

FAMILY HANDBOOK



2020-21

revised on August 21, 2020

Dear Parents and Students,

Welcome to Tacoma Christian Academy! It is our sincere joy and great desire that the Kingdom of God be advanced through this ministry by following the mandate given to us to bring up children in the nurture and admonition of the Lord. Together, with God's guidance, we can prepare the next generation of students to be equipped for life: spiritually, academically, socially, and physically.

Tacoma Christian Academy (TCA) will become a part of your daily life. Please know that we are committed to assisting you in Bible-based education. Our hope for your family is to celebrate the abundant spiritual impact that TCA will have upon your child, the strong pattern of learning that will develop in basic academic subjects, and most importantly, honoring God in every part of life and learning.

The handbook is designed to assist you as you begin your experience with TCA. We strongly encourage parents to read it. Please keep this handbook in an easily accessible place in your home for your reference.

In meantime, we congratulate you on embarking upon this marvelous journey with your child and encourage you to be active participants in your child's education at TCA!

Sincerely,
TCA Principal

HANDBOOK REVISIONS This handbook is available by downloading its contents from our website at www.tacomachristianacademy.com. and clicking on “Home” and then clicking on “Handbook.” The policies of this handbook provide guidelines to be observed by parents and students. However, since the school cannot address all situations in this book, the school reserves the right to exercise its administrative prerogative in responding to situations and circumstances. The school reserves the right to interpret the written policies of this handbook as it sees fit and to revise the policies when necessary. To further our biblical values and goals, the administration shall have full discretionary authority in the implementation, interpretation, and enforcement of these policies. This handbook is not considered as a legal contract in terms of contract law theory. The policies set forth in this handbook are subject to change at the discretion of the administration. Typically, revisions are made in the summer prior to the start of the next school year. However, if during the course of the year, it becomes evident that a policy is needed or should be changed, TCA reserves the right to make the change at the discretion of the administration. Parents should review the handbook each August for revisions, but be aware that additions or changes to this handbook can occur during the course of the year without notice. The last revision date will be posted on the first page of the handbook.

Tacoma Christian Academy

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SECTION 1: GOVERNING GUIDELINES AND POLICIES

1.01.1

School Board

Tacoma Christian Academy is operated by the Board who oversees its financial and management operations.

1.02.1

Purpose Statement

At TCA, we are seeking transformation to advance the Kingdom of God.

1.02.2

Mission Statement

Within a context of Slavic Christian heritage, TCA partners with families to educate students' hearts and minds as we--students and staff--seek the glory of God and the service of others.

1.02.3

Vision Statement

Tacoma Christian Academy will provide a truly Christ-centered education to the students of different backgrounds resulting in the graduates who are (1) firm followers of Christ; (2) lifelong learners committed to hard work and excellence; (3) humble servants in the Slavic community and beyond.

1.02.4

Reason for Existence

1. The Bible delegates the responsibility for training young people to two agencies: the family and church.
2. The Bible commands us to obey God (Matt.22:37-40, John 14:23) and the authorities (Romans 13).
3. The government requires all children to attend an organized education program.
4. Therefore, the role of TCA is to assist the family in their responsibility to raise godly young people, while satisfying government requirements for education--as long as these requirements do not conflict with God's commands.

1.02.5

Responsibilities

1. Family:
 - Teach God's Word (Deuteronomy 6).
 - Train up a child (Proverbs 22:6).
2. Church (Body of Christ): Prepare God's people for works of service to build up the Body of Christ (Ephesians 4:12).
3. School:
 - To assist parents in teaching God's Word to children and in training them in Godly living.
 - To assist the church in the training and maturing of Christian young people for a fruitful life of service to God and man.
 - To fulfill state requirements for an organized educational program as long as this does not conflict with the standards of God.

1.02.6

Educational Process

To instill the evangelical Christian mindset into young people based on the principles in Romans 12:1-2:

- Dedication of themselves to God (belief and commitment).
- Not being conformed to the world (i.e. Humanism, the exaltation of man and gratification of self, etc.).

- Being transformed by the renewing of their minds (to be Christ-like in all that they think and do).

1.03.1

Academic Endeavors

1. To promote high academic standards within the potential of the individual as uniquely created by God and to help the student realize his/her full academic potential.
2. To help each student gain a thorough comprehension and command of the fundamental processes used in communicating and dealing with others, such as reading, writing, speaking, listening, and mathematics.
3. To encourage the use of good study habits and to motivate students to pursue independent study in areas of personal interest.
4. To develop creative and critical thinking and the proper use of Biblical criteria for evaluation.
5. To teach the student how to conduct independent research and to reason logically.
6. To promote the positive aspects of Slavic cultural and spiritual heritage.
7. To promote good citizenship through developing the understanding and appreciation of our Christian and American heritages of responsible freedom, human dignity, and acceptance of authority.
8. To discuss current affairs in all fields and relate them to God's plan for man.
9. To produce an understanding and appreciation for God's world, and an awareness of man's role in his environment, including his God-given responsibilities to use and preserve resources properly.
10. To develop a practical rationale for learning the content of mathematics, English, history, science, the Russian language, etc., and to allow the student to see a purpose and the potential use of his/her education.

1.03.2

Spiritual Goals

- To provide Biblical training that will teach evangelical Christian beliefs and principles.
- To provide a strong academic program that satisfies state academic requirements and prepares young people to live successfully in this world. This will be based on evangelical, biblical, educational philosophy. Students will be given a strong background in the basics of reading, language, mathematics, science, history, and Russian language.
- To provide godly Christian teachers who will be role models for the students they teach. To develop in the child Christ-likeness in the following areas as an outgrowth of the development of the Christian mindset (i.e., a consistent life view with Christ preeminent):
- Spiritually--teach the basis of successful Christian living based on faith in Jesus Christ, knowledge of God's Word, development of godly character traits, and maturing in the Christian walk (II Thessalonians 3:3).
- Mentally--develop a Christian way of thinking that places Christ preeminent in all of life and stresses that all of life is spiritual (Philippians. 2: 5)
- Physically--our body is the vehicle given to us by God in which we live our lives to bring glory to God. Therefore, we need to learn to care for and develop it so that we may serve God to the fullest (II Corinthians 6:16).
- Socially--to learn to develop biblical human relationships in which we serve people, not use them (Matthew 20:25-28).
- Emotionally--develop a stable personality which is based on one's self-worth in God's sight and that emphasizes self-control and the other fruits of the Spirit (Galatians 5:21, 22). At least one parent or guardian must subscribe to the Statement of Faith.
- Parents must view Christian education as a religious conviction.
- At least one parent or guardian must be present at seminars, orientations, and parent conferences provided for Christian school families.
- TCA mission involves working with the parents in the Christian education of students; therefore, we expect parents to be partners in nurturing their children, and to agree to the following statements:

- *As a parent/guardian I agree to support the school with my prayers and with a positive attitude. Complaints or negative comments will be shared ONLY with the teacher, principal, or the person involved and NOT with my child or other people, following the Matthew 18 principle.*
- *We understand that the standards of TCA do not tolerate profanity, obscenity in word or action, dishonor to the Holy Trinity and the Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.*

1.04.1

Holidays

We observe the following federal holidays: New Year's Day, the birthday of Martin Luther King, Jr., Presidents' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas. We do not observe or participate in the following holidays: Halloween, Veteran's Day, and Valentine's Day. Observing a holiday does not automatically mean that classes are cancelled for that day. **Please see the annual school calendar for No School dates.*

SECTION 2. TCA DOCTRINE SUMMARY

2.01.1

Doctrines

1. We believe that the Bible is the inspired, infallible, inerrant Word of God (2 Peter 1:21; 2 Timothy 3:15-16). and is the only rule for faith and practice (John 20:31; Romans 10:17; Joshua 1:7-8; Romans 15:4).
2. We believe in one God (Isaiah 45:22; Jeremiah 10:10; John 17:3), who exists in three persons: the Father, Son, and the Holy Spirit. These three are co-equal, co-eternal, and co-essential (1 John 5:7; Genesis 3:22; 11:7; Isaiah 6: 8; 48:16; Matthew 3:16-17).
3. We believe that Jesus Christ is God incarnate (1 John 5: 20), was born of a virgin, lived a sinless life, died on the cross for the sins of the world, was buried and rose again (1 Timothy 3:16; Matthew 1:18; Luke 1:35).
4. We believe that He ascended and is seated at the Father's right hand, where He now intercedes for all true believers (Matthew 16:18; Ephesians 1:22-23; 5:23; Colossians 1:18).
5. We believe the Holy Spirit has come to convict the world of sin; that He comes to teach and guide believers into all truth; that He indwells every true believer in Christ; that He wants to fill, control and empower each believer for service. (John 3:3-6; Acts 5:32; 1 Cor. 6:19; Titus 3:5). *The Pentecostal view on baptism in the Holy Spirit may be introduced to the students according to the practice and teachings of the local church.*
6. We believe that man was created in the image of God, but in Adam's fall, every person is a sinner both by birth and by practice. (Genesis 1:27; Isaiah 45:12; Romans 3:23)
7. We believe that every person must be born again in order to be forgiven of his sin and saved from eternal separation from God (Romans 6:23; Acts 4:4; Romans 10:17).
8. We believe that the gift of eternal life is available to all men, that those who receive Christ by faith are regenerated by the Holy Spirit and thereby become children of God (Hebrews 11:6; Ephesians 2:8).
9. We believe that the privilege and responsibility of every Christian is to grow into spiritual maturity through obedience to the Word of God and the indwelling Holy Spirit (1 Thessalonians 4:3-8; Hebrews 12:14; Revelation 22:11).
10. We believe that the true church is one body composed of all believers, with Jesus Christ as head. We believe that baptism and the Lord's Supper are scriptural ordinances to be observed by the church today (Acts 2:41-47; Ephesians 1:20-23; Mark 16:15-16; 1 Corinthians 11:23-26).
11. We believe in the bodily Resurrection of Christ, His imminent return, and the resurrection of both just

and unjust (Acts 1:11; Matthew 24:27-31).

12. We believe in the imminent and bodily Second Coming of the Lord Jesus Christ, who will come again not to save, but to judge the wicked and reward the righteous, and set up his eternal kingdom (Revelation 20:11-15; Matthew 25:46; John 5:29).

2.01.2

Statement on Marriage and Sexuality

Bible verses: Genesis 1:27-28; Genesis 2:18-25; Exodus 20:14; Matthew 19: 3-12; Romans 1:26-27; 1 Corinthians 6:9-20; Ephesians 5:22-33; Hebrews 13:4.

1. We believe that the term “marriage” has only one meaning and that is “marriage sanctioned by God,” which joins one man and one woman in a single, exclusive union, as delineated in Scripture.
2. We believe that God intends sexual intimacy to only occur between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
3. We believe that any form of sexual immorality, such as adultery, fornication, homosexuality, bisexual conduct, bestiality, incest, pornography or any attempt to change one’s gender, or disagreement with one’s biological gender, is sinful and offensive to God.
4. We believe that in order to preserve the function and integrity of the church as the local Body of Christ, and to provide a biblical role model to the church members and the community, it is imperative that all persons employed by the church or school in any capacity, or who serve as volunteers, should abide by and agree to this Statement on Marriage and Sexuality and conduct themselves accordingly.
5. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.

SECTION 3 ADMISSION AND WITHDRAWAL PROCEDURES

3.01.1

General Admission Policies

Tacoma Christian Academy exists to assist parents as they provide Christian education for children. The primary basis for admission to the program is a parental commitment to accept their biblical mandate to train their children. Since the Board of TCA believes that education is a scriptural mandate, admission is open only to children whose parents are committed to Christian values. Exceptions can be made to the general admission policy only under the consideration and approval of the TCA School Board.

In addition, the following policy considerations will be applied when evaluating each family for admission of their child(ren):

- At least one parent or guardian must subscribe to the Statement of Faith.
- Parents must view Christian education as a religious conviction.
- At least one parent or guardian must be present at seminars, orientation, and parent conferences provided for Christian school families.

TCA’s mission involves working with parents in the Christian education of students; therefore, we expect parents to be partners in nurturing their children and to agree to the following statements:

- *As a parent/guardian, I agree to support the school with my prayers and with a positive attitude. Complaints or negative comments will be shared only with the teacher, principal, or the person involved and NOT with my child or other people, following the Matthew 18 principle.*
- *We understand that the standards of TCA do not tolerate profanity, obscenity in word or action, dishonor to the Holy Trinity and the Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies or the school.*
- *We agree that in order to effectively support the school, we and our child(ren) are required to actively*

attend church services.

3.01.2

Nondiscrimination Policy

Tacoma Christian Academy admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to TCA students. It does not discriminate on the basis of race, color, sex, national and ethnic origin in administration of its educational policies, admissions policies, scholarship, athletic, and other school-administered programs.

3.01.3

Student Transfers

Each student must be in good standing from the previous school attended (i.e., passing marks academically and a good behavior record). A student with poor academic performance or behavior problems will be placed on probation for one quarter. Student performance will be re-evaluated and probation continued until marked improvement is shown.

3.01.4

Students with Learning Disabilities

Students with learning disabilities will be evaluated carefully, considering the type of disability, severity of the disability and the capacity of the school to accommodate that disability. Parents need to understand that failure to report any prescribed program of medication and/or involvement with the law or juvenile authorities may cause immediate dismissal. Parents must report relevant psychiatric or psychological counseling information.

3.01.5

Primary Grades

Pre-school children must be four years of age by midnight, August 31st. Kindergarten children must be five years of age by midnight, August 31st, as stated in WAC 180 39 010. A child entering first grade must be six years of age as of midnight, August 31st, of that year, as stated in WAC 180 39 015.

Kindergarten Readiness Screening: Each student who applies for enrollment will be administered the Readiness Screening evaluation, which helps determine school readiness. Recommendations for acceptance will be made from the results of the screening.

A record of these fulfilled requirements must be on file in the local school office before any child is allowed to enter school.

3.01.6

Secondary Grades

Secondary students, grades 6-12, must verbally (and in writing) commit to their willingness to attend TCA, and must openly attest to their willingness to abide by all the procedures and rules of the local school.

3.02.1

ENROLLMENT PROCESS

Enrollment is open first of all to students of families from Slavic Christian Center (where TCA is hosted) in the following priority order:

1. Returning SCC families (current students and their new siblings).
2. New SCC families.

Students from all other Christian families will be enrolled as space permits and after the evaluation of entrance test results, previous school standing, and interview with the new family. The **School Board is the final authority to make decisions regarding student enrollment.** All school policies apply equally to all families.

3.02.2

New Student Enrollment Procedures

1. ONLINE APPLICATION: Fill out an online enrollment application.
2. ORIENTATION: Upon submitting the online enrollment application to the TCA office, the family will be invited for the presentation and orientation on TCA's major philosophical and organizational guidelines.
 - a. The family may turn in completed enrollment paperwork whenever the office is open for this purpose. However, **no payments will be accepted until** the family has attended the orientation and signed the Family Commitment form.
3. ENTRANCE TEST: New students will be scheduled for an entrance test and need to provide current report card and official records.
 - a. Students *not approved for admission* will be notified by letter.
 - b. Students approved for admission, contingent upon available classroom space, will be notified about their placement in a *waiting pool* and be considered for admission when space becomes available.
4. ACCEPTANCE LETTER: A period of approximately two weeks is required for processing of the application. Wait for the acceptance letter in your email.
5. ANNUAL FEES: When the Acceptance Letter is issued, the family has two weeks to **review and pay** the annual fees. After TWO WEEKS upon issuing of the Acceptance Letter, the school may deny the enrollment if the annual fees payment has not been completed and no financial arrangements have been made.

3.02.3

Re-Enrollment Process

1. ONLINE APPLICATION: Fill out an online enrollment application.
2. ORIENTATION: Upon submitting the online enrollment application to the TCA office, the family will be invited for the presentation and orientation on TCA's major philosophical and organizational guidelines.
 - a. The family may turn in completed enrollment paperwork whenever the office is open for this purpose. However, **no payments will be accepted until** the family has attended the orientation and signed the Family Commitment form.
 - b. At the discretion of the principal and Admissions Committee, a student may be *refused re-enrollment* for the following school year. Such refusal is not considered a direct disciplinary act. Refusal to re-enroll is not the equivalent of suspension or expulsion.
3. ACCEPTANCE LETTER: A period of approximately two weeks is required for processing of the application. Wait for the acceptance letter in your email.
4. ANNUAL FEES: When the Acceptance Letter is issued, the family has two weeks to **review and pay** the annual fees. After TWO WEEKS upon issuing of the Acceptance Letter the school may deny the enrollment if the annual fees payment has not been completed and no financial arrangements have been made.

3.04.1

Legal Custody

1. A single parent, grandparent, or foster parent must provide written documentation of the legal custody of the child enrolled, i.e., a court decree or private settlement agreement.
2. Only a person who has legal custody of the child has the authority to make decisions regarding the child's education.
3. If divorced (or not married) parents share legal custody of a child (evidenced by written documentation provided to the school of the shared custody ruling), then both parents must agree on all decisions relating to matters of education and medical care, unless emergency care is required and emergency action must be taken in the best interest of the child.
4. Unless granted guardianship rights by the court, grandparents and foster parents will need approval

from the child's natural parents regarding educational decisions, and any such authority granted to the grandparents or foster parents must be communicated in writing to the local school office. Legal custody of a child must be established by fulfilling the following requirements before enrollment is completed:

- The legal custodian must sign the school enrollment contract.
 - Foster parents must provide the school with legal papers that show they have legal custody and authority to make educational and medical decisions for the students they are attempting to enroll.
 - If a foster parent does not have sole legal custody, then signed authorizations from both noncustodial parents and foster parents must be provided for children who are enrolled.
 - If a grandparent is merely a caregiver and does not have legal custody, the school enrollment contract must be signed by both the parents and the grandparents.
 - Enrollment will not be complete until permission to enroll the child is given in writing by the parent(s) named in the official custody papers as having authority to make decisions regarding the child's education.
 - Any restrictions in the official custody papers not in keeping with official school policy, such as restrictions on after-school pickup, free exercise of religious instruction, or standards of conduct, will negate enrollment.
5. Written directions should be contained in the official custody papers regarding which parent is to:
- be called in an emergency, if the child fails to attend school, or if there is a discipline problem;
 - receive school notices; and
 - have access to the student's records.

Should such official directions not be contained in the custody papers, then only a document signed by both parents before a notary or in front of the school principal, will suffice for needed documentation of which parent(s) holds the aforementioned authorities.

If a noncustodial parent is unavailable or the whereabouts are unknown, the person with legal custody must provide a signed affidavit disclosing such details and give information about plans to serve the absent parent's right to legal custody.

3.05.1

Tuition and Fees

The primary support for the operation of TCA will come from tuition payments paid by parents whose children attend the school; however, tuition payments will not support the entire school program. Therefore, the school is also considered a "donor-supported ministry." As such, in addition to fundraising projects conducted by school administration, parents, and students—additional financial support, in the form of financial gifts, and donations of equipment, supplies, and services will be solicited from members and friends of TCA, as well as from corporate partners, and the community at large.

A copy of the *Financial Guidelines* is required to be signed by every parent at the beginning of the school year.

3.05.2

Tuition Payment and Fees

The school collects tuition which can be paid by choosing one of the following payment methods:

1. Annual – 5% discount (total tuition and fees are paid in advance by the due date in August);
2. Semester –2% discount (50% of tuition paid before the due date in August and 50% paid by the due date in February);
3. Quarterly (no discount);
4. Monthly (12 equal monthly payments - withdrawals from parents' bank account (August through July).

Note: If Annual/Semester payment is not received by the due date, the discount amount may be removed.

Monthly tuition payments are due as scheduled each month or the next business day. If a student is enrolled at mid-year, tuition is then prorated. Those paying directly to the school will be assessed a \$25 late

fee if payment is not received by the scheduled due date and any Non-Sufficient Fund (NSF) activity will result in a \$25.00 fee.

The *Enrollment fee* is due at the time of registration. The enrollment fee is non-refundable.

The *Annual fee* (books, activities, various programs) due by the end of August. Annual fee is non-refundable after the first day of school (regardless of student's attendance).

3.05.3

Tuition Discounts

If applying for any of the discounts, please ask the school secretary for the appropriate application.

Church Membership: Tacoma Christian Academy is an educational ministry of the Slavic Christian Center (SCC) and uses most of the church's facility free of charge. This is possible due to the faithful and regular tithes and offerings made by the SCC church members. Upon verification from the SCC senior pastor, active church members will get an annual tuition discount of \$500 per child.

Multi-child discount: A sibling discount is given to families with two or more students enrolled. The oldest student has no discount, the second student receives a 10% discount, the third student receives a 20% discount, the fourth - 40%, the 5th - 60%, and the 6th -80% .

Scholarship Award: Students in 8-10 grades may receive \$300 per semester; total of \$600/year. Requirements: attending TCA school at least for one year and being an Honor Society member in good standing; minimum GPA of 3.7 or above in the preceding semester. The GPA and exemplary behavior verification is required every semester.

Ministry discount. Applicable only for the ministers of SCC. Availability and discounts may vary based on the annual decision of the SCC Board of Elders.

3.05.4

Tuition Assistance

The main criteria for tuition assistance is based on the Federal Poverty Guidelines and the Tuition Assistance application verification. Priority time frame is announced yearly; however, we will continue accepting applications as long as funds are available. Decisions for tuition assistance are made by the Tuition Assistance Committee (TAC) and School Board, beginning in early April until all funds are distributed. Since the tuition assistance fund is limited, apply early and do taxes early. The application fee (paid to the FAST) is a non-refundable \$45 per family.

Families receiving tuition assistance may not receive more than 50% total in all discounts, including the tuition assistance.

3.06.1

Withdrawal

During the course of a school year, circumstances may arise that require a family to withdraw their child(ren) from Tacoma Christian Academy. Parents may withdraw their child(ren) from school for any reason. Also, parents may be asked to withdraw their child for failure to meet financial obligations, due to academic and conduct probation, or lack of partnership with school.

One reason for withdrawal from school may be a conflict with a teacher, principal, or other staff member, and/or differences in behavioral and educational philosophy that have not been resolved following the Scripture passage in Matthew 18:15-17. It is of utmost importance that the individual or school be given the opportunity to work out the problem with the student and family in a biblical manner that results in a restored relationship within the school.

3.06.2

Procedures for Withdrawal

If a student should leave TCA to attend another school, it is necessary that the school office be notified at the time the decision is made. A withdrawal form needs to be picked up from the main office by the student and/or parent at the time of notification in order to facilitate the transfer.

Tuition and other unpaid charges or fines must be paid and all materials returned before records can be released or transferred to another school. The parent, school principal, and business office sign this withdrawal form before the process can be completed. Notification to the teacher by the parent must also be given in advance in order to adequately prepare the teacher and class for the changes.

3.06.3

Withdrawal Penalty

TCA requires prior notice of one academic quarter (9 weeks) to withdraw a student from school. If this notice is not provided, withdrawal fees (up to 20% of the annual tuition) will be charged in lieu of 9 weeks notice. One full quarter's (9 weeks) notice is required, in writing to the principal, before the cancellation of enrollment or withdrawal of a student from TCA. Tuition is prorated on a daily basis. Fees in lieu of notice will be added to the account and refunds will be calculated only on the amount actually paid (not including scholarships or Tuition Assistance). All refunds will be issued to the person paying on the account. In the case of various sources of payment, a refund agreement form needs to be submitted to the TCA Accountant in order to process the refund.

The actual tuition will be prorated by the total number of school days and the remaining amount. Mid-month withdrawals are defined as any withdrawal after the first day of each month. Only in special circumstances, the withdrawal penalty may be adjusted by the school administration. SCHOOL RECORDS will be on hold until all accounts are settled and materials returned. The requesting school should mail or fax the official request for records.

SECTION 4: TCA SCHOOL POLICIES

ATTENDANCE

4.01.1

Attendance

Regular school attendance develops dependability and is essential for students to gain the maximum benefit from their education.

4.01.2

Absence

If a student stays home for any reason, the parent is required to notify the homeroom teacher or the school office by 9:00 a.m. on the day of the absence and relate the reason for the absence. NEXT, students who have been absent must present a signed and dated note from parents on the day they return to class, or the absence will be considered unexcused. If the student is absent two days in a row, the TCA office or homeroom teacher will try to contact parents (by email, text messaging, or phone call) if there was no prior information about the student's absence.

TCA policy provides excused absences for the following reasons:

- Serious/contagious illness or death in the family.
- Personal illness (the school requires a note from parents or a doctor's note upon return to school if the child will be or has been absent for 4 or more days.)
- Impassable roads or emergency situations due to inclement weather.
- Approved school activities.

A total of fifteen (15) days per year are allowed for excused absences. Some *health-related absences* may be excused from the total number of allowed absences.

Absences for only a portion of the school day will be considered half day toward the total of fifteen (15) days.

Prearranged absences are counted toward the fifteen (15) allowed absences per year.

4.01.3

Health-Related Absences

- Please **do not send your child to school within a 24 hours period** if any of the following conditions are demonstrated: Unusual spots or rashes, sore throat or difficulty in swallowing, elevated temperature over 100 degrees, vomiting or diarrhea, evidence of lice, scabies or other parasitic infestations, redness, itching, or discharge from the eye. * TCA has a nit-free policy for readmission after being out of school with lice. This requires a Health Department check showing the child to be nit-free.
- Students should miss school for the number of days indicated if they have:
 - Measles — 4 days from onset of rash,
 - Chicken Pox — 6 days from the last eruption of new vesicles,
 - Mumps — 9 days from onset or until subsidence of swelling,
 - German Measles (Rubella) — 4 days from onset of rash,
 - Respiratory Streptococcal Infections, including Scarlet Fever — not less than seven days from onset if no physician in attendance or 24 hours from start of medication.

4.01.4

Excuses for Physical Education

Students who need to be excused from physical education because of illness or injury need to have a note from parents. In order to be excused for more than three times, a note from a doctor is required.

4.01.5

Pre-arranged absences

Extended absences (two or more days, but no more than seven) must have pre-approval by the school administration, at least three (3) days in advance. Generally, students must be in good academic standing with a consistent attendance record before an excused absence will be approved by the principal.

Students must receive homework prior to their pre-arranged absence and have all work completed upon return to school. In case of non-completion, the teacher will apply the same consequences as in “Consequences for the Unapproved Absence”. It is the student’s responsibility to approach their teachers for homework assignments.

A prearranged absence form must be shown to teachers by the student, signed by a parent and principal. Forms are available in the school office. Submission of the pre-arranged absence form **does not guarantee automatic approval and is a subject to the decision of the principal and lead teacher.*

4.01.6

Submission of Excused Absence Notes

Excused absence notes must be submitted in writing (note, email, or text) communicated to the homeroom teacher upon return to school. Excuses may not be accepted when submitted more than one week after the absence. If a secondary student leaves school early, except for personal illness or a serious emergency, twice within a nine-week grading period, the third and subsequent absences will be unexcused.

A written statement **from a physician** may be required in situations where a pattern of excessive excused absences from school has occurred (for example, if a student misses more than 4 days of school, TCA administration will ask for a written note from the **doctor**).

4.01.7

Consequences for Absences

A student may jeopardize high school course credit (9-12 gr.) or receive an incomplete grade (K4/K5-8 gr.) if absent more than 15 days during the academic year, unless a major illness or other family emergencies have resulted in an extended absence. If a student falls behind due to prolonged illness, their work should be made up within two weeks after returning back to school. After-school tutoring will be assigned for students who missed more than 15 days of school within a year for any reason and/or if a student failed two core subjects. Financial penalty will be applied to the family’s account for each missed day to compensate teachers’ after-school hours. Each missed day equals two (2) hours and will be charged

at minimum \$20 per hour. At best, absences should be avoided so that the education process is not interrupted.

4.01.8

Mandatory After-School Tutoring

After-school tutoring will be assigned for students who miss more than 15 days of school. Families are responsible for the cost of after-school tutoring.

**For detailed procedures, see "Consequences for Absences" below.*

4.01.9

Consequences for Unapproved Absence

Secondary students who have been truant or suspended or otherwise improperly absent from school need to make up work due in that class for the day of absence. The make-up assignments may be penalized by the subject teacher up to 30% per late day.

4.01.10

Tardiness

TCA tardy policy stresses the importance of promptness as a valued component of a solid "work ethic." Discussion with a parent of an elementary student and with the secondary student about tardiness will be held in private:

1. If a student is tardy more than three times, the student will receive a warning by his/her teacher.
2. If tardiness will continue, a student will be sent to the school office and parents will be notified via email/phone.

All students (K4/K5-12 gr.) are expected to arrive on time each morning and for each class period. Students will be considered tardy unless a legitimate excuse (whether in writing or some other acceptable format) from an authorized individual is submitted to the homeroom teacher upon the student's arrival. **A legitimate excuse is one that entails an emergency or an unforeseeable circumstance; running out of gas, failure to set an alarm clock, working on a class assignment, etc., are not considered legitimate excuses.*

ATTENTION:

- *Grades Pk-5: Parents of the tardy students will be assigned one additional service hour for every three unexcused tardies.*
- *Grades 6-10: In addition to the extra service hours, students will be assigned lunch and/or after-school detentions to serve for the tardies. Secondary students face additional consequences for mid-day tardies.*

4.01.11

Early Dismissal

Should an early dismissal be necessary, a written note must be presented to the school office upon arrival that day. The person picking up the child must come to the school office to sign out the student. Upon re-entering the school the same day of an early dismissal, parents are to report with the student to the main school office for re-entry. In the case of a divorce or separation, a student will be released to a non-custodial parent only with written permission from the legal guardian. Signed permission must be given before each occurrence.

4.01.12

Late/After School Pick Up

Parents are to pick up children promptly when classes are dismissed. Students who are not picked up in 15 minutes after dismissal are taken to the designated classrooms where they will be supervised until picked up. If an emergency arises or should you be late, we ask that you call and notify the school office. One grace time is allowed at the beginning of the school year. For other late times, the family account is charged a regular after-school care fee. **Currently the following charges apply per family: 3:00-3:30PM - \$4;*

3:30 – 4:00PM – additional \$4. Every 30 minutes after 4:00 PM will be charged a \$5 late fee. Friday after-school care starts at 1:15 PM. Please, contact the office for discounted rates if you need the after-school care services on a regular basis.

MEDICAL

4.02.1

Injury and Illness at School

In the event a student is too ill to remain at school, parents will be contacted and the student will be sent home. A student who is injured should immediately notify his teacher so proper care can be given. The incident will be recorded and communicated to the school secretary. The school does not supply aspirin, pain reliever, or any other medication or treatment (*see exceptions under "Medication"*).

4.02.2

Medication

If a student is taking medication under a doctor's orders, the school secretary will, if requested by the parent, with a signed notice and furnished with an authorization form signed by the doctor, administer provided medication at specified times. The school assumes no responsibility for this service. This policy is the same for prescription and non-prescription drugs. All medication must be brought in the original container to the school office by the parent and will be kept in the school office.

4.02.3

Medical Insurance

TCA families are required to have their own medical and major accident insurance in case of an emergency situation during school hours at the local church facility or sponsored school activities.

4.03.1

Tutorial Support

TCA school is limited in resources to help students who have learning difficulties. Tutorial help in one or more subjects might be available (upon request by parent or teacher) after school for elementary and secondary students. In general, tutoring is done by the school faculty. **Contact TCA principal about tutors' availability, fee schedule, etc.*

4.04.1

Chapel Day

Learning to worship God is an important part of Christian school education. Chapel is held once a week on Tuesday. Chapel attendance is required for all students. It is intended to build Christian character within the lives of each student. We encourage parents to attend chapel whenever possible. Chapel dress (skirts and dresses for women; button down shirts and ties for men) is required for all outside attendees: visiting parents, guests, and speakers.

4.05.1

Lost and Found

All articles of clothing, including lunch boxes and other personal property, should be clearly marked for identification. A "Lost & Found" box will be kept at a designated location. Unclaimed items will be disposed of at the end of each quarter.

4.06.1

Books and Magazines

Any books or magazines (including certain types of e-book readers) brought to school by a student must be approved by the student's parents, as well as by the teacher. The school office will uphold the policy of checking backpacks in case of any suspicious behavior. Illegal books or magazines will be

confiscated, parents will be notified, and a student will serve a detention based on the level of violation.

4.07.1

Electronic Devices

Grades Pk-5

Because of the effect and liability of the following devices: cell phones, iPods, iPads, games, tablets, “smart watches”, Apple watches, and other electronic equipment are not permitted on school grounds, school transportation, or at school sponsored activities.

Grades 6-10

School staff will retain the final authority in deciding when and how students may use personal electronic devices on school grounds and during the school day.

Students may not use personal devices without the express permission of the school administration. The \$50 penalty for cell phone possession will be applied to the non-compliant students.

**Note, the school is not responsible for lost personal electronic devices. They should be kept home.*

SCHOOL PROPERTY

4.08.1

Care of Property

Students are expected to value and appreciate the appearance of the school building. Writing on desks, walls, textbooks, etc., is prohibited.

Students may not eat food in the classrooms at any time unless explicitly allowed by the supervising adult (for example, during the “snack time”).

Only clear, sturdy (school-approved) water bottles may be used in the classrooms.

Chewing gum will not be permitted on school grounds in order to protect the furniture and carpet.

- *1st occurrence: A student is asked to throw gum into the garbage can and warned. Physical work may be assigned by the principal.*
- *2nd occurrence: A student is sent to the office, and parents are notified via email/phone. Physical work may be assigned by the principal.*
- *3rd occurrence: A student is required to restore, replace, or pay for damaged property or equipment (minimum penalty is \$10.00).*

4.08.2

Use of the Facilities

Students are reminded that the hallways are a place to practice courtesy and orderliness. All students should remain quiet and orderly, especially in the area where the library and staff offices are located, and visitors are most often received. Students are reminded that rowdiness and roughhousing are not permitted during the school day in or outside the school facilities. Students arriving before school are requested to remain quiet in the designated area. **Check with the school secretary to find out about your school waiting place.*

4.08.3

Surveillance

The church property where the school is located is under surveillance 24/7. Parents, students, and staff understand that classroom and office surveillance systems may use both video and audio recording features. If any suspicious behavior is reported, the security personnel will investigate an incident and check cameras. If any student is involved, parents will be notified and called to the office. Based on the level of violation, proper discipline will take place.

4.08.4

School Telephone Use

Students must have permission from a teacher to use school telephone. We ask parents, in case of

emergency, to call the school office, rather than the student or teacher, first. The school secretary will assist with your request. Teachers must not issue a phone pass unless it is an emergency.

4.08.5

Library

Our goal is to provide TCA students with good library resources that may be used for research or for casual reading. **We are currently limited to the use of classroom libraries but are planning on development of the centralized school library as we find space for the books.*

4.09.1

School Visits

Parents are invited to visit the school. For mutual convenience, please make an appointment for your visit and sign in at the office when you arrive. Note: dress code requirements are applicable to visiting parents (including those working off their mandatory service hours), volunteers, and guest speakers.

**Homeschoolers and students from other schools are not allowed to visit their friends during school hours. TCA has a closed campus policy. This means, for example, that TCA students are not allowed to leave campus to run to the convenience station or wander off campus for any reason.*

Parents interested in enrollment may contact the principal for a special permission to visit the school.

4.09.2

Personal Invitations

Birthday party invitations and other invitations are not to be given out to the students in the classroom, unless the entire class is invited. Please send birthday invitations by email/phone.

4.10.1

Lunch and Food Services

Good manners in eating, soft voice talking, and cleaning up after oneself are expected of each student. TCA offers a hot lunch program for all grades. Please submit a hot lunch request form to let us know whether you choose “regular” or “occasional” school lunch. Check on the current guidelines regarding payment options such as the “pre-paid” hot lunch program.

4.10.2

Energy Soft Drinks and Junk Food/Fast Food

Energy drinks and junk food/fast food are not healthy for the heart and digestive system. TCA promotes a healthy environment for students: spiritually, academically, and physically, and so energy soft drinks and certain kinds of fast food are not permissible at TCA.

4.10.3

Food and Water Bottles

Food and drink (except water) should not be consumed throughout the facilities except in designated areas like the cafeteria and teacher-designated area for the snack time. In grades 6-10, water may be brought to class in clear, spill-proof, plastic bottles labeled with the student’s name. There should be no food or drink other than water in carpeted areas without approval by the principal.

4.11.1

Textbooks and Supplies

Textbooks and supplementary books will be provided to each student. It must be emphasized that these books are the property of TCA and must be taken care of properly, including appropriate protective covering. Deliberate mutilation or defacing, or loss of any of these materials will result in full replacement price being assessed to the parents or legal guardian. Students may retain possession of “consumable” books (consumable books are used for some subjects in the primary and elementary grades).

The annual fee charged at the beginning of the school year does not cover the purchase of all new textbooks; thus, for some grades/subjects, the TCA administration will attempt to purchase used books in order to keep school expenses as affordable as possible. Lost or damaged textbooks will be replaced at parents' expense. **Textbooks/library books - \$20 or current price of the textbook; student planner - \$5.*

Bible Version: TCA recognizes that many English versions of the Bible are good and valid and are used by many denominations; however, in the interest of continuity we will ask the students to have and use one version. The version that we will be using is the New American Standard Version. This will allow consistency in memorization and maintain the integrity of God's Word.

Basic School Supplies cost is included in the Annual Fee and supplies provided by the Academy. Students are still required to have their own backpacks.

FIELD TRIPS

4.12.1

Field Trip Guidelines

Field trips are a vital part of TCA. Before a field trip is taken, a notice will be sent home from the school office. Parents will be notified what clothing may be worn on the trip, type of transportation, volunteers needed to chaperone the activity, and trip overview. Parents driving on field trips must have the Insurance Verification and Background Check forms completed and submitted to the office.

The annual parental field trip permission is done at the registration time. The additional permission might be required depending on a type of field trip (such as Christian school Olympics, ice-skating, sport events, etc.). The privilege to participate in a field trip may be revoked due to unfinished school-work or disciplinary problems. Teachers/school administration have the right to decline any parents wanting to chaperone on the field trip. Parents and chaperones must follow the guidelines set by the supervising teacher.

4.12.2

Field Trip Student Responsibility

1. All students will be assigned a number; when checking attendance, students will be asked to call out their numbers in order.
2. Dress code: TCA public appearance should be above reproach and support our reputation as Christians.
3. Stay with the group. This is a chance for students to model respect and courtesy toward leadership. It is also a safety issue.
4. Obey the rules. Be respectful of the rules for group behavior such as waiting for instructions, listening, and taking turns.
5. Be thankful. Students should say thank you to the field trip coordinator and the event host leader. A handwritten note is always appropriate.

4.12.3

Field Trip Misbehavior

1. A warning is given.
2. A student is assigned to stay with the group leader for one hour, at least.
3. Parents are notified and may be asked to pick up their child.

**Depending on a severity of misbehavior, other school discipline may apply.*

SECTION 5: DISCIPLINE AND BEHAVIOR GUIDELINES

Training includes correction as well as instruction. It is a process that begins at home, is reinforced in school, and continues on through life. Various forms of discipline and correction will be administered to

help maintain order and to aid the student in his emotional and spiritual growth.

5.01.1

Standard of Conduct

Standard of conduct principles aim to produce a heart response or change in attitude that goes far beyond superficial behavior or outward actions. This is what learning the ways of God is all about; not learning just the “right thing to do” or how to “get by,” but having the nature of Christ formed in us (2 Peter 1:3,4).

Therefore, the following principles are set forth as a standard or plumb line of student behavior:

1. *Faithfulness*--Covenant love, laying down your life for the brethren and the Lord; being dependable and trustworthy; patient and forgiving.
2. *Honor*--The fear of the Lord and respect for those in authority; preferring one another; humility, submissiveness, and obedience; teachability; gratefulness.
3. *Harmony* --Dwelling together in unity; friendship and sharing; peace and joy; cooperation.
4. *Honesty*-- Being truthful with God, yourself, and others; integrity and sincerity; transparency; fairness.
5. *Purity*--Holy to the Lord; cleanliness; modesty and decency; being noble and lovely.
6. *Order*--Accepting discipline and being self-disciplined; being neat and orderly; demonstrating organized and clear thinking.
7. *Stewardship*--Accountability and responsibility; serving; diligence and perseverance; labor; bringing things to excellence; sowing and reaping.

5.01.2

Classroom Conduct

Students are to show honor to others: “May I...,” “Please,” “Thank you” - are examples of courteous phrases. Students are to address all adults with proper respect (e.g., Mr. Levchenko, Mrs Lyudmila, Ms. Claire). Boys are encouraged to practice courtesy by such acts as opening doors for girls and adults.

5.01.3

Classrooms & Hallways

TCA aims to maintain the classroom in such a way that it has a desirable appearance upon entering. We feel that structure and cleanliness is an important aspect of-the Christian life and is also conducive to a learning atmosphere. TCA teachers and staff will abide by the following guidelines to ensure a welcoming physical environment:

1. Homeroom teachers will make a schedule of the classroom ushers to take care of the room on a daily basis.
2. Secondary students take turns ushering in the school cafeteria.
3. Students' desks must remain in an orderly fashion, free of clutter, trash, or stray pencil/pen marks, throughout the day.
4. Desktops and areas around the students' desks need to be clear of pencils, papers, books, and general mess at the end of each day.
5. Each student should have a named and designated area for his/her coat, boots, and lunch box. This area is then their responsibility to keep straightened.
6. Hallways to be kept clear of clutter: tables, books, papers, trash, & sport equipment.
7. Sports equipment must be stored in designated areas.
8. Any dues or penalties owed to TCA must be paid before the final report card is released. *Note: if a student causes damage to the school building or property he/she may be scheduled for additional physical work to compensate for the incurred damage.*

5.02.1

Bullying Awareness

As part of the required in-service training for all school staff, the principal or designee will discuss Bullying Awareness. Because adults must take the initiative in combating bullying, they must be watchful or bullying warning signs: closely supervising children on the playground, in the classrooms, hallways, restrooms, gym, locker rooms, cafeteria, etc. Teachers will periodically conduct class discussions, role-playing, and activities to educate the students in seeking help from an adult, reporting incidents, speaking up and supporting the victim, expressing disapproval of bullying behavior, responding assertively to the bully, walking away from bullying behavior, etc. At the beginning of the school year, the principal or designees shall ensure that the student body is familiar with the No Bullying Policy. A periodic review will occur during the weekly teacher meetings and lead teacher meetings. Elementary and middle school classroom teachers will implement an age-appropriate bullying curriculum throughout the year. Because we are a TELLING school, we expect everyone to tell if they suspect bullying is happening. A "Contact Box" is available in a designated place(s), so that students may report suspected bullying incidents. Teachers or a designee from the main office will check the "Contact Boxes" every 3-4 days.

Parents' signatures on the Commitment Form acknowledge that they support the school's efforts. Students in grades 6-10 sign the Agreement Form confirming that they have read the Family Handbook section on Bullying Awareness and support the school's efforts.

5.02.2

Bullying Reporting

Students and staff are prohibited from knowingly falsely accusing another of bullying or harassment. Disciplinary action, up to and including expulsion/suspension for students and termination for staff, shall be taken if they knowingly make false reports (including false accusations and gossip). Any member of the school staff receiving a suspected bullying report (verbal or written) shall address the matter as soon as possible, preferably before the end of the school day.

The staff member shall assess the situation to determine if the behavior meets the criteria for bullying or if the behavior is an isolated incident that can be resolved within the classroom. Not all conflict constitutes bullying.

If the behavior meets the criteria for bullying, the staff member must report this to the school principal or his/her designee immediately in order to protect the alleged victim. The staff member is to immediately forward a bullying incident report using the Major Infraction Form to the respective lead teacher or designee for investigation. The staff member shall remind the victim/witness that "No one deserves to be bullied, and we are going to do everything we can to stop it."

The staff member is to commend the victim/witness for bringing the matter to the attention of school staff, and they are to begin intervention strategies for the victim. The principal or designee will promptly and thoroughly address suspected reports of bullying. He/she will individually meet with the victim/witness and bully privately.

If determined that bullying has occurred, he/she will act appropriately within the discipline codes and will take reasonable action to end the bullying. The message for the child who bullies will be, "Your behavior is unacceptable, inappropriate, and must be stopped." The principal or designee shall notify the parents/guardians of both the victim and the offender, preferably before the end of the school day or within 24 hours if possible.

Steps will be initiated to address and resolve the issue. An intervention plan will be developed with the parents of the bully. The principal will inform the student that he/she may be monitored, and the student's movements outside the classroom may require supervision until trust has been built and all bullying behaviors cease. Parental notification and the intervention plan shall be documented on the Major Infraction form in Alma.

5.03.1

School Attire: Uniform Policy

Some of the reasons for adopting a uniform dress code are as follows:

1. Uniforms result in stronger discipline and academics.

2. Uniforms help improve a student's self-image.
3. Uniforms reduce yearly clothing costs.
4. Uniforms eliminate the daily decision of what to wear.
5. Uniforms eliminate competition in dress among social climbers.
6. Uniforms standardize and neutralize externals while enhancing individualization in internal values.
7. Uniforms give organizational identification, which help build school spirit and enhance safety within the community.

The "Uniform" is defined slightly differently in each department. Please, ask your child's lead teacher or school secretary for the detailed uniform guidelines form.

5.03.2

Dress Code for Students, Staff, and Parents at School and School-Sponsored Events

The principles behind the dress code include:

1. Dress and appearance must honor and comply with the standards set by the pastors of the local church. (Hebrews 13:17)
2. Our dress should help develop Christian character and reflect our separation from the world (2 Cor. 6:14-7:1; 1 Tim. 2:9, 10, 1 Peter 3:3, 4). Is it modest, promoting moral purity? Does it overemphasize the "outer person" versus the "inner person"? A dress code can help parents teach a child to exercise the self-restraint that is needed in order to accept standards that are adopted for the welfare of the school community.
3. Our dress should support our witness to the world. We are ambassadors of Christ (2 Cor. 5:14-20, 1 Peter 2:12). Does it support our Christian testimony of a changed, God-focused heart, and could it encourage others toward Him? Is it attractive and neat?
4. Our dress should maintain the distinction between the sexes, recognizing that masculinity and femininity are beautiful, God-given gifts. Dress is a tool in helping our students develop a healthy sexual identity (Gen. 1:27, 1 Cor. 6:9,10).

Functional, attractive, modest, and neat clothing is our standard. Sensual, or distracting clothing, including tight-fitting, baggy, conspicuously oversized, or clothing made of see-through material, as well as conspicuously dirty, frayed, or torn clothing are not acceptable. Denim of any type is not allowed.

5.03.3

Appearance at School-Sponsored Events (e.g., Church Performance)

- Girls' hair must be well groomed, and out of the eyes & face.
- JH/HS girls: all makeup must look natural (no black eyeliner on the bottom eyelid; no heavy foundation; no sparkling/shimmering eye shadow or blush). No make up for elementary girls.
- **No makeup or dress up is allowed before/during school hours, unless for an approved school performance (such as drama class).**
- Girls' nails must be in natural (pastel) colors. The length of the nails should not be distracting.
- Girls' may not wear earrings and jewelry (see TCA policy on piercing below).
- Boys' hair: neatly groomed at all times, cut to mid-ear or higher, and not to touch the shirt's collar.
- Hair color must be natural.
- Bangs must be cut and kept above the eyebrows.

5.03.4

Body Piercing and Tattoo

TCA follows the Biblical principle on body piercing and tattoo:

- "You shall not make any cuts on your body... or tattoo yourselves: I am the Lord." (Leviticus 19:28).
- "You are not your own, for you were bought with a price. So glorify God in your body." (1 Corinthians 6:19-20).

5.04.1

P.E. Policies and Procedures

The physical education program is committed to providing the necessary fitness activities, physical skills, social skills and knowledge for student's success in daily life. Students are required to dress appropriately for PE classes.

Non-suit P.E. Discipline Procedures:

1. Non-suits will not participate in the daily activity, but must stay with the class. Students may be asked to do work-related activity around the gym or school (sweep, laundry, clean, etc.).
2. The first non-suit is grace, and does not count against the grade.
3. Each additional non-suit results in grade deduction. For each non-suit after the first one, the student will receive one mark down, and any additional points accumulated during that class period will be lost. The work done in class will need to be made up to receive a credit.

**Continuous violations will require a conference with parents.*

DISCIPLINE

5.05.1

The Purpose of Discipline

1. To assist students in developing a lifestyle that is pleasing to the Lord.
2. To apply biblical principles in handling daily problems.
3. To provide a consistent pattern of expectations to which students can respond positively.
4. To encourage in students a positive response to authority systems so that they will be better prepared to yield their will to God's will.
5. To protect and build respect for the personal rights of fellow students and adults.
6. To protect and build respect for the personal property of persons and organizations.
7. To encourage students to accept responsibility for their words and their actions.
8. To establish standards that would support the biblical instruction that should be provided in the Christian home of which our school is an extension.
9. To encourage honesty in all matters. To avoid behavior that may tempt a weaker brother.
10. To protect the integrity of the individual by keeping all disciplinary actions as private as possible.

Five School Rules:

1. Keep all communications honoring God.
2. Keep your hands and feet to yourself.
3. Respect and obey all supervising adults.
 4. Be a good steward of all things.
 5. Always be prepared.

5.05.2

Reward for Consistent Behavior

The school administration and teachers will, as seems appropriate, reward those students who demonstrate consistent obedience to all authority. Students in good standing will be given priority when going on special field trips and retreats. Some field trips, athletic activities, and school sponsored events may require students to maintain satisfactory conduct to be allowed for participation. Exemplary behavior is expected from the 8-10 grade students receiving Academic Scholarship.

At the same time, in case a child makes a choice to disobey the five all-school rules or follow established behavior guidelines, the following discipline procedures will be applied.

5.05.3

Discipline Procedures

Each TCA department (primary, elementary, secondary) has their own age-appropriate discipline

management plan. In addition, you may inquire from your child's homeroom teacher about his/her detailed classroom management system.

5.05.4

Documentation of Incidents

Discipline issues may be dealt with as "Minor Infractions;" these are handled by the homeroom teacher at the classroom level. Minor Infractions are documented by the homeroom teacher and are tracked throughout the year. Discipline issues also may be handled as "Major Infractions;" these incidents involve TCA administrative staff, outside of the classroom. Major Infractions are documented in Alma (the student information system) as part of the student's permanent school record

5.05.5

The Three Tiers of Offenses

The three-tiered level of offenses/discipline approved by TCA Board has the dual purpose of helping students to develop a personal standard of conduct and to ensure that the mission and activities of TCA are fulfilled. **The primary goal of all discipline is to bring the offender to a place of restoration.** The secondary purpose is to provide a means of keeping the community wholesome and productive. The three tiers of offenses are each accompanied by consequences which correspond to the degree of the particular offense.

It must be understood by the students, parents, and teachers that it is impossible to codify every possible behavior that would be an offense to the mission of TCA school, but it is possible to draw principles from the three levels of discipline that are applicable to all situations. In areas not specifically addressed by the Family Handbook, judgment will rest upon TCA administrative staff in accordance with the published policies.

LEVEL I: This level of offense includes areas usually addressed by the teacher in the classroom or by teacher assistants in the cafeteria, on the playground, or school transportation. This level violation usually does not involve the principal.

Samples of level 1 offenses: Repeated incomplete homework, excessive noise or running in the halls; gum chewing in the buildings; class disruptions of a minor nature; disobeying playground rules; disobeying school transportation rules, bringing cell phone or electronic devices, or other toys (without teacher approval); tardy to class; public display of affection of minor nature; dress code violations; and other such offenses.

Samples of level 1 consequences: Extra assignments given by the teacher, detention, written and/or oral apologies, tallies which add up to a more serious consequence, missed recesses, or any combination of these consequences as warranted. **If a student is sent to the office the first time, he/she will receive a warning.*

LEVEL II: This level of offense goes beyond Level I in regards to severity, or repetition of some lesser offense. It is at this level that the principal becomes involved and records of actions and disciplinary responses begin to be kept in the school office. Teachers or other school staff must report Level II offenses immediately to the principal for discipline.

Samples of level II offenses: Repeated Level I offense, classroom disruption of more than a minor nature necessitating class removal, disrespect of staff or teacher, harassment or bullying of another student (including racism), ongoing negative/uncooperative attitude, profanity of any kind, misuse or abuse of school property (restitution is required), deceit in any form toward staff (1st offense), slander or gossip, minor shoving or pushing incidents, cheating, not being where student is supposed to be, or accumulation of five or more tallies or demerits (if a demerit system is approved at a given school).

Samples of level II consequences: In-school suspension(s), detentions, written and/or oral apologies, extra written assignments, loss of a privilege, a phone call and/or a letter will be sent home for every Level II offense committed, and a combination of consequences may be warranted.

LEVEL III: This level of offense is severe enough to warrant probation of the student, immediate suspension, and possible expulsion. Level III offenses are judged most severely either because of an

ongoing pattern or attitude or because of the nature of the offense. Teachers must report Level III offenses immediately to the school principal.

Sample level III offenses: Repeated Level II offense, severe and blatant disrespect, including insubordination; use of profanity that is severe in nature (or repeated), stealing or forgery, sexual harassment, repeated deceit of any kind, skipping classes or truancy, vandalism, any use of alcohol, tobacco, or drugs (on or off school grounds), vaping of any kind, false alarms being called in or set off, fighting, any possession of weapons, sexual immorality on or off campus, any criminal offense not including traffic violations, any threatening remarks made to others (blackmailing students/teachers).

Samples of level III consequences: Meeting required between the parent and school principal, student immediately placed on probation (if allowed to stay), out-of-school suspension, multiple in-school suspension days, written and/or oral apologies, suspension from extracurricular activities, required professional counseling, permanent removal from a class with a failing grade (if behavior took place in classroom) or any combination of consequences may be warranted. Any Level III offense may result in immediate expulsion, even without a previous record.

5.05.6

Conduct Probation

Under certain circumstances, a student in grades K4/K5-10 may be placed on conduct probation. Probation gives the student opportunity to display true repentance for offenses. If he/she does not improve to a satisfactory level during the time specified, the student might be expelled or asked to withdraw.

Reasons for probation:

- Continued deliberate disobedience.
- Rebellious spirit which is unchanged following counsel.
- Continued negative attitude and a bad influence on other students.
- Insufficient academic progress (academic probation).
- Serious breach of conduct inside or outside the school which has an adverse effect upon the testimony of the school.

Length of Probation:

- Usually one school quarter, assigned by the school administration.

Consequences of Probation:

- The probationary student will not be permitted to engage in, or be a part of, the ongoing curricular activities of the school for a period of time to be determined by the principal.
- The probationary students are not denied the privilege of attending classes, but they may be denied participation in school social functions and cannot assume any leadership or other participatory role planning or completion of programs while on probation.
- A probationary student will be responsible for their behavior on a daily basis. He/she will be subject to frequent evaluations and corrective criteria.

5.05.7

Suspension

The principal may issue suspensions of up to three days as a consequence for misconduct, which is either flagrant or repeated. All suspensions result in an unexcused absence for the day missed. A student may not participate in any school-sponsored activities during suspension.

Two types of suspensions are issued:

1. *In-school suspension* - this is the most commonly assigned suspension and is served at school. The student is isolated for the entire day and assigned work by the principal or lead teacher.

The following procedures will be enforced by TCA staff:

- THINK SHEET (What happened? Why were they sent? What was wrong? How can I improve next time? What is my Right Action Plan?) is provided for each suspended student and he/she spends time in a bigger room where there is always a separate table. The teacher assigned to that room is the one who will determine if the think sheet is filled out thoroughly.

- The homeroom teacher can assemble the assignments for the suspended student and provide to the supervising teacher
 - Student has lunch with a supervising teacher (no recess with classmates) OR they have to have cold lunch and eat it at the same table
 - Warning about suspension must be given to teachers 1-2 days before the event
 - Suspended students should wear chapel clothes for identification purposes
 - All assignments must be done at the same table
 - Breaks are given at non-standard times so there is no contact with other students
 - Physical work/community work/service should be assigned
 - ALL supplies and books, but no backpack, must be brought to suspension room
2. *Home suspension* - the student is detained and supervised at home by a parent.

5.05.8

Jokes and Careless Talk

At TCA, we take seriously the admonition for the Christian to avoid “filthiness, and silly talk, or coarse jesting, which are not fitting” (Ephesians 5:4). Therefore, students who **joke about any of the offenses listed in this handbook**, may be held accountable to the same degree **as if they had actually committed** the “joked about” offense.

5.06.1

Cheating Policy

Cheating is defined as copying homework, handing in another’s work, plagiarism in research papers and compositions, and unauthorized assistance on tests or quizzes. Cheating is a serious offense. It involves taking information from another source and presenting it as your own information. Thus, it involves both the components of stealing and lying. If it is determined that a student has indeed cheated, the following actions will be taken:

First offense:

- Meeting with a teacher. A teacher might assign an alternate assignment.
- A teacher will contact parents via email/phone explaining specifics of the incident.

Second offense:

- Meeting with a teacher and a 0% on assignment.
- Student is sent to the school office. The office informs parents via email/phone.

Third offense:

- 0% on assignment and up to 25% off a total grade for the current quarter.
- Student is sent to the school office. Parents are called to the office.

5.07.1

Search Policy

Tacoma Christian Academy reserves the right to search a student's personal belongings if the school suspects the student has illegal or unauthorized items. The student may be searched without the student's parents' permission. Registration of the student in school constitutes parental permission for such searches. The following items may be searched:

- Automobiles.
- Backpacks, purses, pockets, etc.
- Lockers, desks, etc.

5.08.1

Playground Policy

1. No students are allowed to be on the playground without supervision.
2. Children must use the playground equipment in a proper and safe manner.

3. No tackle football (due to the space limitations; footballs are not allowed at TCA)
4. Soccer may be played only with students one year apart (one grade up or down).
5. Students are required to keep the playground clean and picked up by using acceptable disposal containers.

5.09.1

Transportation

5.09.2

Carpooling

The school has no official responsibility to organize and/or coordinate carpooling to and from school. For those who wish to help with carpooling, please contact the school office for names of families in your area. The school will provide such information in case there are parents willing to participate in a carpooling arrangement.

5.09.3

Bus Rules (whenever it is applicable):

1. Students must be on time at the designated bus stops. If privilege is abused, use of bussing will be revoked.
2. Students must not stand in the traffic lanes while waiting for the bus.
3. Students must await the signal from the driver to cross a road or highway. The crossing must be made approximately 10 feet in front of the bus and in full view of the driver.
4. Students desiring to leave the bus at other than their designated bus stop must present to the driver written permission from their parents/guardian.
5. Animals are not allowed on the bus.
6. Students should always get permission from the school office ahead of time when a friend is invited and going home with the student or when the ride is needed back to school in the morning.

5.09.4

Bus Rules:

1. Obey all instructions of the bus driver.
2. The bus driver may assign seats to students.
3. Students must remain seated at all times.
4. Backpacks should be under the seat.
5. Use a soft voice. No yelling.
6. Keep hands and head inside the bus.
7. Honor God with your words. No profanity!
8. Keep the bus clean. Do not destroy property! Take your garbage with you when you get off the bus.
9. Weapons/dangerous items and violence are prohibited.
10. For your own safety, do not distract the driver through misbehavior.

5.09.5

Misbehavior on a Bus:

1. The first time a written notice is sent home to report bus misconduct.
2. Upon the second notice, parents will be notified immediately; a student will be suspended for one day.
3. On the third notice, a student will be suspended for a week.
If misbehavior continues, the student will lose bus riding privileges for the remainder of the quarter.

**The procedures outlined above may be altered to handle serious infractions, which require immediate*

suspension or expulsion from school.

5.10.1

Guidelines for Parking Lot:

Always drive slowly in the parking lot (5 mph)! When picking up or dropping off your child, please park in a designated parking slot. For your child's safety, do not release your child from the middle of the parking lot or drive up and have them come to your car. Parents and children must cross the driveways only in the designated places.

5.10.2

High School Student Drivers

HS students who drive to school must report to the office about their intention to drive to/from school. A Student Driver Parent Permission Form must be on file for every student driver.

HS students must observe the following regulations:

1. Only licensed drivers are permitted to drive cars to school.
2. Cars may be parked in the designated area for student parking.
3. Students are not allowed to drive or go to their cars in the parking lot during school hours.
4. Students are not allowed to leave campus during school hours, unless a pre-arranged notice or phone call will be given by parents.
5. No student may transport other students to or from school without written permission from the passenger's parents. Students and parents must abide by the law (Romans 13) in honoring the requirements of the "restricted" (under age 18) driver's license.
6. Any immature or unlawful practices, such as squealing of tires, speeding or reckless driving, are not permitted. A fine will be applied to a family account if such damage will occur.
7. No student is to transport other students to school-sponsored activities unless written permission is given by a parent and is on file in the office and approved by the principal.

** The privilege to drive to school may be revoked by the principal, if these regulations are not observed.*

5.11.1

VIOLENCE PREVENTION POLICY

TCA is dedicated to providing a safe environment for every student enrolled. To do so, the following standards are in place:

1. Any act or expression of physical intent against a teacher or any other staff member is cause for immediate suspension or expulsion.
2. Fighting between students while in the classroom or on school premises will result in immediate suspension.
3. Statements made by a student claiming or boasting of a weapon at school or school event will be dealt with in the same manner as a "threat" below.

Definitions :

- Students who possess a weapon or who carry, exhibit, display, draw, or threaten any of these items apparently capable of producing bodily harm in a manner which, under the circumstances, manifests an intent to intimidate another or warrants alarm for the safety of others shall be subject to discipline up to and including expulsion of one year.
- "Possession" includes, but is not limited to, having a weapon on school property or at a school-sponsored event located:
 - (a) In a space assigned to a student such as a locker or desk
 - (b) On the student's person or property (such as on the student's body, in his/her clothes, purse, backpack, gym bag, or vehicle)
 - (c) Under the student's control or accessible or available, such as hidden by the student.
- "Threat" includes, but is not limited to:
 - (a) a statement of personal bodily harm with a weapon

- (b) a statement indicating friends or acquaintances with weapons who will commit bodily harm
- (c) a statement of possessing a weapon at school or a school function.
- "Weapon" includes, but is not limited to:
 - (a) A firearm, which is a weapon or device from which a projectile may be fired by an explosive; or an air gun, which includes any air pistol or air rifle, designed to propel a BB, pellet, or other
 - (b) Projectile by discharge of compressed air, carbon dioxide or other gas, or any items which appear to be realistic firearms or air guns
 - (c) A slingshot, which is a piece of metal, or a stone fastened to a short strap, chain or thong, used as a weapon
 - (d) A slingshot, which is a forked piece of wood, metal plastic or similar substance having an elastic band fastened to the prongs for shooting small stones and pebbles
 - (e) A sand club, chains or metal knuckles
 - (f) A device commonly known as "throwing stars," multi-pointed objects designed to embed upon impact
 - (g) Any knife which is a cutting or stabbing instrument with a sharp blade set in a handle
 - (h) A dirk, which is a type of dagger
 - (i) Any device commonly known as "nun-chu-ka" sticks consisting of two or more lengths of wood, metal, plastic or similar substance connected with wire, rope or other means
 - (j) A stun-gun or a soft gun.
 - (k) Any explosive device, including fireworks.

Procedures

Any faculty member, staff member, or principal with knowledge of "possession," "threat," or "use of weapons" as described above shall immediately report to the building principal/director/designee, who shall:

- (a) Submit a report to the appropriate jurisdictional police authority and
- (b) Remove the involved student(s) from school pending full investigation by school and law enforcement authorities.

Any student at TCA school violating this policy will be turned over to the appropriate law enforcement agency and be immediately expelled from the school without exception.

TCA does not allow pocket knives, squirt guns, paintball guns, and look-alike weapons.

5.12.1

ILLEGAL DRUGS/ALCOHOL/TOBACCO POLICY

TCA has a zero tolerance policy in relation to the student's use or possession of illegal drugs, alcohol, or tobacco products (including e-cigarettes). Our school reserves the right, according to our "Student Search Policy," to search students if they are suspected of possessing illegal drugs, alcohol, or tobacco products (including e-cigarettes). The school office may give a drug test for a suspected student; parents will be notified. In some circumstances, a student can be asked to take a drug test at the Drug Test Office. If a Drug/Alcohol/Tobacco policy violation is exposed, a student will be immediately expelled from school.

5.13.1

SEXUAL CONDUCT

Sexual Immorality:

TCA holds a zero tolerance position with regard to sexual immorality. Students will be immediately expelled with absolutely no exceptions to this policy if sexual immorality is proven as fact. God has given mankind a clear directive as to the moral standards that we should keep. He has been especially clear that fornication activities are an abomination - sinful perversions of God's gift of sex (See Genesis 19:5-7, 13; Leviticus 18:22, 20:13). The Bible is our rule of faith and practice concerning these perversions.

5.13.2

Inappropriate Affection

TCA is an educational ministry, with an emphasis on the development of godly character. Scriptural precepts warn us against the lust of the flesh. "But put on the Lord Jesus Christ, and make no provision for the flesh in regard to its lusts" (Romans 13:14). We would be out of God's will if we permitted or overlooked inappropriate actions with regard to boy-girl or girl-girl/boy-boy or siblings' relationships. It is our objective to remove temptation and not give Satan a foothold. For this reason, there will be absolutely no hand holding or other displays of affection, either in school or at school events.

Non-Engagement Policy:

Because of the distinct philosophy and goals of this school, an engaged or married student may not be enrolled.

SECTION 6: GRADING AND EVALUATION STANDARDS

6.01.1

Placement Testing

Initial placement of students in grades PK-10 will be based, in part, on data obtained from the administration of Preschool-Kindergarten and TestPoint entrance tests and Saxon Math Placement Test. If more information is needed, a TN3 test may be administered as well, or other evaluation tools as deemed appropriate by TCA administration and/or teachers.

6.01.2

Classification of Students

K4 (preschool)/K5 (Kindergarten) - (primary department)

1-5 grades Elementary (elementary department)

6-8 grades Middle School (secondary department)

9-12 grades High School (secondary department)

Before a student can advance to a higher grade, he/she must pass all five major subjects (English, math, social studies, science, and Bible) or, with proper permission from TCA administration, make them up independently.

6.02.1

GRADUATION REQUIREMENTS

Carnegie Unit of Credit Definition

One unit of credit represents 150 hours of instruction under the direction of a teacher. This unit (credit) is given to a student who successfully completes a class that meets five fifty-minute classes a week for thirty-six weeks. This requirement may be partially substituted by a workload equivalent to the classroom instructional time.

6.02.2

Continuing Education

TCA currently provides coursework for students through grade 10, only. Students are encouraged to pursue their high school diploma.

TCA administration and teachers will provide counsel and direction for a variety of methods by which a TCA student may finish his/her high school education, including assistance in preparing for Running Start entrance, guidance on choosing a high school, or advice on homeschool or distance learning options.

6.03.1

Diploma of Graduation

TCA will require the following criteria to be matched or exceeded for a student to receive a diploma of graduation, if attended all four years at TCA (currently unavailable).

Course

Bible: 4 (4yrs)

English: 4 (4yrs)

- Grammar, Literature
- AP English, Speech & Spelling

Mathematics: (4yrs)

- Algebra I&II, Geometry
- Trigonometry, Calculus

Social Studies: 4 (4yrs)

- WA ST History & Geography (1 yr)
- US History (1 yr)
- World History (1 yr)
- Government (1 yr)

Laboratory Science: 4 (4yrs)

- Basic Science, Biology I & II
- Chemistry, Physics

Occupational Education: 2 (2yrs)

- Word Processing, Teacher's Assistant, Career Pathway, Yearbook, Home Economics, TSE - A student taking music for two consecutive years may use one for an occupational education credit.
- Fine & Visual Arts **1 (1yr)**
- Physical Education **2 (2yrs)**
- Foreign Language **2 (2yrs)**
- Electives **1 (1yr)**

Total Credits 28

** This program is designed to meet the needs of a student who has attended TCA high school for four years. Any student who enrolls after the freshman year will be required to fulfill the State graduation requirements plus yearly expectations of TCA.*

Specific Requirements

The minimum credit requirements for a High School student to graduate are 28 credits, if attended all four years at TCA. College preparatory students should also meet the following requirements:

- * Take Algebra I & II, Geometry, Trigonometry, Calculus
- * Take Chemistry, Physics, Biology I & II, AP Biology
- * Take Foreign Language
- * Have at least a 2.0 grade point average (GPA) on a 4.0 scale
- * Take a college entrance examination (ACT or SAT)

Before a senior high student can advance, the following criteria should be met:

- English should be passed each semester or made up independently.

6.03.2**Academic Guidance and Counseling**

Services are available for students who request assistance or are referred for school counseling and guidance. Assistance is available in the areas of academic planning, vocational and career interest, and student/family problems.

**In the rendering of personal counsel to a student and/or parent(s), TCA does not represent such services as any substitute for licensed professional counseling.*

In general, the following problems can be handled:

1. Scheduling, including program changes.
2. Graduation requirements.
3. Vocational guidance and information.
4. College entrance requirements and PSAT, AP, SAT I or II testing.

6.03.3**Advanced Placement Program**

The Advanced Placement Program, commonly called AP, offers college level courses. Please contact the school administration if the school has this option currently available.

6.04.1 GRADING

Grading Weight:

Letter grades shall be reported using this formula:

Grades PK-1:

- 5% Life Skills (attendance and preparation)
- 20% Formative Assessment (in class-assignments, discussions, writing, etc.)
- 75% Summative Assessment (15% Quizzes, 25% Tests, and 35% Projects and exams). Elective classes and primary students' grades are reported with a simplified version of the above.

Grades 2-10:

- 10% Life Skills (attendance and preparation)
- 20% Formative Assessment (in class-assignments, discussions, writing, etc.)
- 70% Summative Assessment (15% Quizzes, 25% Tests, and 30% Projects and exams). Elective classes and primary students' grades are reported with a simplified version of the above.

Grading Scale*:

95% -100% = A	75% -78% = C
92% -94% = A-	72% -74% = C-
89% -91% = B+	69% -71% = D+
85% -88% = B	65% -68% = D
82% -84% = B-	62% -64% = D-
79% -81% = C+	Below 62% = F

***Note: alternative GPA scales may be used for Honor classes, non-core subjects and Pass/Fail subjects.**

For computing GPA's, the following numerical values are used (with the exception of electives):

A = 4.0	C = 2.0
A- = 3.7	C- = 1.7
B+ = 3.3	D+ = 1.3
B = 3.0	D = 1.0
B- = 2.7	D- = 0.7
C+ = 2.3	F = 0

Report Cards

Progress reports are issued at the end of each quarter. High school transcripts issued at the end of the 1st and 2nd semesters. Appropriate media and communication channels (email, grading software, etc.) may be used to keep parents up to date on the students' progress.

Academic Awards:

Students who earn a 3.33 to 3.69 grade point average each quarter in 4-12 will be placed on the Honor Roll. Students earning a 3.70 to 4.00 grade point average in 4-12 grades each quarter will earn recognition on the Scholars' List. These individuals will receive specific awards for their achievement.

TCA students are encouraged to do their best; this is why teachers nominate one/two student(s) per class/per month for the *Student of the Month/Most Improved Student Award* and similar awards.

Students in grades 8-10 may apply for the Academic Scholarship if they maintain 3.70 GPA, remain Honor Society members in good standing, and meet other applicable requirements.

6.05.1

Parent - Teacher Conferences

TCA requires parents to attend Parent-Teacher conferences that are held three times per year (after the 1st, 2nd, and 3rd quarters). Students in grades K4/K5 through 10 will be evaluated in regards to their academic and behavioral progress two times per quarter: mid-term and end of the quarter progress. The following *Academic Evaluation* guidelines will be used as appropriate.

6.05.2

Academic Evaluation

At TCA we challenge each student to strive for his full potential academically.. Every new student who has passed the entrance exam will receive one quarter as a grace period. After the grace period, any student in grades 4-12 who earns a grade point average below 2.00 on a quarterly basis in any of the academic subjects (Bible, mathematics, language arts, history, and science) will be subject to academic probation the following quarter.

This standing involves the following criteria:

1. A notice is sent home notifying the parents of their child's probationary standing.
2. Administration will meet with such a student and as needed, his/her parents. The student will be subject to one or all of the following correctional actions:
 - Placed on academic probation,
 - Required study schedule signed daily by parent,
 - Restriction of athletic activities,
 - Increase in study time, decrease in activity time,
 - Weekly status report signed by teacher.
3. The student must recover academically, raising GPA back to 2.00 or above by the end of the quarter. If sufficient change is not made, Administration may make the decision to retain the student or request that the parents withdraw the student. By special permission of the principal, a student who has been assessed to have insufficient academic skill or ability, but maintains high integrity and academic hunger, may be readmitted semester by semester.

6.06.1

HOMEWORK POLICY

Homework is an integral part of the school program. While a teacher is responsible for the in-class instructions, each student is ultimately responsible for his/her academic progress. A student must study in class and at home to be successful in learning. Homework is generally assigned for practice of the learned material in classes such as math, science, or grammar, and preparation in classes such as literature and history. Other reasons for homework may be to enable a child to make up work missed during absences, to develop study skills, and to encourage creativity. The amount of homework a child is assigned is typically:

- 40 - 60 minutes per day for K4/K5 - 3 grades,
- 60 - 90 minutes per day in grades 4 - 6,
- 90 - 120 minutes per day in grades 7 - 8,
- 120 - 180 minutes per day in grades 9 -12.

A student may spend more time on homework due to educational gaps or study skills. Parents are encouraged to monitor student's homework time, especially in elementary grades.

Complaint Procedures

If you disagree with a situation in the classroom, see your child's teacher first. If satisfaction is not obtained, then the lead teacher must be contacted. If no resolution is achieved, then contact the school principal.

Primary Department (Grades K4-1st)

Each student is required to complete his/her homework assignments and turn them in when due. Parents should help teach their child good homework habits including completing written assignments, studying Bible and spelling, and practicing reading. Failure to complete homework on time will result in the following:

- *1st offense*– Parents receive warning and homework will be required to be turned in on the next day of school.
- *2nd offense*– Parents receive written notice. The student will lose part of their recess time. Homework will be required to be turned in on the next day of school.
- *3rd offense*– Parents receive written notice. The students will lose part of their recess time, and they

will lose points from their daily grade. Homework will be required to be turned in on the next day of school.

If parents do not cooperate with a teacher on the homework policy, the department leader (or, if necessary, the principal) will be involved.

Elementary Department (Grades 2-5)

Each student is required to complete his/her homework on time. Failure to complete homework on time will result in one or all of the following:

- *1st offense:* A student receives a warning. At the discretion of the teacher the student will be held during recess or elective classes to complete his/her assignment.
- *2nd offense:* A student will be held during recess or elective classes to complete his/her assignment – at the discretion of the teacher. Student's grade for the assignment may be affected. Parents will be notified.
- *3rd offense:* A student will be held during recess or elective classes or after school to complete his/her assignment. The student's grade may be affected. Parents will be notified. If parents will not cooperate with a teacher on homework policy, the lead teacher or principal will be involved in enforcing the policy.

See homeroom teachers for individual classroom homework procedures and enforcement policies.

Upper Elementary and Secondary Homework Policy

1. Teachers will **text the parents that day** to notify of missing work. Teachers record the assignment as missing. Students will be required to finish the assignment by the end of the day.
2. **Second late assignment**: Teachers **will text the parents** to notify of missing work. Teachers record the assignment as missing. The student will lose a privilege (lunch recess, P.E., E.F.L. elective). The student must finish the assignment by the end of the day.
3. **Third late assignment**: Teachers follow the same process as above. The student is to attend **Homework Center** that day or the next day the center is open, even if the student completes late work by the end of the day. Time in the **Homework Center** may be spent in completing other homework or in studying material from other classes.

Subsequent instances of missing or late homework may result in **major infraction** which involves more serious consequences. Additionally, students who continue to neglect homework will lose the "first and second chances" in this process.

Secondary Department (Grades 6 - 10)

- All assignments are to be turned in on the due date in the beginning of each class or at discretion of the teacher.
- Absent students are given one day of grace per day of excused absence to turn in an assignment. Prolonged absences may require arrangements with individual teachers to make up missing assignments.
- If the late assignment is not turned in on the due date, the student will receive a grade percentage deduction penalty on the late work. Parents will be notified of the missing work as applicable.
- It is very important that children do their own homework. Disciplinary action as prescribed in the handbook will occur if homework cheating is discovered among students. This could include extra or redone work, receiving a grade of zero on that assignment, detention, or a conference with the parents and principal.

See homeroom teachers for individual classroom homework procedures and enforcement policies.

Special Projects:

Book reports, compositions, special research assignments, and projects are some of the activities useful in extending learning beyond the basic study of the text and classroom discussion. Note: in many situations, special projects are part of regular class requirements.

6.07.1

STANDARDIZED TESTING

The testing program includes the administration of a standardized achievement test battery and is given to all students (K-10) on an annual basis (TerraNova*** for K-10, PSAT for 9-10). Additionally, the testing program may include, but not be limited to, vocational interest, college entrance, criterion referenced in various skill areas, and tests of scholastic knowledge. The kind of tests administered will vary depending on the grade level of the student.

****Note: TN3 scores constitute a portion of the annual grade (Q1+Q2+Q3+Q4+TN3 = annual grade).*

6.08.1

ACADEMIC ADVANCEMENT

Students with exceptional academic abilities (not necessarily based on high grade point average) and psychological readiness might have an opportunity to advance in a math class by one grade level or in all subjects after 1st quarter. The following aspects are taken under consideration: teacher written recommendation, age of student, specialist testing, and psychological, social, physical, and spiritual readiness. If a student is unable to maintain a minimum of 3.5 GPA in all core subjects during 2nd quarter in the advanced grade, he/she will be moved back to the age appropriate grade. **Gifted students rank is usually from 1% -2% out of 1000 students in the same grade level.*

6.09.1

RETENTION POLICY

Retaining students at a given grade level is a procedure practiced when students are functioning at a level significantly below grade level expectation. The following criteria are used to determine whether or not a student should be retained: students must pass English and math in order to be promoted to the next grade. Students in grades one through eight who earn two "F's" cumulatively for the year may be at risk of retention. The principal and/or lead teacher will notify parents if end-of-the-year retention is being considered.

Note: after the second quarter, parents will be notified about possible retention for their child. The conference will be scheduled, student's work and tests will be presented to parents, and a probationary contract signed.

It is understood that at the discretion of the principal and Admissions Committee, a student may be refused re-enrollment for the following school year. Such refusal is not considered a direct disciplinary act. Refusal to re-enroll is not the equivalent of suspension or expulsion; rather, it may be a decision that is necessary for the best interest of the individual student and in the furtherance of TCA Purpose, Mission, and Vision.

SECTIONS 7: EXTRA-CURRICULAR ACTIVITIES

7.01.1

Objectives

1. Offer students an opportunity to glorify God in use of their gifts, knowledge, and understanding beyond the classroom.
2. Expand students' ability to express themselves in all areas of communication and stage performance.
3. Motivate students toward further study in pursuit of knowledge and understanding.
4. Encourage students to develop the ability to remain calm under the pressure of competition and maintain clear thinking and good recall.
5. Provide opportunities for fellowship with students from other schools.

7.02.1

Student Council

The purpose of the Student Council is to establish a Christ-centered organization which serves to develop Christian character in the student body by influencing and maintaining high spiritual standards

and act as a mediator between the student body, the administration, and the faculty. The council shall also promote social activities. Upon principal's permission, the Student Council may organize various fundraisers, as well as the "snack bar," to contribute to the school growth and development of the student programs.

The Student Council consists of the 10th grade students and other HS students as recommended by the TCA administration and homeroom teachers. However, a minimum 2.0 GPA and exemplary behavior is required after the first quarter to maintain Student Council membership.

At present the Student Council at Tacoma Christian Academy consists of high school students organized in at least two need-based formats.

- Elected officers fulfilling normal roles as president, treasurer, and so on.
- Two committees which rotate responsibility to operate the "snack bar".

The TCA Student Council oversees selected student activities throughout the secondary department, grades 6-10 inclusive.

7.03.1

Athletic Eligibility (grades 8-10)

The participation of students in athletics is an important part of TCA, yet we believe that academic achievement is more important than participation in after-school activities. We desire that all of our students realize that academics are a priority over athletics. Athletes are responsible for maintaining a G.P.A. at or above 2.0 (C or 75 %) in each class and must have satisfactory stewardship behavior. If a student athlete fails to maintain this standard, he or she will be in jeopardy of participating. The key factors will include the following: regular homework completeness, effort in class, teachers' and principal's input. Students in grades 2-7 may have sports practices but should not necessarily expect participation in the organized competitions/tournaments. Regular attendance of the after-school athletics does not constitute a reason to attend athletic competitions with the older students.

Athletic Games:

Participation in athletic games is based on P.E. teacher and coach recommendations. On a regular basis, students are required to attend 80% of all scheduled games. Students who followed all established sport guidelines will receive .25 athletic credit at the end of the school year.

Competitions:

The purpose of athletic and academic competitions is to provide to its schools such activities that enhance students with God-given abilities, gifts, and talents, so the school could provide after school club activities in order to prepare students for the school and state competitions: Bible, Spelling Bee, English, Speech, Math, Science, etc.

SECTION 8: PARENT INVOLVEMENT

8.01.1

Parent-Teacher Conferences

Parent-teacher conferences are held for all students at least two times a year (for details, see section VI. *Grading and Evaluation Standards*). Other conferences may be arranged by appointment with your child's teacher when you feel it would be beneficial.

8.02.1

Complaint Procedures

If you disagree with a situation in the classroom, see your child's teacher first. If satisfaction is not obtained, then the lead teacher must be contacted. If no resolution is achieved, then contact the school principal.

8.03.1

Parent Committee/Parent-Teacher Fellowship (PTF)

The mission of the TCA Parent Teacher Fellowship is **to serve TCA teachers and students through activities, events, and fundraisers as approved by TCA Administration.**

It is the PTF's objective to accomplish this mission by focusing on the following:

1. Providing opportunities for families to fellowship in a small school environment.
2. Providing hospitality for the TCA teachers and staff.
3. Raising money to support TCA's current needs.
4. Encouraging volunteerism and service to the TCA family.

PTF meetings are held on a regular basis.

PTF actively promotes, organizes, and implements school auction fundraisers.

PTF membership and active involvement in volunteerism provides opportunity for parents to fulfill their service block program obligations (*see below*) as well as to receive recognition and appreciation of the TCA administration.

8.04.1

Service Block Program – Family Involvement

The school is dependent upon each family's participation and assistance. Each family is expected to give of their time in involvement for a minimum of 30 hours per year. (Single parent households are required to volunteer half of the required time.) Students who are in fifth grade or older may help with family hours. The value of this time is calculated, determined and approved by the TCA Board of Directors on an annual basis.

**Please contact the local school for exact requirements on service hours.*

Service hours are recorded at the school office. Please ask the school secretary, homeroom teacher, or classroom mom about how you could work out your Service Hours. ** Additional service hours/lunch duty are added to families who receive the Tuition Assistance. The office notifies parents about their time of service.*

8.05.1

Annual School Auction

Annual school auction participation is required from all TCA families and serves as a blessing for the students, teachers, parents, and church.

8.06.1

Newsletter

TCA publishes regular newsletters that are sent home electronically (by email, app, website posting). It is the parent's responsibility to read newsletters and be aware of all school activities, events, changes on the calendar, etc., and respond promptly with any questions. In addition, TCA will employ media engines such as Instagram, Facebook, Twitter, Bloomz, Telegram, MailChimp, etc. to improve communication with the families.

8.07.1

Social Media and Communication

1. Creation of any groups in Telegram (or any other messaging app) should be authorized by the TCA administration. Either a principal or vice principal must have ownership of any TCA-related group.
2. As with any type of communication, messaging in school groups should be with respect to the teachers and TCA staff.
3. Limit your conversations to the hours between 8 am and 5 pm.
4. Urgent posts and questions can be posted between 5pm and 9pm with a heading "urgent."
5. Gossiping or discussing a person who is or is not a part of the group is not appropriate and goes against the teaching of our Lord Jesus. Avoid such activities.
6. Personal questions ("Can I pick up my child earlier today?") should be addressed privately with the teacher via text message, email or phone call (not in a group).

7. It is unnecessary to reply to a general announcement with “Got it” or “Thanks.” However, if the post is addressing you personally, you should reply with a short confirmation phrase. For example, “Mrs Smith, I hope we are okay with starting our classroom party at 9:30 AM on Tuesday” - answer: “Yes”

SECTION 9: Emergency Policies

9.01.1

General Emergencies

Due to the increasing threat of violence targeted at schools, we have formulated a lockdown procedure to minimize the potential harm that could befall TCA students and staff. In the event that a lockdown should occur, appropriate communication will be sent home the same day to parents explaining the event and reassuring them of their child's safety. Parents coming to pick up students at the end of the day will be signaled that a lockdown occurred by the display of yellow flags in the parking lot. Students will remain in their classrooms for parents to come in and escort students to their vehicles.

9.02.1

Fire Emergency

Expect drills at least four times per year.

1. Sound the fire alarm
2. Follow evacuation procedures practiced in drills.
3. Do not open hot doors. Check the top of the door for heat before opening it.
4. Do not break windows.

Students follow these rules:

1. Stop all activity at the sound of the alarm.
2. Walk immediately toward the exits.
3. The first person to a door holds it open for the rest.
4. Students walk silently in a single file.
5. Leader of the line walks to the edge of the grounds.
6. Students stand quietly while the teacher calls roll.

Teachers do the following:

1. Check restrooms and privilege areas for stragglers.
2. Take the daily attendance sheet.
3. Follow the students outdoors.
4. Call roll to verify everyone is out.
5. Bring students back inside following the all-clear signal.

Once the building is secure, the school principal will instruct teachers and students that it is safe to re-enter the building. An “all clear” signal will be announced by the office employee.

9.03.1

Earthquake

1. Instruct students to “Duck and Cover”.
2. Get immediately under a desk or table.
3. Face away from windows.
4. Squat on knees close to the ground.
5. Cover neck and sides of head with one hand behind the neck, hold firmly to a desk or table leg with the other hand.
6. Close eyes tightly.

7. If in a large room or where a desk or table is not available, stand in a doorway or corner facing away from windows.
8. If in an interior stairway, move to the wall and take the *personal protective position* (squat on knees close to ground, cover neck and sides of head with one hand behind the neck.)
9. Remain calm and reassuring.

9.04.1

School Lockdown (detailed protocols are available in the office):

Lockdowns prevent unwanted intruders from entering the building. A lockdown protects the staff and students from external or internal threats. Students are to remain in the same location they are in when a lockdown is announced.

During a lockdown no persons will be allowed to enter or leave the building. In the event a lockdown goes beyond the normal school day, parents will be notified of pick up procedures via phone, class messaging or emails. Parents should avoid texting/calling their children directly to minimize chances for chaos, panic, and misinformation.

In the event of a lockdown teachers will:

1. Close and lock classrooms and windows, pull shades and cover the window in the door.
2. Keep students away from the windows and doors. Turn off lights.
3. Listen to announcements on the intercom (“lockdown with warning” vs. “lockdown with intruder”)
4. If gunshots or explosions are heard, students will be instructed to lie on the floor.
5. Resume activities/classes only after the signal “all clear.”

9.05.1

Evacuation Plan

In an emergency, it may be necessary to evacuate students from the school or campus. In the event the building is deemed dangerous, students will be evacuated to an on-campus or off-campus location depending on severity. Examples of reasons for building evacuation are earthquake, fire, water damage etc. Other examples of campus evacuation are environmental pollution or natural disaster, etc. In the event of a campus evacuation the location to transport students will be determined by the principal. Parents will be notified by the office personnel by phone, email and/or school websites.

Procedures for Student/Parent Reunification

1. Parents report to the designated request gate. Parents will need to fill out a release form and show picture ID.
2. A runner will escort the requested student to the pickup area.
3. After completing the release form, the parent will be instructed to go to the pickup area. The parent will then fill out a pick up form indicating they picked up their child.

These procedures are important for safety and security. During an evacuation, the main doors will be locked. Your patience and support will be required as we work to assist you in retrieving your child.

9.06.1

School Closure

During bad weather the school administration will determine school closures, late starts, and early dismissals by the decision of the principal. If it becomes necessary to close school or have a late start, parents will be notified through the Alma alert system. Parents may also check the school website and Telegram App. You, as parents, can help with the process by keeping the office up-to-date on any phone number and other personal information changes throughout the year.