teachers have the responsibility to enforce this principle and will do so as individual circumstances dictate.
  - Verifiable incidents of cheating or plagiarism will be subject to severe penalty.
    - Zero grade for the assignment/project/test.
    - Academic counseling with the Administration.
  - Upon the second documented incidence of an academic integrity violation, the student faces additional and more severe penalties that could include suspension or expulsion.

Bullying/Intimidation

- TCA defines bullying as “aggressive behavior or intentional harm-doing which is characterized by an imbalance of power and carried out over time”.
- TCA considers bullying or intimidating behavior to be a serious offense. Every TCA student has the privilege to be safe from bullying behavior, or physical, verbal, or cyber harassment while in the care of TCA.
- Verifiable incidents of bullying or intimidation whether physical, verbal, or cyber will be disciplined.
- Parents and students should contact the teacher and administration when an assumed bullying incident occurs.
- The administration will weigh each incident according to the previously stated definition to determine if bullying has occurred. Incidents of bullying will be dealt with severely. Consequences will vary depending on intensity, number of occurrences and/or length of time the action has been ongoing.

After School Supervision

- All students must be supervised at all times especially after the official end of school. Students who are not under the direct supervision of their coach or club sponsor must report to the ELC for aftercare at 3:15 pm for middle school students. Aftercare hours are from 3:15 – 6:00 p.m. Additional fees will be charged per minute after 6:00 pm. If an event such as a practice, game or club activity ends and a parent is not there immediately to pick-up a student, that student will be sent to aftercare. Charges will not apply IF there is an afterschool practice or meeting. As always, it’s the student’s responsibility to notify the aftercare personnel. There is no after care for high school students.
  - Should a student be found in a location other than aftercare without acceptable supervision by a staff member, a charge of $10 will be assessed regardless of actual time that the student
would have needed to attend. Charges will apply every day a student is found unsupervised afterschool.

- In addition to the full charge of an afternoon of aftercare, students will be assigned a detention. This detention is mandatory and no official activity will supersede this detention. Multiple offenses of a student being unsupervised to avoid aftercare could result in dismissal from TCA.
- The minimal charges TCA imposes should not be a factor in whether students attend aftercare. Aftercare is required for after-hours security and liability.

**Off Campus Conduct**
- Students are expected to conduct themselves off campus in a manner consistent with their status as members of TCA.
- Felony and misdemeanor – Violations of civil or criminal law involving conduct which would cause discredit to the reputation of TCA by being contrary to the moral, religious, or orthodox ethical principles of The Church Academy or the policies, goals, and commitments of The Church Academy make a student subject to disciplinary action, including suspension or expulsion.
- Activities proscribed by this regulation shall include, but will not necessarily be limited to the following:
  - Attending, sponsoring, or participating in parties where alcoholic beverages or narcotics are sold, purchased, possessed, or consumed.
  - Committing or attempting to commit acts of vandalism or assault which affect a person’s life, health, or property. Anyone violating this regulation is subject to disciplinary action, including possible suspension or expulsion. The school’s interpretation of rules and of conduct shall be final and binding.
- Internet Activity – Involvement in internet activity that is considered contrary to the standards of conduct of TCA students is prohibited. This includes inappropriate e-mails, internet harassment, posting inappropriate pictures of students, or providing information that could potentially endanger the student body.

> “Abstain from all appearance of evil.” (I Thessalonians. 5:22)

**MIDDLE AND HIGH SCHOOL DISCIPLINE CONSEQUENCES**

The purpose of discipline is to bring about corrective behavior and restore the errant student to good standing with the Lord, TCA, administration, the faculty, and his or her peers. To that end, TCA has developed a system of progressive discipline which provides a framework of corrective consequences for violations of school rules.

When administering discipline, TCA reserves the right to take into account the student’s prior record of discipline and to award appropriate sanctions for the deeds done. TCA may utilize a variety of behavior and disciplinary tools in order to accomplish desired results. In like manner, TCA may modify or amend these disciplinary guidelines at its sole discretion in order, again, to bring about the desired behavioral results. The administration reserves the right to administer a variety of sanctions, based on the seriousness of the offense and the student’s behavioral and disciplinary history with the school:

1. **Discipline by Teacher** – The first line of discipline is the teacher. Each teacher will establish a criterion of behavior for his or her classroom. The teacher may give a warning or constructive punish work, may hold individual conferences with or without parents, may
contact parents by phone or writing, or may refer the student to the office when the situation will not allow for resolution within the classroom.

2. **Conduct Grade** – Teachers will assign a conduct grade to their students on each grade report. The conduct grade will reward appropriate behavior and will reflect deviations from acceptable classroom behavior. Students will be penalized for rule infractions as they arise. The teacher will record these infractions in the grade book and these points will determine a student’s conduct grade at the conclusion of the grading period.

3. **Counseling** – Students involved in certain offenses such as threats of violence, intimidation, vulgarity, etc., may be required by the administration and with a pastor on staff with The Church.

4. **Sanctions** – Each time a student violates dress codes or other student behavior policies, they are assigned a sanction. Three (3) sanctions earn one detention. Additional detentions will be assigned upon the eighth and tenth sanction. Sanctions are valid for an entire nine weeks.

5. **Detention** – Detention before or after school or on Saturdays may be employed in disciplining students. Detention will be held at times established by the administration. The student must participate in the assigned detention project on the date assigned unless he or she is excused by administration. If a student is late for or misses detention without administrative approval, he/she will be disciplined accordingly. Students who are assigned to multiple detentions will be subject to stronger measures of disciplinary action. A detention slip will be sent home with the student for the parent’s signature and is to be returned by the student. The student is to bring the detention slip to the teacher in charge of detention that day. **Failure to turn in a signed slip will result in an additional detention.** If a detention slip has been lost, a note signed by the parent can be written stating the reason for the detention. Failure to complete the assigned detention work will result in another detention.

- Parents are required to go to the detention room at 4:30 PM and pick up their child(ren).
- If a parent does not report to the detention center by 4:30 PM, the student will be brought to Warrior Care. The fee for the student staying in TCA’s Warrior Care will be assessed to the parent’s account.

- Students will be suspended from school for one (1) day after 12 detentions. On the 16th detention, he/she will be suspended for an additional two (2) days. After 16 detentions, he/she will be reviewed by the Admission Committee in regards to their enrollment status. On the 20th detention, the student will be dismissed from TCA regardless of the detention reasons. A student who has been suspended from school for any reason will be required to make up any tests and/or quizzes. The student will receive a maximum grade of 50% (i.e. score a 100% receive a 50/F; score an 80% receive a 40/F). Students are responsible to get their homework and make up all missed assignments when suspended. Requests for books must be made by 10:00 AM.

6. **Mandatory Detention** – Detention that requires attendance with no means of exchange such as work detail. A mandatory detention will be assigned if multiple detentions are skipped; a student is found unsupervised afterschool, as an option to purchase a student ID, and varying other Moderate offenses. Skipping or missing a mandatory detention results in 1 day suspension at home.

7. **Probation** – A contract of behavior and expectations will be signed by the student and parent. Any violation of the probation could result in expulsion.

8. **In-school Suspension**

- **Minor Offense** – Suspension from class, served at school. Full credit can be earned. 2 class blocks to work on school-related work and 2 class blocks on work projects.

- **Moderate Office** – Suspension from class, served at school. 75% credit can be earned. 1 class block to work on school-related work and 3 class blocks on work projects. No
extra-curricular participation on the day the ISS is assigned.

9. **At-home Suspension** – Suspension from classes may vary from 1-5 days depending on severity of the offense, and may be served at school or home as best serves the purpose. A student will not be allowed to earn any credit nor make up assignments or tests missed during the course of his/her suspension. All work missed due to suspension will be assigned a grade of zero. Suspension is an extreme measure of discipline reserved for extreme acts of misbehavior, disobedience and disrespect. Suspension will be viewed in its full measure of severity and therefore will not be rewarded with an opportunity to earn credit for work missed. No student shall be suspended more than three (3) times. On the fourth time, withdrawal or expulsion will be recommended.

10. **Withdrawal** – Student given opportunity to resign and withdraw from TCA.

11. **Expulsion** – Administrative involuntary withdrawal of a student from TCA.

**Parents and students must realize that attending TCA is a privilege and not a right. Parents and students are expected to abide by the decisions and support the discipline of the administration.**

**DISCIPLINE PROCESS**

The following pages list various offenses to the school Code of Honor and/or rules, regulations, and policies. This listing is not meant to be exhaustive but illustrative, and the schedule is a ranking in order of severity which should earn, accordingly, progressively severe disciplinary measures.

The faculty and administration will employ a wide variety of disciplinary tools to bring about the desired corrective behavior. As the severity and/or frequency of offense increases, so will the disciplinary measures employed.

**MINOR – OFFENSES**

1. Chewing gum.
2. Eating outside designated areas.
3. Failure to do constructive punish work assigned by teacher.
4. Failure to bring book and materials to class and chapel.
5. Sleeping in class.
6. Unauthorized locker use and jamming lockers.
7. Littering.
8. Tardiness.
10. Bullying.

**MODERATE – OFFENSES**

1. Repetition of Minor offenses.
2. Disruptive in class.
3. Improper use of telephone.
4. Misbehaving in chapel.
5. Public display of affection, such as:
   - holding hands during school hours
   - embracing
   - kissing.
6. Being in unauthorized places on campus.
7. Unsupervised after school.
8. Possession of cigarette lighter.
9. Vulgar or profane language, spoken or written.
10. Distribution of unauthorized materials.
11. Out of class without a hall pass or written permission.
12. In an off-limit area without a pass.
13. Lying.
14. Bullying.

MAJOR – OFFENSES
1. Disrespect for authority, involving teachers or other adults.
2. Vandalism.
3. Fighting (regardless of who is at fault).
4. Traffic violation.
5. Unacceptable off-campus conduct.
7. Extortion.
8. Indecent behavior.
9. Bullying.
10. Cheating.
11. Plagiarism.
13. Skipping a class or school.
15. Disrespect for school personnel.
16. Immorality.
17. Distributing unauthorized materials without administrative permission.
18. Forgery.
20. Student Trespassing – No student has the right to go to another school unless they have official business or a school function is located at the opposing school.
21. Being in unauthorized places off campus which are not in accordance with TCA Christian principles and philosophy.
22. Listening to, possessing, or distributing immoral or violent rock, heavy metal, or rap music on or off campus.
23. Smoking off campus.
24. Drugs off campus.
25. Cell phone conversations/text messages concerning drug use or sale.
26. Drinking off campus.
27. Driving violations on campus.
28. Inappropriate objects on campus.
29. Inciting a disturbance on campus or participating in one.
30. Leaving campus without proper permission or improper check-out.
31. Possession of tobacco products or any product containing nicotine and/or alcohol.
32. Slander/libel.
33. Repeat of Minor or Moderate offenses.

At the discretion of the administration, any MAJOR Offense may be elevated and considered as a CRITICAL Offense based on severity.
CRITICAL – OFFENSES

1. Second episode of unacceptable off-campus behavior.
2. Theft.
3. Assault and Battery – Any verbal or physical assault on faculty/administration/or student, or the destruction of their personal property.
4. Drugs
   - TCA is a drug free zone. Any confiscated drugs, drug paraphernalia, and individuals involved will be turned over to the police.
   - Possession of prescription medication with intent to distribute or possession of falsely represented or illegal or counterfeit drugs will be grounds for legal prosecution.
   - On campus possession, sale or use of drugs.
   - Distribution of over-the-counter drugs or synthetic drug substitutes.
   - Any drug dealing – on or off campus.
   - Drug Testing Policy: Students suspected of possible drug use, will have to be drug tested at the expense of the student/parents, regardless of whether or not they test positive or negative.
   - Random drug testing may be done on any student, at any time, at the discretion of the administration.
   - All medication will be brought to the office immediately upon the student’s arrival on campus and will be administered by the office staff.
5. Occultism – Identification with or involvement in occult practices, display of symbols, or recruiting/influencing others.
6. Weapons – No dangerous weapons may be brought onto TCA/The Church campus nor be in the possession of any student including, but not limited to such items as guns, knives, etc., nor shall there be any use of any object as a weapon or the possession of a look-alike weapon such as water guns, paper guns, rubber, or plastic knives, etc.
7. Explosives – No explosives or explosive devices shall be brought onto TCA/The Church campus nor be in the possession of any student including, but not limited to such items as fireworks, ammunition, or bombs of any type.
8. Gangs – Identification with a group or organization which has a history of intimidation, bigotry, prejudice, drug use, or violence.
9. Bullying/Intimidation – Aggressive behavior or intentional harm-doing which is characterized by an imbalance of power and carried out over time.
10. Inappropriate Use of Computer/Internet/Social Media – Computer hacking, cyber-bullying, possession or distribution of inappropriate pictures/images.
11. Pornography – Accessing, possession of, or distribution of pornographic images or materials.
12. Sexual Harassment – Sexually suggestive statements or materials, gestures, inappropriate touching, molestation, indecent behavior, sexual advances made verbally or by physical conduct of a sexual nature, or request for sexual favors shall be considered sexual harassment.
13. Arson – Setting fire to school, church, or private property.

DRESS CODE

True, the Bible does tell us that whereas man looks at a person’s outer appearance, God looks at our heart (1 Samuel 16:7). We know that how God views us is the most important thing! Nevertheless, man does look at our outward appearance! Even as we have an obligation to see that our hearts are clean and
pleasing to God, we also have an obligation to see that our appearance is clean and pleasing to man.

Therefore, standards of dress are of utmost importance to TCA. Modesty, safety, appropriateness, and good taste should characterize the clothing for students at TCA. The following dress code is clearly defined to promote consistency and allow enforceability. TCA looks to parents as being responsible to adhere to dress code guidelines for their child.

**PANTS, CAPRI PANTS, SHORTS, SKIRTS, SKORTS, JUMPERS**

- Shall be uniform khaki, navy, or grey. (No glitter, shimmer, or other color distraction is permitted.)
- May be pleated or not pleated; cuffed or not cuffed; may not have labels.
- Shall be appropriately sized with a regular fitting inseam: not tight fitting; not loose fitting.
- Bottoms must fit at the waist and be properly hemmed or cuffed at or below the ankle and no wider than shoe length, but not dragging the ground. “Slicing or ragging” is not allowed.
- No leather/suede/vinyl/denim/jean fabrics. Cargo pants, low riders, corduroy, ribbed fabric, and hip huggers are not allowed.
- Shorts, skirts, skorts, and jumpers must be clearly **no more than three inches above the kneecap or longer.** *Length must go past longest fingertip when hands are at side. This includes boys.*
- No stretch pants, sweatpants, jogging pants, wind suits, warm-ups, overalls, or coveralls are allowed.
- Bottoms may not be worn in any way that creates a distraction.
- Bloomers or shorts MUST BE worn under dresses or skirts. Bloomers or shorts must be solid navy, grey, khaki, black, or white.

**SHIRTS**

- Shall be solid navy, grey, or white polo for K-3 through 8th grade; no labels.
- Shall be solid navy, grey, black, or white polo for 9th through 12th grade; no labels.
- Shall be short or long sleeve.
- Shall be appropriately sized; may not be tight fitting. Must be tucked in at all times and appropriately buttoned within one button from the top at all times.
- If a t-shirt or undershirt is worn underneath the uniform shirt, it must be solid white or grey. *No writing on t-shirt or undershirt*
- Turtlenecks must be solid navy, grey, or white without monograms/name brands/logos and must be worn under a polo shirt/jumper.
- Students may add only the approved school logo to their shirt. Logos can be stitched/printed on the left front, upper chest area of the shirt.
- Shirts may not be worn in any way that creates a distraction.

**SWEATSHIRTS/SWEATERS/JACKETS (Classroom/Building)**

- Shall be solid navy, grey, black, or white sweatshirt/sweater/jacket with/without school-approved logo, or shall be the designated school sweatshirt/jacket.
- May not contain personal or brand name monograms/logos.
- Sweatshirts/sweaters/jackets of any kind may not be worn tied around the waist or in any way that creates a distraction.
JACKETS/COATS (Outdoors)

- May be any color.
- Full-length jacket/coats commonly referred to as “trench” coats or dusters are not allowed.
- Jackets and coats of any kind may not be worn tied around the waist.
- Jackets and coats of any kind may not be worn in any way that creates a distraction.

BELTS

- Belts must be solid brown, khaki, black, or navy; MUST BE worn appropriately on any pants/shorts/skirts /skorts that have belt loops; and not be more than one size larger than the waist.
- Belts are to be plain (no writing, jewels, designs).
- Buckles are to be plain. No ornamental or oversized belt buckles are allowed. Belts may not have studs, cutouts, metal, or other decorations or writings that can be deemed inappropriate.
- Students are not permitted to wear belts on bottoms that do not have belt loops.

SHOES AND SOCKS

- Must be closed-in shoes (front and back), i.e. tennis shoes, tied shoes or loafer-type shoes are acceptable. Tennis shoes are preferred. Shoes that require laces or Velcro must be securely fastened. Shoes must be worn appropriately.
- Shoes with wheels, noisemakers, lights, cartoon characters, or hanging tags are not allowed. Slippers, sandals, thongs, or flip-flops are not allowed.
- Socks, stockings, or leggings must be worn with all shoe types and be solid white, black, khaki, grey, or navy. *Socks must be worn with leggings.
- Girls are permitted to wear school approved-coordinating, colored ruffle socks.
- Socks must be solid white, black, grey, or navy and can have one white or black accent.
- Socks must be visible.

HAIR AND ACCESSORIES

- Must be neat, clean, and well-groomed.
- Head coverings, skullcaps, hats, hoods, kerchiefs, sweatbands, sunglasses, and any other headgear are not allowed.
- In cold weather, solid colored hats are permitted outdoors.
- Extreme hairstyles (including, but not limited to, Mohawks) or hair carvings that distract from the educational setting are not allowed. Hair may not be dyed colors other than natural hair colors. (i.e. No blue, green, pink, etc.).
Specific to Girls:
- Hair accessories do not have to color coordinate with school uniform.
Specific to Boys:
- No hair accessories for boys.

JEWELRY/ACCESSORIES

- Accessories with inappropriate decorations or advertisements are prohibited. This includes, but is not limited to, any item that depicts the occult, gang membership, death, suicide, violence, drugs, alcohol, tobacco, or ethnic bias.
Necklaces are permitted but are not to be bulky, immoral, or distracting.
Bracelets of any type may not be worn.
Glitter, tattoos, and writing/drawing on the face and other visible body parts are not allowed.
Girls may wear no more than one stud-type earring in each earlobe. Boys may not wear earrings. Dangling earrings, nose rings, lip rings, eyebrow rings, tongue piercing rings, studs or any other visible body piercing are not allowed.
Only one wristwatch may be worn on either wrist if it does not violate any of the Uniform Policies regarding inappropriateness or distractions.
Purses are not allowed in Grades Pre-K – 3rd.
Rolling book sacks (book sacks with wheels) are not allowed in Grades Pre-K – 5th grade, even if the student carries them. (Administrative approval for special needs cases).

**SPIRIT DAY ATTIRE**

Those who have earned the privilege can wear any TCA-purchased t-shirt, sweatshirt, or jacket and uniform bottoms on every Friday. Ornamental rodeo belts or hats can be worn at a date given by the Headmaster.

**JEANS**

At the Headmaster’s discretion students will be allowed to wear jeans on special occasions. Parents will be notified when this will occur.
- Jeans must have no tears, holes, or fraying; be hemmed; and not dragging the floor.
- Jeans are to be appropriately sized and worn well-above the hipbone of the student.
- Capri-length jeans are allowed.

**GENERAL REQUIREMENTS**

Students are required to comply with the dress code policy. Students will be monitored throughout the day for dress code compliance. Dress code is enforced while the student is on school premises of TCA.

**VIOLATIONS OF DRESS CODE**

Any article of clothing or accessory added to or not in compliance with the dress code is a violation. If correctable, the student will be given a uniform dress code citation in violation of a dress code policy and immediately made to conform. Any resistance on the part of the student to conform will result in further disciplinary action. If uncorrectable, the student will be removed from the student population and either be required to go home or have the parent bring them replacement clothing.

- **K-3 through 2nd Grade:** Failure to comply with the guidelines on the uniform dress code will result in disciplinary action for the student. The deficiency requires a parent’s signature and must be returned to the teacher.
- **4th through 12th Grade:** Failure to comply with the guidelines on the uniform dress code will result in disciplinary action for the student. The teacher will also record the dress code citation in Ren Web. A student will receive a detention on the 4th, 5th, and 6th deficiency. Upon the 7th deficiency, a one-day suspension will take place. A one-day suspension and a detention will continue to alternate until the end of the quarter. This disciplinary action will reset each quarter. If the student receives excessive uniform deficiencies, the student may be removed from The Church Academy at the discretion of the administration.
EMERGENCY GUIDELINES

CLASSROOM SAFETY AND SECURITY

- A Crisis Management Plan has been prepared and teachers will keep it readily available at their desks.
- In each classroom, near the entrance, is a diagram depicting routes and procedures for fire and tornado evacuation.
- The emergency/safety action plan is strategically located around the school.

EMERGENCY SCHOOL CLOSING

In the event of an emergency situation, TCA will make decisions regarding the closure of school that are in the best interest of the safety and security of the students and staff. Generally, TCA will follow the lead of the East Baton Rouge Parish School System. As much as possible, TCA will indicate emergency plans through the local news media, email, text messaging, and on the school website. If the school is closed due to emergency situations, all scheduled extra-curricular activities will be cancelled.

EMERGENCY PROCEDURES

In case of severe storm warning or other unusual disturbance, students will be taken by their teachers to the safest parts of the building. In most cases, this will be the hallway. Special cooperation will be required from all students for quietness and orderliness.

FIELD TRIPS

Educational field trips are planned throughout the school year. All students are required to attend the field trips. Failure to attend a field trip is recorded as an unexcused absence.

- Field trips are directly connected to educational objectives/curriculum.
- Parents will be notified and given a full description of purpose and organization of the trip, time of departure and return.
- Parents will be sent permission slips to sign and return to TCA. If it is not returned by the due date, the student will not be allowed to participate in the activity.
- Parents will be made aware of charges for the trip.
- Parents may be asked to help with transportation to and from the trip and/or chaperoning students on the trip.
- In order for the student to leave campus before the designated dismissal time, parents must check out the student from the teacher by signing the class roster.
- Because of potential insurance liabilities, no small children, additional family members, or guests are allowed. Enough chaperones will be invited to provide proper supervision.
FINANCIAL PROCEDURES & ENROLLMENT

The Church Academy (TCA) offers an affordable private, Christian-school education for your family. TCA will continue to strive to keep tuition low and programs high, focusing on academic excellence and servant leadership.

The current schedule of tuition and fees represents the 2017-2018 academic year. Tuition is determined annually by TCA.

REGISTRATION FEE:

The Registration Fee for a new student is $300 and is due upon acceptance and enrollment. The student is not considered enrolled until the fee is paid. Registration is non-refundable and non-transferable.

ACADEMIC EXCELLENCE FEE

New students to The Church Academy are required to pay a one-time payment of $1000 to ensure the excellence of the school facilities. This shall not exceed $3000 per family. If your child was a former student of Christian Life Academy, this fee does not apply.

CURRICULUM AND TECHNOLOGY FEE

All textbooks are the property of The Church Academy and are to be returned to the school at the end of the school year or at the time of student transfer. This fee is for all new student registrants and re-registrants. This fee also includes: Book rental fee, yearbook fee, paper/copier fee, student assignment planner fee, and technology fee.

K3-12th grade – $250 ($50 for classroom technology) Due by July 1st

TUITION FEE FOR REGULAR EDUCATION STUDENT

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>1st Student</th>
<th>2nd Student (10% Discount)</th>
<th>Each addl. Student (15% Discount)</th>
</tr>
</thead>
<tbody>
<tr>
<td>K-3 – Kindergarten</td>
<td>$5,334</td>
<td>$4,800</td>
<td>$4,534</td>
</tr>
<tr>
<td>1st – 5th Grade</td>
<td>$6,082</td>
<td>$5,474</td>
<td>$5,170</td>
</tr>
<tr>
<td>6th – 8th Grade</td>
<td>$6,832</td>
<td>$6,149</td>
<td>$5,807</td>
</tr>
<tr>
<td>9th – 10th Grade</td>
<td>$7,077</td>
<td>$6,369</td>
<td>$6,015</td>
</tr>
</tbody>
</table>

Family discount plan starts with full tuition for the oldest child, 10% discount for the second child, and 15% discount for each additional child.

ALL REGISTRATION, CURRICULUM, AND TECHNOLOGY FEES ARE NON-REFUNDABLE.

DISCOUNTS

Tuition may be discounted according to one of the following conditions:
1. Sibling discount 10% for second child and 15% for three or more children
2. If all fees & tuition are paid-in-full by **July 1, 2017**, the total tuition will be discounted **5%**. (The discount **does not** include registration, curriculum, or technology fees.)
3. Special rates are given to those families who are employed by a church or Christian ministry. Contact the school office for more information.
4. **Members of The Church will receive a 10% discount.** You are required to fill out a Pastoral Recommendation Form by one of the pastors of The Church each year in order to receive the discount. Please see the tuition fee schedule below.

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>1st Student</th>
<th>2nd Student (10% Discount)</th>
<th>Each addl. Student (15% Discount)</th>
</tr>
</thead>
<tbody>
<tr>
<td>K-3 – Kindergarten</td>
<td>$4,900</td>
<td>$4,410</td>
<td>$4,165</td>
</tr>
<tr>
<td>1st – 5th Grade</td>
<td>$5,475</td>
<td>$4,928</td>
<td>$4,654</td>
</tr>
<tr>
<td>6th – 8th Grade</td>
<td>$6,150</td>
<td>$5,535</td>
<td>$5,228</td>
</tr>
<tr>
<td>9th – 10th Grade</td>
<td>$6,370</td>
<td>$5,733</td>
<td>$5,415</td>
</tr>
</tbody>
</table>

**TUITION FEE FOR STUDENTS THAT REQUIRE ACCOMMODATIONS**

The Church Academy does not service IEPs or 504 plans but will try our best to accommodate those students that need simple classroom accommodations. **The following accommodations will require the parent to pay an additional cost to cover a classroom paraprofessional that will help the teacher in accommodating the students’ needs:** Test read aloud, shortened assignments, answers recorded, transferred answers, organizational skills, small-group testing, more one-on-one time and other accommodations that requires the use of a paraprofessional. These accommodations will be discussed with the administrator and team of teachers to see if the accommodations are necessary. If this is required, then a cost of $2000 a year will be incurred to accommodate the student.

**PAYMENT OPTIONS**

1. All fees and tuition paid in full by **July 1st** to TCA’s school office by check, cash, or credit card (RenWeb).
2. **If you do not pay in full by July 1st**, parents MUST use the FACTS tuition management system. You must log into FACTS to pay your fees. Instructions will be given at the time of acceptance.

**TCA FINANCIAL AGREEMENT**

**Terms of payment for tuition and fees** – The tuition rate set at the time of registration continues throughout the school year and does not change. Tuition for students registering after the first day of school will be prorated over the number of school months they will be in attendance. Should unforeseen circumstances arise, families are expected to promptly make suitable alternative arrangements with the School Administration and to remain faithful to them.

1. Every family is required to be on the ten-month pay plan beginning **July 1st**, with the final payment due in April using the FACTS tuition management system.
2. NSF checks/draft payments will be subject to a $30.00 Service Charge. If not paid by 20th of each month, a $25.00 Late Fee will also be assessed.
3. Families can pay weekly, monthly, bi-monthly, quarterly, or semester payments.
**PAST DUE ACCOUNTS**

1. It is the parent’s responsibility to advise the Headmaster if there are any problems with maintaining tuition payments on time. Failure to pay fees or tuition in a timely manner can result in the withholding of records (including progress reports, report cards, or transcripts), in the refusal to permit a child to re-register for the upcoming terms, or in a child’s immediate dismissal from school.

2. Any account that reaches 15 days past due, whether it is a bank draft or any unpaid fees due, TCA will be given a maximum of 10 days to be brought to current status. This means that all fees due in excess of 15 days must be paid in addition to any current charges incurred during the 10-day grace period. Any student whose fees are not paid to the current status at the end of the 10-day grace period will not be allowed to attend classes until written verification is received from the TCA business office stating that all fees have in fact been paid to the current status level. All fees will continue to accrue during this period of time until the unpaid fees are brought to a current status even though the student is not attending classes. No academic records, including report cards and transcripts will be released until all financial obligations to the academy have been satisfied. Any account that becomes past due twice during a school year will be required to make financial arrangements elsewhere and to remit to TCA all fees due for the entire year within 10 days written notice from TCA to the responsible party for that account.

3. If you have re-registered and you are delinquent with your July payment, the enrollment slot in that grade level will be opened to new students.

4. Family accounts must be current for students to:
   a. Begin class first day of school
   b. Resume class after Christmas break, Easter, etc.
   c. Take exams
   d. Receive report card
   e. Re-enroll for upcoming year
   f. Continue Gradelink access online

**REFUND OF TUITION AND FEES**

A family who withdraws their child during the school year will be refunded advance tuition payments made according to the provisions below (if the full tuition has been paid). The amount of refund will be prorated for the school months left in the school year starting with first of the next month.

1. The exit interview must be completed.
2. **Registration and tech fees are non-refundable.**
3. A refund amount will first be applied to any past due balance for tuition and fee account.
4. If a student attends school for one (1) school day on a new billing month, the family is charged for that month.
5. School records will be forwarded to another school only when a family account is current.
6. Conditions eligible for refund of tuition: behavior, medical, learning-differences diagnosis, job relocation (if moving more than 30 miles away).
7. Any family that registers and/or re-registers their child(ren) for the following school year will actually begin making their payments in July. There will be no refunds on tuition paid for July or August if the family does not return. **Exception:** If a family transfers or moves out of the Ascension or Baton Rouge region, a refund for the July and August tuition payments will be made. No refund is made for re-registration or registration fees.
ARETE SCHOLARS’ FUND

The Church Academy participates in the Arête Scholars’ Fund which is an organization that utilizes the tuition rebate program in Louisiana. For the 2016-2017 school year, Arête awarded 24 students the scholarship. To qualify you must fit into the following criteria.

- Have a family household income that does not exceed 250% of the federal poverty guidelines, as established by the Federal Office of Management and Budget.
- Be a resident of Louisiana
- Have attended a public school in Louisiana on October 1 and February 1 of the most recent school year; or be entering Kindergarten for the first time; or have participated in the Louisiana Scholarship Program/Tuition Donation Rebate Program for the previous school year.

To find out more about the program see the Department of Education website guidelines and the Arête Scholars’ Website:

Department of Education Guidelines for the Tuition Rebate Program

Arête Scholars’ Website
http://www.aretescholars.org/

FINANCIAL AID

All applications for financial aid are handled in the strictest of confidence.

Financial aid is granted on a needs basis only as determined by TCA and as funds are available through TCA. All funds are designated for existing students who are in good academic and behavioral standing with the academy.

All financial aid applications must be completed using the FACTS tuition management system.

Any financial aid application that is deemed to be incomplete by the TCA business office will not be considered for assistance for the school year. Any supporting data, as well as the application itself, is considered to be the property of TCA once provided to TCA.

FINANCIAL COMMITMENT

The financial commitment you made to our school represents an investment in your student's education and development of faith. All families are expected during registration to select a payment plan and to remain current in their payment of tuition and fees during the year. It is better that you should not vow than that you should vow and not pay (Ecclesiastes 5:5).

LEGAL CUSTODY

If there is a legal custody dispute involving a student, the legal custodian of the student must supply TCA with a current copy of the court decree. Release of the student from that point forward will be determined by the instructions in the court decree. Without such a legal document in the student’s file, in accordance with Louisiana law, the student may be released to either parent, upon presentation of
proper identification. TCA will not intervene, nor take sides in a disagreement between parents as to who shall have custody, who shall be able to visit the student at school, or who shall be able to pick up the child, until courts have decided the legalities of the issue. One parent instructing staff that the other parent is not to see or receive the student will not be accepted without a current legal document or a restraining order. School administrators will only use the current document that is on file at TCA.

**FUNDRAISING**

No student organization or individual may sponsor a raffle or any type of gambling activity. All fundraising activities by a parent or student organization or any individual must be approved by the administration.

**GRADING**

Grading is a form of feedback, which helps students to understand and reflect on their own learning. Our grading practices align with the objectives being taught and are easy for students to understand. Rubrics may be used for projects and other activities. Grades will be given back and updated using Gradelink in a timely manner.

**REPORT CARDS**

Report cards are issued each quarter. The report cards are sent home for the first, second, and third quarter and will be mailed following the fourth quarter.

Unofficial grades are reported on a regular basis via RenWeb. This information is available to parents through the internet. Instructions and log-in details for using RenWeb will be provided to parents by the first week of the school year. Secure RenWeb details will not be provided to students or other third parties without parental consent.

**PROGRESS REPORTS**

When a student is continuously not performing well, teachers will notify the parents through a phone call, email, a note mailed home, or a request for a personal conference. In addition, progress reports are sent home at the mid-quarter (4 ½ weeks) of a grading period. Teachers often use the progress reports to indicate potential problems, which, if dealt with early, may prevent more serious problems at a later time. The progress report is intended to bring about positive change, so it should not be thought of as simply a report of failure.

**GRADING SYSTEM**

All grades are recorded numerically (percentages) and placed on the report cards and transcripts as letter grades. Students will not be promoted to the next grade if they fail ELA for the year. Seventh grade students must score at least an 90% in Math, pass the Algebra I entrance exam, and be recommended by the math teacher in order to take Algebra I in the eighth grade.

Each quarter, students will receive a numeric grade that represents their progress during the preceding nine weeks period. Cumulative exams are given at the conclusion of each nine weeks.
GRADING SCALE

<table>
<thead>
<tr>
<th>Regular Courses</th>
<th>Honors Courses</th>
<th>AP Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>A = 93 - 100</td>
<td>A = 93 - 100</td>
<td>A = 90 - 100</td>
</tr>
<tr>
<td>4 Quality Pts.</td>
<td>5 Quality Pts.</td>
<td>5 Quality Pts.</td>
</tr>
<tr>
<td>B = 85 - 92</td>
<td>B = 85 - 92</td>
<td>B = 80 - 89</td>
</tr>
<tr>
<td>3 Quality Pts.</td>
<td>4 Quality Pts.</td>
<td>4 Quality Pts.</td>
</tr>
<tr>
<td>C = 75 - 84</td>
<td>C = 75 - 84</td>
<td>C = 70 - 79</td>
</tr>
<tr>
<td>2 Quality Pts.</td>
<td>3 Quality Pts.</td>
<td>3 Quality Pts.</td>
</tr>
<tr>
<td>D = 67 - 74</td>
<td>D = 67 - 74</td>
<td>D = 60 - 69</td>
</tr>
<tr>
<td>1 Quality Pt.</td>
<td>1 Quality Pt.</td>
<td>1 Quality Pt.</td>
</tr>
<tr>
<td>F = 66/below</td>
<td>F = 66/below</td>
<td>F = 59/below</td>
</tr>
<tr>
<td>0 Quality Pt.</td>
<td>0 Quality Pt.</td>
<td>0 Quality Pt.</td>
</tr>
</tbody>
</table>

The grading scale is as follows for grades K-3 through Kindergarten:

- E Excellent 90%
- S Satisfactory 80%
- N Needs Improvement 65%
- U Unsatisfactory 0%

EARNING CREDIT

Students receive 1/2 credit per semester for each course whether it is a 1/2 credit course or a full credit course. Each semester grade stands alone, so if a student fails any semester of a required course, he or she must repeat that semester’s work.

ACADEMIC REQUIREMENTS

The minimum grade point average (GPA) for continued enrollment at TCA will be 1.50. Any student falling below this 1.50 average at the end of the semester will be placed on TCA Academic Probation. If a student fails to raise his/her GPA to a cumulative GPA of 1.50 or better by the end of the succeeding semester, he/she may not be allowed to continue enrollment at TCA. Students with a GPA less than 1.50 at the conclusion of the spring semester must attend summer school to improve their GPA so that they may return to TCA in the fall. Minimum standards must be maintained to qualify for participation in extra-curricular activities.

ACADEMIC HONORS

The academic average is computed by averaging the letter grades using the grading scales above.

- A student whose grade point average is 4.0 or above will be listed on the Headmaster’s List if he or she has no grade lower than an “A.”
- A student whose grade point average is 3.5 and above will be listed on the Principal’s List if he or she has no grade lower than a “B.”
- A student whose grade point average is 3.0 and above will be listed on the Honor Roll if he or she has no grade lower than a “C.”

PROMOTION – K-3, K-4 & Kindergarten

Students are promoted to the next grade on an evaluation by the teacher and Headmaster of the child’s progress in all major subject areas (math, phonics, spelling, and reading). Each of these areas needs to be successively completed in order to enter the next grade. The parent will be notified by the end of the re-enrollment period if the teacher is considering having the child repeat that grade.
PROMOTION – 1st Grade through High School

Students are promoted to the next grade if they have four quality points in two major subject areas with two of the points coming from the second semester. The students must have four quality points with two points coming from the second semester in ELA and Math in order to promote to the next grade. The three Academic courses include: social studies, math, and science. A student will not be promoted having failed the same academic subject two consecutive years. Having failed, the student will be evaluated by the teacher, and/or Headmaster to determine what recommendations should be made. The three most common recommendations are: the student should repeat the grade, the student is to be tutored to correct deficiencies, the student attends summer school, or the student should find another school where special services are provided.

ACADEMIC WARNING AND PROBATION

Students who have failed a course during a nine-week period are given an academic warning. Parents should note that the academic warning is automatically communicated through a failing grade on the student’s report card.

If after receiving an academic warning the student continues to do poorly and fails again the next grading period, the student will be placed on academic probation for the remainder of the school year. Once placed on academic probation, the probation status cannot be removed until a full semester of work has been completed without any failing grades.

A student will be accepted to TCA on academic probation. The student has one semester to demonstrate that he can perform at an acceptable level at our school. Once a student has successfully demonstrated his/her ability, he/she will be removed from academic probation. If he/she does not demonstrate ability to perform in that time, he/she may be recommended for dismissal.

GRADUATION REQUIREMENTS

Students must meet all requirements set forth by the State of Louisiana and The Church Academy in order to graduate. Please see the TCA Academic Planning Guide for specific requirements beginning at 9th grade.

CLASS RANK

Class rank is determined by a weighted cumulative grade point average. The weighted, cumulative GPA rewards the students for the additional work required in honors and advanced placement courses. The weighted cumulative GPA is used exclusively for the purpose of determining the class rank of The Church Academy students.

HONOR GRADUATES

The students who have completed a college bound curriculum with at least a 3.75 GPA will receive an Honor Graduate Diploma. To be eligible for an Honor Graduate Diploma, a student must take and pass a minimum of twenty-eight units of credit. Of these, eight must come from the Honor’s curriculum as outlined in the TCA Academic Planning Guide.
If scheduling conflicts prohibit a student from meeting the exact course requirements of the Honors Program, the administration may approve an alternate course for the individual student.

**VALEDICTORIAN**

To qualify for Valedictorian, a student must have attended The Church Academy for at least three years and must have successfully completed a college bound curriculum. The valedictorian is the honor graduate who has the highest academic rank based on the weighted cumulative TCA GPA.

**SALUTATORIAN**

The Salutatorian is the honor graduate who has the second-highest academic rank. The Salutatorian must attend TCA for two years.

**GUIDANCE**

The guidance office serves the student by making current evaluations of academic progress and provides college and career planning opportunities for each student. The guidance office assists students with the college and scholarship application process. Personal counseling is also available through the guidance office. Additional information regarding academic planning, college preparation and personal counseling is available via the school website on the counselor’s page.

Students having academic difficulty are closely monitored. When necessary, the student, parents, teachers, and administrative personnel will all meet to determine the best course of action. This procedure is known as a Student Staffing.

The IOWA test is administered in grades 1-2. The ACT Aspire Achievement Test is administered in grades 3-8. The PSAT 8/9 is given to the 9th grade in the spring, and the PSAT 10 is administered in the 10th grade. In the fall, the PSAT/NMSQT is given to the 11th grade. (ACT) and the Scholastic Aptitude Test (SAT) are taken by students in grades 11 & 12. All 11th grade students are required to take the ACT by the end of the junior year.

**GYM USE**

No student is allowed in the gym at any time without the presence of a faculty member or coach. The gym is reserved mainly for P.E. classes, athletic practice and competition, and student assemblies. Permission to use the gym must be cleared through the Headmaster or athletic director.

**Weight Room** – TCA provides separate weight rooms for male and female athletes and P.E. classes for strength and conditioning. Under no circumstances are male students to enter the female weight room or female students to enter the male weight room, and no students are to work out in the weight rooms without staff supervision.

**P.E. Locker Room** – Separate dressing facilities are available for male and female students. Male students are never to enter the female dressing rooms and female students are never to enter the male dressing rooms. Females are not permitted in the football or baseball field house dressing areas. All
students are to purchase their own combination lock for the P.E. / Athletic Rooms to protect their valuables during P.E. classes or athletic workouts. Students who do not have locks for their assigned locker will not be allowed to participate/dress out until a lock is obtained.

HOMEWORK

Homework is an opportunity to assess and reinforce student learning. It will be purposeful and will not be busy work. TCA believes that family time is extremely important. We do not want to take away that time from the family by giving unnecessary homework and/or projects. Some purposeful projects or assignments may need to be completed at home at the discretion of the classroom teacher. Each teacher is at liberty to give homework to aid the students to advance in their studies. Therefore, students are required to complete their homework assignments on time. Homework is given for several reasons:

1. For drill – We believe that most students require solid drilling to master material essential to their educational progress.
2. For practice – Following classroom explanation, illustration, and drill on new work, homework is given in order that the material will be mastered.
3. For remedial activity – As instruction progresses, various weak points in a student’s grasp of a subject becomes evident. Homework is given to overcome such difficulties.

Homework must be turned in on the day it is due. Parents are encouraged to check that homework is done completely and accurately and to give help when needed.

In an effort to have your child become conscious of the appearance of his work, no papers will be accepted that are not done neatly.

Homework will not be given on Wednesdays to accommodate those families that attend church.

MAKE-UP WORK

When a student receives an assignment and subsequently misses a day of school (i.e. suspension, illness, etc.), the assignment is due the day he returns to school. It is strongly recommended that parents/students obtain their homework assignment if a prolonged absence is expected.

If the student has had a prolonged absence (three or more days) and was unaware of certain assignments, the teacher will make arrangements to have that student complete any work due within one week. However, a zero will be recorded for work that is not made up on time.

It is strongly recommended that students complete homework when absent from school. There are two (2) options to acquire homework when your child is absent: check RenWeb or email the teacher. Parents/students may request books by calling the school office; this request must be made by 10 AM.

PENALTY FOR “NO HOMEWORK”

3rd – 8th Grade: At the beginning of each nine-week period, each student will be given a 100% as a homework grade in each subject that has homework. Each time a student does not turn in their homework or has incomplete homework, four points will be deducted from the homework grade. After the 7th “no homework” in a subject, the student will be issued a detention and another detention for each
additional “no homework” until the end of the quarter. “No homework” will reset each quarter. The homework grade will be averaged in with their other grades for that subject. 3rd – 5th grade parents will be required to sign and return a Homework Grade Chart with their child’s test folder. If the homework grade becomes lower than a 66% then a conduct infraction will be given.

High School: At the beginning of each nine-week period, each student will be given a 100% as a homework grade in each subject that has homework. Each time a student does not turn in their homework or has incomplete homework, five points will be deducted from the homework grade. After the 7th “no homework” in a subject, the student will be issued a detention and another detention for each additional “no homework” until the end of the quarter. “No homework” will reset each quarter. The homework grade will be averaged in with their other grades for that subject.

LOCKERS

Each student will be assigned a locker for the year. The school will not be responsible for any items lost or stolen from lockers or stored on top of or beside lockers.

Students should keep their locker combinations confidential and should not alter the locking mechanism. Any student accessing another student’s locker will be disciplined accordingly.

The school reserves the right to open and search any locker at any time, for any reason.

Students taking P.E. will each be assigned a locker for the year in the P.E. dressing room. Each student should bring a suitable lock for these lockers to secure their personal belongings during P.E. class.

LOST & FOUND

Items will be placed in the office for up to 24 hours, and then moved to the official lost and found. Parents/students are responsible for retrieving personal items. Please label all items with first and last names. At the end of each semester, the lost and found will be thrown in the garbage or given away.

LUNCH

Students are required to purchase lunch from TCA’s lunch program or bring their own lunch. The Lunch Program will operate on a pre-pay basis and will operate Monday, Tuesday, Wednesday, Thursday, and Friday. A more detailed explanation of the payment options is available in the school office. Lunch will be $4.50 a day with added extras. Each month will incur a different cost dependent upon the amount of school days in the month. Lunch payments will be due the week before each month begins. We strongly encourage parents to support the TCA Lunch Program by volunteering to help prepare and serve during morning breaks and lunch. The following are TCA’s Lunch Program guidelines:

- Soda is not permitted.
- Trading lunches is not allowed.
Students will not be able to leave for lunch unless accompanied by parent/guardian and they have checked out at the front office.

Students who forget their lunch will be provided a lunch in which the parents will be billed $5.00 in RenWeb.

Parents are allowed to eat lunch with their child but must sign-in at the school office first.

Lunches will not be delivered to students unless it is an emergency.

Parents will receive the lunch menu two weeks prior of each month.

The cost per student is $4.50.

**MEDIA & TECHNOLOGY**

**INTERNET**

The Internet can be very helpful, but can also be harmful. TCA recognizes that the Internet can be used as a tool of evil, e.g. giving predators access to our students and homes, etc. or as a tool for the edification of God’s children in learning.

TCA will seek only to use Internet technology for the glory of God in learning and encourages students and parents to do the same. Therefore, TCA computers will seek to block all sites deemed inappropriate/harmful by the school’s Headmaster and teachers.

_Ephesians 5:1-21_ “…live a life of love … there must not be even a hint of sexual immorality … nor should there by obscenity … coarse joking … live as children of the light … find out what pleases the Lord … have nothing to do with the deeds of darkness, but expose them … be very careful, then, how you live, not as unwise, but as wise … find out what pleases the Lord … etc.” gives very helpful principles which inform our use of internet technology or any technology for that matter.

Furthermore, TCA holds its reputation and name dear. “A good name is to be more desired than great wealth, Favor is better than silver and gold.” _Proverbs 22:1_.

The school expects TCA parents to monitor their student’s home Internet use and considers them responsible for ensuring their students are using the internet according to biblical principles.

TCA students are expected and required not to visit or participate in websites/social chat rooms which do not fall in line with _Ephesians 5:1-21_.

The school’s Headmaster reserves sole discretion in all ethical judgments concerning student Internet use. Students who do not adhere to these scriptural principles in their Internet use, as determined by TCA, may be subject to disciplinary action, including dismissal from TCA.

**BRING YOUR OWN DEVICE**

Each 6th through 12th grade student must bring to school a laptop device approved by The Church Academy (Chrome books are not allowed). The computers will be provisioned by the tech department during orientation/prep day. A Technology plan will be given during orientation/prep day.
The school and its employees and volunteers are in no way responsible for any theft or damage to any device, even those confiscated by the school. All devices should be labeled or clearly marked to identify the owner.

MEDICAL

IMMUNIZATION REQUIREMENTS

By Louisiana law, a record of completed immunizations, a letter from a physician stating that the procedure is contraindicated for medical reasons, or a letter of dissent from the student or his/her parent/guardian must be kept on file for each student enrolled at TCA. The following list represents the state laws regarding immunizations for those who are vaccinated:

Kindergarten through 5th grade:

- 4 or 5 – DTaP (Diphtheria-Tetanus-Acellular Pertussis Vaccine)
- 2 – Var (Varicella Vaccine)
- 2 – MMR (Measles-Mumps-Rubella Vaccine)
- 3 – HBV (Hepatitis B Vaccine)
- 4 – IPV (Inactivated Poliovirus Vaccine)

6th Grade and/or 11 years old: In addition to the immunizations received from Kindergarten through 5th grade, the following are required:

- 1 – Tdap (Tetanus And Diphtheria Toxoids And Acellular Pertussis Vaccine)
- 1 – MCV4 (Meningococcal Conjugate Vaccine)
- 1 – HPV (Human Papillomavirus Vaccine)

HEALTH INFORMATION

Every reasonable provision is being made to provide a wholesome, healthful atmosphere for each child during his/her stay at school. We have found that there is a correlation between a child's health and his/her enjoyment of school and ability to profit from it. To prevent sickness from spreading to other students and teachers, if a child is brought to school sick, or becomes ill during the day, his/her parents will be called and asked to pick him/her up. The following recommendations are provided to you for your consideration.

- **Fever** – Students with fever of 100.0 or greater should remain home until they are fever free for 24 hours. If the fever continues for more than 48 hours, it is recommended that he/she be seen by a doctor.
- **Vomiting/Diarrhea** – Students who are vomiting and/or have diarrhea should remain home until he/she has not vomited or had diarrhea for 24 hours. It is advised that you stop milk and milk products for the next few days. It is recommended that you contact your doctor if your child becomes dehydrated, vomiting/diarrhea persists more than 24 hours, child cries without tears, lips and mouth are dry, strong smelling or dark urine, eyes appear sunken and child looks weak or lethargic.
- **Pink Eye/Conjunctivitis** – Students who have redness in the white of the eye, watery or thick drainage with mucus and pus that causes the eyelids to stick together, and complains that their eye burns, itches, or feels as if they have something in it, should remain home from school. Pink eye is a
highly contagious condition. In order for your child to return to school, he/she must receive a note from the doctor stating that it is no longer contagious and he/she can return to school.

- **Colds** – A typical cold lasts about one week, causing a stuffy nose, mild cough, and low-grade fever, generally less than 100 degrees. If your child has a temperature above 100 degrees, a bad cough, sore throat, ear ache, or headache, he/she should remain home. If these symptoms persist for 48 hours, it is recommended that your child be seen by a doctor.

- **Nasal Discharge** – A doctor should see students who have a yellow/green discharge from the nose for more than three days, a yellow/green discharge accompanied by a fever, or who are coughing up yellow/green mucus.

- **Ringworm** – The infection manifests itself usually in the form of one to four flat, ring-shaped sores that can be dry or scaly, or crusted and moist. Ringworm can be transmitted as long as untreated sores remain on the skin. Ringworm medication may be purchased at any drugstore without a prescription. In order to return to school, you must send proof of treatment. A note from your doctor is acceptable. Your child will not be admitted back to school without this note. Once treatment has begun and proof of treatment has been provided, your child may return to school. Upon return, the affected area must be covered.

- **Unidentified Rash** – If your child is referred to the school office with an unidentified rash, your child will not be able to return to school until the rash is determined non-contagious by a physician. Proof from a physician is necessary to return to school.

- **Lice** – TCA adheres to a strict “No Nit Policy”. Any student found to have lice or nits (lice eggs) shall be excluded from school. In order to return to school, the student must be:
  - Treated using a pediculicide (lice shampoo).
  - Present proof of treatment in the school office. This includes a note from the doctor or pharmacist or a lice shampoo label.
  - Be free of nits (lice eggs).
  - Upon return to school, the parent/guardian must bring the student to the school office to be reexamined.
  - Only one-day absence is allowed for treatment and removal of lice and nits per occurrence.

**ADMINISTRATION OF MEDICATION**

Any medication that has to be administered daily, during school hours, must be in a suitable container and brought to the office by a parent. **The student cannot bring the medicine to the office.** We will not administer any **non-prescription medication for any reasons.**

- **Written orders, appropriate containers, labels, and information**
  - Medication shall not be administered to any student without an order from a physician or dentist licensed to practice medicine in Louisiana or an adjacent state.
  - Medication shall be provided to the school by the parent/guardian in a container that meets acceptable pharmacy standards.

- **Administration of medications – General Provisions**
  - During the period when the medication is administered, the trained person administering medication shall be relieved of all other duties.
  - Except in life-threatening situations, trained unlicensed school employees may not administer injectable medications.
  - All medications shall be stored in a secured locked area or locked drawer with limited access except by authorized personnel.
  - School medication orders shall be limited to medications which cannot be administered before or after school hours.

- **Role of the parent/guardian**
The parent/guardian who wishes medication administered to his/her child shall provide the following:

a. A letter of request and authorization.
b. Written orders for all medications to be given at school, including annual renewals at the beginning of the school year.
c. A prescription for all medications to be administered at school, including medications that might ordinarily be available over the counter. NOTE – No over-the-counter medications are allowed at school without proper doctor’s orders, parent request, and proper labeling per TCA.
d. A list of all medications that the student is currently receiving at home and school, if that listing is not a violation of confidentiality or contrary to the request of the parent/guardian or student.
e. A list of names and telephone numbers of persons to be notified in case of medication emergency in addition to the parent or guardian and licensed prescriber.
f. Arrangements for the safe delivery of medication to and from school in the original labeled container as dispensed by the pharmacist – a responsible adult shall deliver the medication.
g. Unit dose packaging shall be used whenever possible.

- All aerosol medications shall be delivered to the school in pre-measured dosage.
- No more than a 35-day school supply of medication shall be kept at school.
- The initial dose of the medication shall be administered by the student’s parent/guardian outside the school jurisdiction with sufficient time (12 hours) for observation for adverse reactions.

The parent/guardian shall also work with those personnel designated to administer medication as follows:

a. Cooperate and count the medication with designated school personnel who receives it and sign a drug receipt form.
b. Cooperate with school staff to provide safe, appropriate administration of medications to students such as positioning, and suggestions for liquids or foods to be given with the medication.
c. Assists in the development of the emergency plan for each student.
d. Comply with written and verbal communication regarding school policies.
e. Remove and/or give permission to destroy unused, contaminated, discontinued, or out-of-date medications according to the school guidelines.

- Student Confidentiality – All student information shall be kept confidential.

**STUDENT INSURANCE**

- TCA maintains accident insurance in the case of emergencies or injuries incurred at school. This plan acts as a secondary to an individual’s primary coverage. Therefore, each student must be covered by accident insurance or a personal health insurance plan.

**PARENT SUPPORT ORGANIZATIONS**

The Parent-Teacher Organization called SHIELD is extremely valuable to the implementation of our programs. Their fundraising activities enable the Academy to purchase auxiliary materials and equipment that are beyond the scope of our budget. We welcome their assistance in the classroom as well as the numerous extracurricular activities.
The Booster Club targets, primarily, athletic activities in its support. Fundraising events augment the athletic budget as well as the building and improvement of sports facilities.

**PARENT/TEACHER CONFERENCES**

Any time a parent wishes to have a conference, he/she may make an appointment with the student’s teacher through email or text. If you would like to speak with the Headmaster, please make an appointment with the front office. **Please do not attempt to see the Headmaster without an appointment.**

- **K-3 – 4th Grade** – There is a required Parent/Teacher conference at the end of the first and third nine-weeks’ period for all students.
- **5th – 8th Grade** – Conferences are held on an "as-desired basis." Personal conferences with parents and telephone conferences should be followed with a brief/dated report kept by the teacher.
- **High School Students** – Students will have school on parent/teacher conference days, but parents can request conferences with the teacher on an as-needed basis.

**PARTIES AND BIRTHDAYS**

TCA allows a Christmas and an Easter party. Both parties are centered around celebrating Jesus’ birth and resurrection. Details for each party will go home with your child closer to the event.

Children are welcome to celebrate their birthdays at school by bringing a small treat for their class. TCA teachers will distribute birthday party invitations to the class as long as an invitation is extended to **ALL classmates or by all of the same gender**.

**PROPERTY DAMAGE**

Children doing damage to property that is not theirs will be asked to replace the damaged property. This may mean a note to the parents, a phone call placed, an email, or a fee for replacement of the item added to their tuition bill.

**RENEW**

Student information (grades, homework, financial account, absences, behavior, etc.) is available for parents and students on the internet through RenWeb.

The site can be viewed by entering our website, [www.TCA.fm](http://www.TCA.fm), or through [www.RenWeb.com](http://www.RenWeb.com). As a parent, you can also update your personal information and view/pay your tuition statement. Each parent will be given a username and password at the time of enrollment.
SCHOOL CALENDAR AND HOLIDAYS

We align our school calendar with the local school district as closely as possible. This includes, but is not limited, to the following vacation days: Labor Day, Thanksgiving, Christmas, and Easter.

- **Halloween** – At TCA we do not celebrate Halloween. If students in class discuss Halloween to others, we will divert the conversation. Please also refrain from bringing Halloween candy or treats to share with the class.

- **Christmas** – TCA does not promote Santa clause, Elves, etc. Again, our focus on this time is directed towards Jesus' birth. The teachers will not get into a discussion about Santa Clause being real or not. They will turn the attention and the focus to Christ. We will not outright tell them about Santa Clause, but instead, again, divert the discussion to Jesus. Again, please be mindful with treats and snacks during this time.

- **Tooth Fairy** – TCA does not promote the tooth fairy either but will divert the students’ discussion to that on the Lord.

- **Valentine's Day** – Some of our younger grades do exchange Valentine cards but only the cards that have scripture or encouraging words. These cards are usually found online or at Lifeway Christian Bookstore. More information will be given to you by your teacher closer to February.

- **Mardi Gras** – TCA does not recognize or participate in any Mardi Gras functions. Students are strongly discouraged to participate or attend any functions associated with Mardi Gras. We do have school during the Mardi Gras holiday.

- **Easter** – TCA does not promote the Easter bunny but will again divert the students’ attention to Jesus' resurrection.

SCHOOL TELEPHONE

Teachers and students will not be called to the telephone from class except in cases of emergency. Telephone calls to the school office may be made between 7:15 am to 4:00 pm Monday through Friday. Notice of all calls to the teacher will be placed in the teacher’s school mailbox or will be relayed in an email message. Students will not be permitted to use the school phone except in case of extreme necessity. They will not be allowed to call home for forgotten items (ex. Homework, P.E. uniforms).

SNACKS

Nutritious snacks may be brought for lower elementary students. Snacks may be crackers and cheese, popcorn, breakfast bars, fruit, or vegetables. Candy, cookies, and other sugary foods are not acceptable or allowed for morning snack served to the class. Due to peanut allergies, we ask that you do not bring any peanut products as a school snack.

STUDENT INFORMATION FOR OUR RECORDS

Parents/Guardians are to keep the office informed as to any change of address, telephone numbers, place of employment of both mother and father, and the current name, phone number, and address of the person to be called in case of an emergency so that your child's records may be accurate. All records are kept confidential. Parents, students, and legal guardians have the right to review official student records with a counselor or records secretary present. In compliance with Federal law, no information shall be released to anyone other than the parent or legal guardian, unless otherwise authorized by law except with written direction by the student and with consent of a parent or legal guardian.
TEXTBOOKS/WORKBOOKS
All textbooks and/or workbooks are rental books and are considered to be the property of The Church Academy and will be collected at the end of the school term or upon a student’s withdrawal from TCA. If a rental book is lost or destroyed, a fee will be assessed to pay for the difference between the rental price and the replacement cost of the book. The tuition account will be billed for the balance. All decisions are left to the discretion of the administration.

VISITORS
All parents and visitors are required to check in at the front office either in the elementary office or the high school office and obtain a visitor’s pass before entering the school grounds. Office hours are from 7:30 a.m. to 4:00 p.m. If a visitor to our campus is on school grounds without a visitor’s pass, they will be asked to go to the school office. If you are asked to do this, please do not be offended. The safety of our students comes first and foremost. Only parents and those persons listed on the student’s office card can come visit a student for any reason. Reasons for visits are to have lunch with them, attend a party, or volunteer in the student’s classroom. If you would like to meet with the Headmaster and/or teacher, you must call for an appointment. It is not permissible for parents to go directly to a teacher’s classroom for any reason. The office staff will assist you by calling your child to the office or escorting you to the classroom.

WARRIOR CARE
There is a $15 registration fee for each child. During orientation/prep night, parents will be able to register their children for Warrior Care. This fee will be incurred on the first visit and daily fees will be charged to the family’s RenWeb account.

BEFORECARE
Beforecare begins at 6:30 AM in the ELC building. A small snack and drink is provided. There is no charge for students arriving on campus after 7:40 AM. Beforecare is for K-3 through 8th grade students only. The cost is $4.00 per child, per day.

AFTERCARE
It is our philosophy to provide a safe, caring environment that offers each child a sense of belonging and bridges the gap between home and school. Our aftercare program is designed to do just that. Students will receive a drink and a snack when entering aftercare for the day. We also provide homework help from 3:15-4:30 each day. This is a time where students can complete their homework and get a little extra help while completing it. Students will not be charged if parents pick up the children before 3:15 p.m. Aftercare ends at 6:00 PM. Aftercare is only for K-3 through 8th grade students. The cost for aftercare is $8.00 per child, per day. Late charges are $1.00 per minute after 6:00pm.

Before and After-Care will be billed on a monthly basis and payment is due within 30 days of issue. A late fee of $15.00 will be assessed to accounts that are 30 days past due.
WARRIOR CARE DISCIPLINE POLICY

1. All TCA rules and regulations apply while students are in the Warrior Care Program.
2. Detentions are given for grades 2nd through 8th for poor conduct during Warrior Care.
3. If a student receives a total of five misbehavior reports, they will be suspended from Warrior Care for one week.
4. If a student receives a total of eight misbehavior reports, they will be suspended from Warrior Care for two weeks.
5. If a student receives a total of 12 misbehavior reports, they will be removed from the Warrior Care program.

WARRIOR WORD

TCA’s monthly newsletter, “Warrior Word”, is published every month. This newsletter is used to inform students and parents of games, academic events, birthdays, reminders, awards and honors, testimonies, and many more general announcements. It is very important that you ask your children for a copy of this announcement and then read it from beginning to end. This helps alleviate confusion and unnecessary phone calls, etc. This is our means of communicating with you on a weekly basis. The Warrior Word is also available on Gradelink.

HANDBOOK DISCLAIMER

The regulations contained in this handbook are a material condition of the contractual agreement between The Church Academy, its students and their parents or guardian. The school has the authority to make decisions regarding things not specifically covered in the handbook and the right to change contents or policy at the discretion of the administration.