



ST. AMANT

Shaping Hearts and Sharpening Minds  
By Becoming Conformed to the Image of Jesus Christ

## STUDENT/PARENT HANDBOOK

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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.

# LETTER FROM TCA SUPERINTENDENT

*All Scripture is inspired by God and profitable for teaching, for reproof, for correction,  
For training in righteousness; so that the man of God may be adequate,  
Equipped for every good work. – 2 Timothy 3:16-17 (NASB)*

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*

Jessica Robb  
Superintendent  
The Church Academy

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## **STATEMENT OF FAITH**

The Church Academy accepts the Bible as the revealed will of God, as the all-sufficient rule of faith and practice 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 by 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.

**SOCIALLY** – "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 joy.
- ❖ 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, by supporting 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:

- ❖ Continually 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.

*Therefore I urge you, brethren, by the mercies of God, to present your bodies as a living and holy sacrifice, acceptable to God, which is your spiritual service of worship. And do not be conformed to this world, but be transformed by the renewing of your mind, so that you may prove what the will of God is, that which is good and acceptable and perfect. Romans 12:1-2*

## 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 prodding him/her 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 excellence 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, and 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 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. These events are designed to enhance each student's personal relationship with Jesus Christ, teach moral values, and 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 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.

## 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 12<sup>th</sup> 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. TCA 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 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. 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 on probation 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 should not be involved in practices that would be considered illegal, or considered by TCA as immoral or inconsistent with a Biblical Worldview.
- ❖ TCA does not except students who are married or pregnant, who become pregnant, or who are either mothers or fathers of a child.

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 – 2<sup>nd</sup> 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 8th 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 31<sup>st</sup>
- Pastoral Recommendation Form
- Submitted by July 1<sup>st</sup> \$250 Technology and Curriculum Fee

## ARRIVAL AND DEPARTURE

*SCHOOL HOURS* – PK3 through K = 8:00 a.m. – 3:00 p.m.  
 1<sup>st</sup> through 8<sup>th</sup> = 8:00 a.m. – 3:30 p.m.

*MORNING ARRIVAL FOR STUDENTS (K3 through 8<sup>th</sup> grade)*

Students (K3 through 8<sup>th</sup> grade) may be dropped off from 7:45-8:00 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 8:00 a.m. If a student arrives between 7:00 a.m. and 7:45 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 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-8<sup>th</sup> Grade*

- ❖ If a student is tardy 3 or more times to school, there will be a \$25 fine. This fine will apply to every subsequent 3<sup>rd</sup> tardy.
- ❖ If a student is tardy to class, demerits will be given.

\*\*Tardies will start over each quarter.

*SCHOOL DISMISSAL AND AFTERNOON PICKUP*

**K-3 through K-5 students will be dismissed at 3:00 p.m.** K-3 through K-5 students will be picked up on the side entrance of the church no later than 3:15PM. This will ensure their safety. If you have a child in another grade, once you pick up your K-3, K-4, or K-5 child, you will then proceed to the car line. 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.

**1<sup>st</sup> through 8<sup>th</sup> grade students will be dismissed at 3:30 p.m.** The barricades will be open at 2:00 p.m. and you will proceed to the two car pool lines. All students will be expected to be off of the school premises by 3:45 p.m. The only exception will be students who are staying after school due to their involvement in TCA activities or Warrior Care students. All students that are not picked up by 3:45 p.m. will automatically go 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.

ALL students will be expected to be off of the school premises by 3:45 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 3:45 p.m. (PE uniforms are allowed and are required to be purchased in grades 5<sup>th</sup>-8<sup>th</sup> grade).

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.

## **ASSESSMENT/EXAMS**

- ❖ Grades are numeric and letter values ascribed to a performance in response to specific criteria that assesses the level of learning by a student.
- ❖ A zero is the student's failure to perform ANY of the criteria required by the assessment instrument. Zeroes are not acceptable and all students are required to complete all assignments.
- ❖ No new material will be introduced on an assessment instrument. 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 Principal. 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 three 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 3<sup>rd</sup> 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 – 4th – 8th grade*

Exams cannot count for more than 20% of the nine-week' 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.

#### *ACHIEVEMENT TESTS*

Students in grades 3<sup>rd</sup> through 10<sup>th</sup> grade 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. TCA includes standardized test taking skills in its curriculum.

#### *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 School)**

High academic standards must be maintained to be a member of clubs. Each club sponsor will issue guidelines and academic eligibilities to maintain membership.

## *ATHLETICS*

When a student participates in any athletic program, they will be issued an Athletic Handbook. All rules and regulations are expected to be followed, and failure to do so could result in ineligibility to participate in TCA's athletic program. Athletes are regarded as leaders in the school and are expected to always present themselves accordingly.

## *CLUBS AND ORGANIZATION*

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:

Choir	Drama Club	Beta Club
Spanish Club	Student Council	Art Club
Lego Club	Science Club	Fishing Club

## *STUDENT COUNCIL*

Beginning at the seventh grade 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 in addition to an interview with school staff.

## **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 Principal. 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 (K3-5<sup>th</sup> 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 (6<sup>th</sup> through 8<sup>th</sup> grade)** – 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. 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 **the day they 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 and 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 85%.

### *EXCESSIVE ABSENCES*

The Louisiana Department of Education mandates that a student must attend 80 days of instruction per semester. 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.

### *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. Students will not be allowed to check out after 3 pm.

### *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.

## 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 7:45-8:00 for grades K-3 through 5<sup>th</sup> grade and the Timothy Building for 6<sup>th</sup> through 8<sup>th</sup> grade. Devotional time will be on Monday, Tuesday, Thursday, and Friday mornings. On Wednesdays, all students will meet in the main sanctuary. 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.

- ❖ For grades PK3-5<sup>th</sup> grade, parents are asked to check and sign their student's take-home folder daily.
- ❖ Parents are encouraged to 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

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 Pre-K3 and Pre-K4 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 will also be using Spalding and BJU for Kindergarten. We benefit from their treasury of textbooks and teaching materials that reflect the very best in traditional education, comprehensive curriculum, and eternal truths.

BJU Press curriculum will be used for 1st through 8th grade for reading, science, social studies and 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>

Shurley English will also be used for 1<sup>st</sup> through 8<sup>th</sup> grade. Shurley English has assembled a unique combination of features to help students build a solid literacy foundation. Their experts organized the series logically, sequentially, and systematically for success. Abstract language arts concepts become

clear and logical, using concrete, multi-sensory strategies that support all types of learners. For more information go to their link at <https://www.shurley.com/?583c10bfd326ba143e0044261b856>

The Accelerated Reading Program provides students practice time in class and at home 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. You can find Accelerated Reader information at <http://www.renaissance.com/products/practice/accelerated-reader-360/>

### *ART AND ENRICHMENT*

Students in Pre-School through 5<sup>th</sup> 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 students can opt to take art as an elective course.

### *PHYSICAL EDUCATION*

All students in grades 5<sup>th</sup> through 8<sup>th</sup> grade are required to dress out. A written doctor's excuse is necessary for non-participation in P.E. class. On the 4<sup>th</sup> "no dress", points will be deducted and each time thereafter until the end of the quarter. P.E. uniforms are \$12 for the shirt and \$12 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 Kindergarten through 8<sup>th</sup> grade may checkout books from the library. K-3 and K-4 go to the library once every other 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.

### *COMPUTER LAB*

Kindergarten through 4<sup>th</sup> grade classes utilizes the computer lab with 32 computers under the supervision of a 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, typing and social science research. Parents must sign a release form for students to use school computers.

### *MUSIC*

Students in Pre-School through 5<sup>th</sup> 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). Students are not allowed to use outside delivery services including Waitr, Grub Hub, etc. during school hours.

## **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 Dean of Students shall handle serious disciplinary matters.

TCA faculty will be trained in biblical practices for discipline.

**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, demerits, 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. Redemption Day will be rewarded to eligible students as part of our reward system.

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 five (5) basic convictions that the school attempts to instill in students. These convictions are the basis for all discipline performed at our school. A student who is disciplined for misbehavior is disciplined for having failed to demonstrate an acceptance of one of these five convictions. These convictions are respect for God, respect for authority, respect for others, respect for property, and respect for school rules.

### **1. Respect For God**

We are a Christian school. We believe in a supreme God who holds men accountable for their actions, their words, and the thought of their hearts. He is a God who is to be loved (because He first loved us), worshiped (because He only is worthy), honored (for all that He is and has done), and entreated (because of His many promises). At BCS, we desire to develop a deepening relationship with God through Jesus Christ. Any student who demonstrates a lack of respect for God is of great concern to the school. Such a student will be jointly counseled by parents and staff. Such a counseling session may result in the student’s dismissal.

### **2. Respect For Authority**

Respect for God leads to respect for authority. The development of humility and submission to authority are essential qualities necessary for receiving God’s grace for growth and service (I Peter 5:5). Everyone needs to grow in humility and submission. Teachers are under the authority of the administration, and the administrators are under the authority of the church. Students must learn to demonstrate a willingness to submit to those who have been placed in authority over their lives, including their parents, teachers, administrators, coaches, pastors, and governmental authorities. A student’s lack of respect for authority is of great concern to the school because, through his attitude, the student is challenging the order of authority established by God. A student who demonstrates a lack of respect for authority will be counseled by school staff. Such a counseling session may result in the student’s being suspended or being asked to leave the school.

### **3. Respect For Others**

Jesus teaches us that the two greatest commandments are “to love the Lord your God... and to love others as yourself.” In practice, these commandments teach us that we need to be sensitive to those around us and to act in a manner that edifies, encourages, strengthens, and assists our neighbor. Students, at times, can hurt, degrade, or hinder others by their actions. Such students will be corrected immediately once the problem is made known. Students demonstrating a pattern of such behavior will be dealt with according to the best judgment of the administration.

Students need to realize that Jesus made love for others the chief characteristics which enables the unbelieving world to recognize His followers. Honesty and trustworthiness are two virtues that demonstrate respect for others. The individual who lies or is untrustworthy manifests a lack of concern for others. When others cannot trust a person's words or actions, his own witness toward God becomes suspect. Honesty and faithfulness will be encouraged at BCS by every reasonable means that is available.

#### **4. Respect For Property**

A large portion of any country's laws has to do with property. Even the atheist recognizes the importance of respect for property and has designed laws to punish those who steal, destroy, or abuse other people's property. Students who steal, cheat, plagiarize, vandalize, or put graffiti on walls are expressing a disregard for other people's property. A student exhibiting such behavior will be promptly disciplined.

#### **5. Respect For School Rules**

In any institution, certain rules unique to that institution must exist for the purpose of accomplishing the institution's goals and purposes. These rules are only necessary at a given time or place. At BCS, there are some rules designed to promote our goals and purposes which do not apply to other areas of life. Such rules include our uniform guidelines, classroom procedures, absence notes, and tardies. Students need to learn to respect man-made rules that are designed to accomplish beneficial goals. To say that these rules can be ignored because they are not God-given or are not universally applicable would at times cause chaos and prevent a teacher from accomplishing the tasks of educating students. Therefore, some degree of discipline is necessary to prevent the violating of school rules. The discipline is usually mild since the behavior is not considered as severe as breaking a moral law. A student, however, who consistently refuses to respect school rules, who consistently disrupts a class, who is often out of class, or who in some other manner shows a disrespect for the school may be suspended or even asked to withdraw from TCA.

#### *CODE OF HONOR PLEDGE (6<sup>th</sup> through 8<sup>th</sup> 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.

***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 wholeheartedly 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.*
2. **I Pledge** to grow in spirit by developing my own relationship with God. I will exemplify Christ-like character through daily personal prayer and consistent study of the Word of God. *Matthew 7:7-11; James 1:22; I Peter 1:13-16; II Peter 1:10-11; Galatians 4:7.*
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. *Matthew 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. *Matthew 23:19-20; Matthew 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.

## 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. The school will present it's discipline plan at prep night and open house.

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.

## 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.

## *DISCIPLINE – MIDDLE 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.

### **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.
  - ❖ The student will also receive 15 demerits.

### **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.
- ❖ There will be a \$25 fine after each third tardy to school.

### **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 designated room for Warrior Care at 3:45 pm. Aftercare hours are from 3:45-6:00 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. As always, it’s the students responsibility to notify the aftercare personnel.
- ❖ Should a student be found in a location other than aftercare without acceptable supervision by a staff member, demerits will be issued.
- ❖ 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 SCHOOL (5<sup>TH</sup> THROUGH 8<sup>TH</sup>) 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. The teacher may give a warning or constructive punishment, 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. Demerits will be given by the teacher.
- 2. 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.
- 3. Demerits**-Each time a student violates dress codes or other student behavior policies, they are assigned a demerit.
- 4. Probation** - A contract of behavior and expectations will be signed by the student and parent. Any violation of the probation could result in expulsion.
- 5. Out of School 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 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. The following are at-home suspension offenses:
- 6. Withdrawal** - Student given opportunity to resign and withdraw from TCA.
- 7. 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. Students who receive more than 6 demerits in a 9-week period must attend school on Redemption Day for their demerits to roll back to "0". When students receive 15 demerits in a 9-week period, they will be required to serve lunch detentions for 5 days. Students receiving 30 demerits will be suspended.

### **MINOR – OFFENSES (1-5 demerits)**

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. Littering
7. Tardiness
8. Dress code violation, including ID

### **MODERATE – OFFENSES (5-15) demerits**

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:
6. Being in unauthorized places on campus
7. Unsupervised after school
8. Inappropriate language, spoken or written
9. Distribution of unauthorized materials
10. Out of class without a hall pass or written permission
11. In an off-limit area without a pass
12. Lying
13. Bullying
14. Listening to secular music

### **MAJOR - OFFENSES**

1. Disrespect for authority, involving teachers or other adults.
2. Vandalism.
3. Fighting (regardless of who is at fault).
4. Lying
5. Unacceptable off-campus conduct.
6. Public Display of affection.
7. Extortion.
8. Slander/Libel.
9. Bullying

10. Cheating.
11. Possession of tobacco products or any product containing nicotine and/or alcohol.
12. Alteration of grade/report card.
13. Skipping a class or school.
14. Disobedience.
15. Leaving campus without proper permission or improper check-out.
16. Immorality.
17. Distributing unauthorized materials without administrative permission.
18. Forgery.
19. Inciting a disturbance on campus or participating in one.
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. Inappropriate objects on campus.
23. Driving violations on campus.
24. 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 (Terms for Dismissal)**

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 the TCA/TCS 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 the TCA/TCS 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.
14. **Indecent behavior**
15. **Gambling**
16. **Smoking off campus**
17. **Drugs off campus**
18. **Cell phone conversations/text messages concerning drug use or sale.**
19. **Drinking alcoholic beverages off campus.**
20. **Possession of tobacco products or any product containing nicotine and/or alcohol.**
21. **Cell phone conversations/text messages involving sexual content.**

## **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.
- ❖ Plaid skorts, shorts, and jumpers from School Time may be worn.

### *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.
- ❖ Banded shirts from School Time may be worn.
- ❖ Peter Pan shirts from School Time may be worn underneath the jumpers.

### *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.
- ❖ Hoods are not allowed.

### *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, navy and can have one white or black accent/logo.
- ❖ 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.
- ❖ Boys must be clean shaven at all times.

## *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, including silicon bands except of TCA bracelets.
- ❖ Smart watches are not allowed.
- ❖ 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.

### *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 Principal.

### *JEANS*

Students will be allowed to wear jeans on the 1<sup>st</sup> Friday of each month for \$1. At the Principal'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.

## **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.
- ❖ A chaperone is required for all Pre-K3 and Pre-K4 students.

## **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.

### *NEW STUDENT 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.

### *RE-REGISTRATION SCHEDULE AND FEES:*

The month of November

TCA students and siblings are invited to re-register & siblings are invited to register.

All K-3 and K-4 students are invited to register.

The month of February

The general public is invited to register.

**Regular Re-registration Fee is \$150** per student and is due no later than December 31<sup>st</sup>.

**Late Re-registration Fee is \$300** per student after December 31<sup>st</sup> if there is availability in the classroom.

### *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.

**K-3-5<sup>th</sup> grade**                      **\$250 Due by July 1<sup>st</sup>**  
**6<sup>th</sup>-10<sup>th</sup> grade**                    **\$250 Due by July 1<sup>st</sup>**

### *TUITION FEE FOR REGULAR EDUCATION STUDENT*

Grade Level	Non-Member Tuition	Member Tuition
<b>K3 – Kindergarten</b>	<b>\$3,734</b>	<b>\$3,360</b>
<b>1st – 5th</b>	<b>\$4258</b>	<b>\$3,833</b>
<b>6th – 8th</b>	<b>\$4,783</b>	<b>\$4,305</b>

**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.***

### *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.

### *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.

**Discount Tuition Fee Schedule for those students who require accommodations that attend The Church. (Please see requirements for accommodations on page 29.)**

*PAYMENT OPTIONS*

1. All fees and tuition paid in full by **July 1<sup>st</sup>** to TCA's school office by check, cash, or credit card (FACTS).
2. **If you do not pay in full by July 1<sup>st</sup>, parents MUST use the FACTS tuition management system.** You must log into RenWeb/FACTS to pay your fees. You will have to pay your balance weekly, monthly, bi-weekly etc. each month until this feature is available. RenWeb/FACTS can be used for lunch, field trips, products, and Warrior Care. Use the following steps to pay tuition and fees.

*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 1<sup>st</sup>**, with the final payment due in April using the FACTS system
2. 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. 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.
3. Family accounts must be current for students to:
  - a. Begin class the first day of school
  - b. Resume classes after Christmas break, Easter, etc.
  - c. Take exams
  - d. Receive report card
  - e. Re-enroll for upcoming year
  - f. Continue RenWeb 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. 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 Arete Scholars' Website:

### **Department of Education Guidelines for the Tuition Rebate Program**

<http://www.louisianabelieves.com/docs/default-source/school-choice/faq---tuition-donation-rebate-program.pdf?sfvrsn=12>

### **Arête Scholars' Website**

<http://www.aretescholars.org/>

## 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.**

## *FUND-RAISING*

Tuition payments do not cover all of the costs. TCA endeavors to keep tuition rates low to make Christian education affordable to as many Christian families as possible. TCA depends on your support and God's blessing to keep our program operating. All families are expected to participate in The Church Academy's fund-raising events. Students and staff are not permitted to fundraise on campus or before or after church service unless approved by the school administrative team.

# **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 RenWeb 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.

## *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 85% 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.



**The grading scale is as follows for grades 1st – 8th Grade:**

A	Outstanding	90-100%	4 quality points
B	Good	80-89%	3 quality points
C	Satisfactory	70-79%	2 quality points
D	Poor	60-69%	1 quality point
F	Failure	Below 60%	0 quality points

**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%

*PROMOTION – K-3 through 8<sup>th</sup> Grade*

Students are promoted to the next grade on an evaluation by the teacher and Principal 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.

*HONOR ROLL*

Academic honors have been established to recognize students who have demonstrated excellence in academics. These honors are determined and posted each grading period. The following are the three categories that are used at TCA:

**A Honor Roll-** Each subject for the period has a letter grade of an A.

**A/B Honor Roll-** Each subject for the period has a letter grade of a B or higher.

*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.

## 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. Homework will be given on Wednesdays.**

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.

### *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 at (225) 644-0553; this request must be made by 10 AM.**

### *PENALTY FOR "NO HOMEWORK"*

**3rd – 8th Grade:** "No Homework" will reset after each quarter. The homework grade will be averaged in with their other grades for that subject. 3<sup>rd</sup>-5<sup>th</sup> grade parents will be required to sign and return a Homework Grade Chart with their child's test folder.

## 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 month, unclaimed items will be donated to missions.

## LUNCH

Students are required to purchase lunch from TCA's lunch program or bring their lunch. A more detailed explanation of the payment options is available in the school office. 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 in Pre-K3-5<sup>th</sup> grades due to student allergies.
- ❖ 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.
- ❖ Outside delivery services are not allowed.

## 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 administration, leadership and teachers.

*Ephesians 5:1-21 "...live a life of love ... there must not be even a hint of sexual immorality ... nor should there be 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 administration and leadership 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.

### *PERSONAL ELECTRONIC DEVICE POLICY*

Students are not allowed to bring Personal Electronic Devices (PEDs) to TCA. **The use of PEDs by students during the school day is strictly prohibited.** PEDs include, but are not limited to cellular or other portable telephones, laptops, tablets, pagers, audio recorders/players of any type or format (including MP3 players), gaming devices, personal digital assistant (PDA) devices; video recording or player devices of any type or format. The school day is from 7:30 AM to 6:00 PM and includes lunch periods and breaks, and Warrior Care. If a student must bring the PED to school, it must be checked in at the office in the morning and can be picked up in the afternoon. Any PED seen by an administrator, teacher, or other in authority at TCA will be confiscated regardless of whether or not the device is being used. **It is the school's right to review recent calls and/or text messages on a cell phone confiscated during a school day or school activity.**

**The school and its employees and volunteers are in no way responsible for any theft or damage to any PED, even those confiscated by the school. All PEDs 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:

#### **Pre-K3- 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.

- ❖ 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.

## **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 Principal without an appointment.**

- ❖ **K-3 – 8th Grade** – There is a required Parent/Teacher conference at the end of the first and third nine-week' 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.

## **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. Birthday party invitations may be distributed 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.

## 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).**

## 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.

## 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 and obtain a visitor's pass before entering the school grounds. Office hours are from 7:15 AM to 4:00 PM. 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 administration and/or teacher, you must call for an appointment.

## **WARRIOR CARE**

There is a \$20 registration fee for each child. During 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. Warrior Care is for K-3 through 8<sup>th</sup> grade students.

### *BEFORECARE*

Beforecare begins at 6:00 AM in the classroom behind the front office. A small snack and drink is provided. There is no charge for students arriving on campus after 7:40 AM.

### *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 for an hour each day. Aftercare ends at 6:00 PM.

### *WARRIOR CARE DISCIPLINE POLICY*

1. All TCA rules and regulations apply while students are in the Warrior Care Program.
2. The program will enforce a demerit system, including consequences.

## **WARRIOR WORD SCHOOL NEWSLETTER**

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. The Warrior Word is also available on RenWeb.

## **SEARCH AND SEIZURE**

With reasonable cause a teacher, principal, or school official may search a student or the personal property of a student to seize anything that is in violation of the law, BCS rules, or any policy of BCS. Random search may be conducted of lockers, book sacks, and automobiles by school personnel or law officers. Refusal to cooperate with the school or law may result in dismissal from BCS.

## **SLANTED NEWS**

One of the most critical areas of parent-school communication involves “slanted news.” Slanted news is information regarding the school that is reported by a child from his perspective for his benefit. A parent should carefully weigh each comment made by his child because, at some time, almost every child will report events at school in a manner favorable to himself and unfavorable to others. In front of the child, the parent should support the school, even if what the child says is alarming or upsetting. Later, in private, the parent should call the teacher or administrator involved in order to get an accurate view of the situation.

## **STANDARDIZED TESTING**

### *ACT ASPIRE TESTING*

Standardized testing is given periodically throughout the year for all 3<sup>rd</sup> through 8<sup>th</sup> grade students using the ACT Aspire test. At the end of the year, students will be assessed through a cumulative assessment using the ACT Aspire test.

## **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.