



Torrington Christian Academy
Family Handbook

Staff

Administration

Pastor /Head of School: Pastor Clark Hausman

Assistant Principal: Mrs. Dorothy Cernero

Office Secretary: Mrs. Chris Hayward

Middle and High School Teachers

Pastor Hausman

Pastor Cernero

Mrs. Seymour

Mrs. Spaulding

Mrs. Morin

Mrs. Zollarcoffer

Elementary Teachers

Grades K & 1: Mrs. Johnson

Grade 2 & 3: Ms. Stubbs

Grades 4 & 5: Mrs. Hopkins

Special Area Teachers

Lower Art: Mrs. Kain

Upper Art: Mrs. Zollarcoffer & local Guest Artists

Gym: Mr. Seltzer

Music: Mrs. Mellers

Chapel: Pastor Hausman

Kiddie Kollege

Head Teacher: Mrs. Diane Versari

Assistant: Ms. Rachel Miner

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TCA's Mission

The mission of Torrington Christian Academy is to assist parents in raising Godly children by providing academic excellence in a Christ-honoring environment.

Torrington Christian Academy is the only comprehensive, non-denominational Christian school in the Torrington area. Serving students from many towns, we offer a Christ-centered and family oriented environment where children are able to be “trained in the way they should go so that when they are old, they will not depart” (Proverbs 22:6). Students experience challenging coursework, extra-curricular activities that include athletics, the arts, and most importantly the opportunity to grow spiritually (biblically integrated core courses, Bible classes, chapel, community service, and mission trips).

Purpose Statement

It is the intention of TCA:

To assist Christian parents in fulfilling their responsibilities to provide a Christ-centered education for their children.

To provide opportunity for each student to develop spiritually, intellectually, physically, and socially to the highest degree for which they are capable according to their unique potential under God.

To reveal Jesus Christ to the pupil through Christ-centered curricula and the example of Christ-honoring teachers and fellow students.

To develop Christian character in the pupil, producing a life of victorious Christian living and faithful service.

To direct each student in the development of skills, concepts, and understandings essential to their progress in becoming a successful Christian citizen.

To help prepare the present generation of Christian youth to provide leadership for the next generation in America's government, educational system, churches, and other key

areas.

To present curricula which are college preparatory and challenge students to do their academic work on an advanced level.

History

Torrington Christian Academy began in 1978. It has from the beginning and continues to employ curriculum such as Accelerated Christian Education ministries (ACE), which endeavors to meet the educational needs of today with the traditional values of yesterday and the technology of tomorrow. TCA has endeavored to expand and enhance its curricula while maintaining a thoroughly Biblical curricula and individual approach to learning. TCA employs curricula from Saxon, Abeka, Bob Jones, ACSI, Apologia, Alpha Omega, and other publishers.

Admissions & Operations

Admissions Policy

TCA admits qualifying students of any race, color, national and ethnic origin.

Admissions Process:

1. Visit www.tcact.org
2. Complete and submit Application. Set up tour.
3. Parents and students must have an interview with Administration unless you have another child already enrolled at TCA. Application fee will be collected at this time.
4. Schedule Testing: baseline testing fee \$40.00 K-8th Grade. (Kiddie College students entering Kindergarten will have their K-4 assessment reviewed by the Kindergarten teacher and it will be decided if further testing will be needed.)
5. Upon acceptance, parents will receive a congratulations letter! This letter will provide the final steps in the admissions process.

School Session

School begins at 8:00am and dismisses at 2:45pm. Students may not enter the building before 7:45 am (unless given special permission) and should be out of the building before 2:45 pm (unless participation in a school-related activity requires otherwise).

Parents and guardians should drop off and pick up students behind the building (by the

crosses). Students should not be picked up in the front parking lot or on the other side of the church/school building. Students should exit main hallway doors only.

Break times are at the learning center supervisor's discretion. Time and duration may be changed to accommodate daily activities.

Delays and Closings

To accommodate delayed openings mainly due to snow and ice, the daily schedule will be modified as necessary. Torrington Christian Academy will follow Torrington Public School delays and closures. Closings and delays will be announced for Torrington schools on radio stations WTIC (1080AM) and WSNB (610AM) and television stations WFSB (Channel 3). Torrington Christian Academy will follow These announcements and they will apply to TCA unless otherwise announced . In the event of an early dismissal or school closing, students should do necessary schoolwork at home. This applies to both snow days as well as staff in- service days.

Parent Information

Parental Involvement

It has always been and still is the philosophy of TCA that parents are responsible for their child's education. We feel that this is scriptural and God's plan.

The home is the primary institution established by God (Genesis 2:1,24). It is a command of God that parents exhort and rear their children (Ephesians 6:4). TCA is an extension of the home; we cannot, nor do we wish, to replace or usurp the responsibilities that God has given to parents. It is true that a student's academic success is directly related to parent's active involvement in their child's school experience.

Meet the Teacher/ Curriculum Night

Parent-teacher-student night and parent conferences promote a good understanding between parents/guardians and the faculty/administration. Every parent is required to participate in these informative and helpful programs. The Meet the Teacher night/ Curriculum Night will be held during the first few weeks of the school year.

Parent-Teacher-Student Conferences

Parent-teacher conferences are scheduled in November for grades K-12. The November conferences are mandatory. Other parent-teacher-student meetings are encouraged throughout the the year.

Parent / Teacher Communications

We always encourage open communication between the teacher and parents. This may be done through the Sycamore School Management System. As always, face to face conferences are always encouraged. **All communication about students change of routines for dismissal, parent pickup, bus changes and days absent must be communicated through written communication with the school and must be signed and dated. (texted messages and emails will not be accepted).**

Late Rides

To prevent accidents, students who have to wait after school for late rides must wait inside the church/school building by the door facing the crosses. Please be consistent and pick up your children on time. When a parent consistently picks up a child late, it causes the child to be insecure and it also causes undue burden for TCA staff.

Transportation Changes

For your child's safety, please notify the school office and homeroom teacher if there are changes in your child's travel arrangements to and from school or school-related activities.

School Visitors

Any individual (family member, friend of student, etc.) visiting the school for any reason must report first to the school office, sign in and wear a visitors badge during their entire visit. If it should be necessary to speak to a student or teacher directly, the office personnel will make the proper arrangements. Appointments to visit may be arranged through the school office. It is extremely important that the classroom environments not be interrupted.

A parent wishing to speak to their child's teacher (with questions / concerns) should leave a message with the office. The teacher will be notified to contact the parent to schedule a meeting. Impromptu meetings (i.e. parents showing up at the school without an appointment and wishing to talk to a TCA staff member) will not be entertained

during school hours. After-school impromptu meetings should follow the same protocol.

Student Life

Absences

If a student is unable to attend school, a parent or guardian must call the school office by 8:00am.

Students missing more than five days of school in any quarter, to a maximum of 12 days per year, will be in danger of having to repeat their classes. For high school students this could jeopardize their ability to meet graduation requirements.

During absences, snow days, or staff training days, students are expected to continue their work at home. To uphold the highest academic standard at TCA, students need to be in school to participate in their classes.

Consistent attendance is strongly encouraged. Frequent absences cause hardship for the student, teacher, and class. Please schedule family vacations during school breaks and, as much as possible, schedule appointments (such as doctor or dentist) for after school hours.

Tardy to School

Tardiness is disruptive to teachers and classrooms. It is important that students be on time so they can participate in morning devotions and prayers which set the tone for each day. **The main entry door (by the crosses) will be locked promptly at 8:00am. Any student arriving after this will need to be let into the building by the secretary and escorted by a parent (or person dropping student off) to the office to be signed in.** Only then will the student be permitted to go to their classroom.

Three tardies will count as one absence and will add toward the total allotment of five absences per quarter.

Tardy to Class

Tardy to class means that the student has arrived to class after the bell has rung without a pass. In such instances, teachers should document the student's tardiness in their

class attendance in Sycamore. Should disciplinary action be required, teacher should log the disciplinary action taken, and reason for the action, in their class discipline log in Sycamore. Each quarter the student's step in the tardiness matrix will reset to step 0.

Tardiness Matrix:

Step 0: no tardies.

Step 1 (1st tardy): Warning and student conference with teacher after class.

Step 2 (2nd tardy): Final warning, conference with student, parents notified via email.

Step 3 (3rd tardy): Teacher assigns student lunch detention, parents notified via phone.

Step 4 (4th tardy): Teacher assigns student lunch detention, refers student to principal, principal conference with student and parents.

Step 5 (5th tardy): Student referred to principal, parent/student/teacher/principal conference scheduled, student receives ISS (In School Suspension).

Dress Code

Believing that our outward appearance is important in representing ourselves and our school to the world, and having been commanded to “let your light so shine before men that they may see your good works and glorify your Father which is in heaven” (Matt. 5:16), Torrington Christian Academy expects all students, with the help of their parents, to exercise good taste and judgment in their dress at all times. Our dress guidelines are designed to teach principles like modesty, neatness and cleanliness, not causing others to stumble, and respect for authority. The goal of our dress code is to glorify God and to set an example for others.

Dress, while students are on campus and during extra-curricular activities (such as sports activities and field trips), should be appropriate and modest. The administration is the final authority in the interpretation of the dress code and has the right to disapprove of dress that may not be clearly defined by the policies below and to require corrective action if deemed necessary.

If you have any questions about an item of clothing, it would be advisable to contact the school office before making the purchase.

We accept the premise that the major responsibility for student appearance rests with the parents. Parents have the obligation not only to provide clothing but also to guide the student’s selection in proper wearing of apparel and determining its suitability.

Parents should see that their child is dressed in accordance with the school's regulations prior to their leaving home.

General Clothing Guidelines

Any student in non-compliance of the dress code will be expected to correct the problem if possible. **If necessary, the student will be directed to the office to wait until his/her parent arrives to assist in resolving the issue.**

Dress Code

- Clothing should not be excessively tight fitting or loose fitting.
- Any shirt (such as tank tops, T-shirt, camisole, etc.) worn under a school shirt must not be able to be seen.
- Pants and skirts must be worn at the waistline.
- Girl's shirts designed to be worn untucked must fully cover the waistline throughout daily activities. Shirts or dresses must not have low-cut or plunging necklines; all cleavage should be covered at all times.
- All dresses and shirts/blouses worn must have at least a short sleeve. No sleeveless tops are permitted.
- No leggings or spandex-type clothing may be worn as outer garments.
- Pants or shorts are not permitted to have writing across the "sitting area" and should be free of any tears, holes, or frays or the appearance thereof.
- No sandals, flip-flops, crocs, etc. are permitted.

These general guidelines apply to field trips and dress-down days as well.

Girl's Dress Code

Girl's clothing must be modest. Tight fitting, low-cut, or revealing clothes are unacceptable. Shoulders and midriffs must be covered. Clothing must not be see-through.

Skirts

- Skirts must be navy, tan, or black and solid color. Skirts should not be tight or form fitting. They must be able to move freely over the hips.
- Length should be no shorter than the middle of the knee cap. Slits, if present, should not extend above the knee.
- Girls who will be using playground equipment should wear shorts under skirts.

Pants / Shorts

- Pants must be navy, tan, or black and solid color. No stretch pants, skinny pants, cargo pants (w/ pockets on sides), denim, or low-rise pants.
- Full-length pants are required except for the months of **August, September, May, and June** when shorts or capris may be worn. Shorts or capris must meet the same color and style criteria as full-length pants. Shorts must be no shorter than the top of the knee when standing.

For samples of acceptable style of pants see:

- Walmart or Target flat-front uniform pants
- Lands End plain-front Chino pants
- French Toast Flat-front pants

Shirts / Blouses / Sweaters

- Polo shirts with TCA logo must be worn and must be purchased through More Than Words at 261 Oak Ave. Torrington. (order forms are available to download from tcact.org)
- Shirts made to be tucked in should be tucked in. Polo shirts may be worn out, but should not look sloppy (too long, baggy, etc.). Regardless of style, all shirts should be neatly pressed.
- All shirts must be buttoned, with the exception of the top button.
- **Hooded sweatshirts/sweaters and “outside” jackets and coats are not permitted to be worn in the classroom. Hooded sweatshirts may be worn during outside activities such as recess or gym.** TCA sweatshirts without a hood may be worn in the classroom during cold-weather months.

Shoes / Socks

- Shoes must have a closed toe and may be black, brown, or navy. Casual flats are preferred. Backless shoes, slippers, moccasins, etc. may not be worn.
- Shoes should not have a heel higher than two inches.
- Boots with heels no higher than two inches are permitted. No Ugg or timberland type style boots may be worn. Snow boots may not be worn in the classroom.
- Socks must be worn and should be navy, tan, or black and solid color. Socks can be knee length or ankle length (no-show socks are not permitted).
- Tights may be worn and should be navy, tan, or black and solid color.

Students in grades K-5 are permitted to wear black athletic shoes/sneakers (mostly solid color; they must have only white soles).

For middle and high school students, athletic shoes (sneakers) should only be worn for P.E. classes, sports activities, and dress down days.

Accessories

- One set of earrings may be worn and only on the earlobes. No bars or gauges are permitted. Earrings on other parts of the ear are not to be worn in school or at school-related functions.
- No face or body piercings are allowed.
- No ankle bracelets are permitted.
- Makeup and jewelry must be conservative and minimal.
- Hats are not permitted to be worn in the classroom.
- No tattoos, drawings, or other markings on the skin are allowed.
- Hats are not permitted to be worn in the school building.
- A single necklace and/or ring may be worn.

Hair

- No spiked or extreme hairstyles are permitted.
- No unnatural hair colors (dye, bleach, streaks, etc.) or extensions are allowed.
- For both boys and girls: Hair must be kept neat and at a reasonable length.
- Hair must be kept neat and combed at all times. **Hair must be off the ears, collar, and eyebrows.**
- Sideburns must not extend beyond the middle of the ear and should be neatly trimmed.
- Hairstyle must be conventional. No extreme or faddish hairstyles are permitted (spiked, bowl cut, shaved head, punk styles, unnatural colors, streaks, bleaching, etc.).
- Boys must be clean shaven. No facial hair is permitted.

Chapel

- No shorts or capris are allowed on chapel days.
- Girls in grades K-5 must wear a navy, tan, or black skirt on chapel days. They may wear either a school polo shirt or a solid-color dress blouse that meets dress code standards.
- Middle and high school girls must wear either a dress or a skirt and dress blouse on chapel days. Dress pants may be worn during the months of December, January, and February. Skirts, pants, and blouses must meet general dress code standards.

Boy's Dress Code

Pants

- Chino / Docker style pants must be worn and must be navy, tan, or black and

solid color. No cargo, stretch, skinny or denim pants allowed.

- Belts should not have studs, large buckles, or other decorations on them.

Shorts

- Shorts may be worn during the months of August, September, May, and June and must meet the same color and style criteria as long pants. Shorts must be no shorter than the top of the knee when standing and can not be excessively baggy.

Shirts / Sweaters

- Polo shirts with TCA logo must be worn and must be purchased through *More Than Words* at 261 Oak Ave. Torrington. (order forms are available to download from tcact.org)
- All shirts should be neatly pressed and should be buttoned, with the exception of the top button.
- Polo shirts do not need to be tucked in, however, dress shirts worn on chapel days must be tucked in.
- Cardigans and sweater vests with school logo may be worn but must be navy, tan, or black and solid color.

Hooded sweatshirts/sweaters and “outside” jackets and coats are not permitted to be worn in the classroom. Hooded sweatshirts may be worn during outside activities such as recess or gym. TCA sweatshirts without a hood may be worn in the classroom during cold-weather months.

Shoes / Socks

- Socks must be worn and must be navy, tan, or black.
- Brown or black casual or dress shoes may be worn. **Not sneakers.**
- Students in grades K-5 are permitted to wear black athletic shoes (mostly solid color; white only soles are permitted).
- For middle and high school students, athletic shoes (sneakers) are only to be worn for P.E. classes and sports activities.

Chapel

- No shorts are permitted to be worn on chapel days.
- Middle school and high school boys must wear a button-down, collared, solid-color dress shirt (no neon colors) and coordinating tie on chapel days.

Physical Education Dress Code

- Students required to change clothes for P.E. classes must wear either the TCA logo gym T-shirt, available for purchase through *More than Words*) or another

official TCA spirit-wear shirt.

- Solid blue, black, or gray athletic shorts must be worn. Shorts should be loose fitting and must be no shorter than the top of the knee when standing. Solid blue, black, or gray sweatpants or jogging suit pants may be worn during cold weather months.
- Athletic shoes and socks must be worn.

Dress-Down

- On special occasions, students will be allowed to wear a relaxed dress code. On those days, clothes need to be clean and without tears, holes, or frays. If a skirt or dress is worn, it must be in compliance with the dress code length.
- No clothing worn on dress-down days should promote entertainment or products that would contradict Biblical standards or the TCA Mission/Purpose statement.
- All clothing should be worn with good taste and modesty in mind and should meet the standards included in the General Clothing Guidelines section of the dress code.
- Jeans/denim are permitted, provided they are not stretch, skinny, or low-cut jeans.
- No sweatpants, leggings, camouflage, or pajamas may be worn (unless special permission has been given).
- Athletic shoes may be worn.

General Guidelines

Lunch Policies

Due to health concerns (especially allergy issues) students are not allowed to share foods and/or beverages with one another. **Students are not allowed to store their lunches in the kitchen refrigerators. All lunches should fit and be stored in the student's locker.**

Cell Phones

- Students may not make/receive calls or send/receive texts from a personal cell phone during the school day. Should there be an urgent message that you need to get to your child, call the school office and the secretary will deliver the message.
- Students who bring cellphones to school must keep them turned off and in their pocket, purse, locker, or in the classroom "parking lot."
- Students caught using a cell phone during school hours will be subject to

disciplinary action.

Telephone Calls

Students are not to be called by parents during school hours unless it is an emergency situation. Students will not be permitted to make phone calls except at the discretion of their teacher.

Lockers

Students who are issued a locker are responsible for keeping that locker clean and secure. Only those locks issued by TCA may be placed on lockers. If a lock does not work properly, the student will be issued a new lock free of charge. If a lock is lost or damaged by the student, the lock will be replaced and a fee of \$15 will be charged to the student's account.

TCA will not be responsible for items stored in lockers, so we caution against bringing valuable items to school.

For reasons of health and sanitation, no opened food or drink items are to be left in lockers.

Physical Education Classes

All students must participate in Physical Education classes. A written doctor's excuse is necessary to exempt a student from P.E. class. Students are to be in approved uniform attire each P.E. period.

Student Driver Policy

Students who drive to TCA are to park in the designated student parking area (see high school supervisor for details). Students who will be driving to school on a regular basis must provide a copy of their driver's license and proof of insurance to the office. TCA is not liable for any damage or theft to student vehicles. Students are not permitted to drive on field trips or to transport other students to or from school. Students can drive themselves and immediate family members to school sports events, but are not allowed to transport other students. Students are not allowed to go to their vehicles during the school day unless given special permission by their learning center supervisor or other school official.

Miscellaneous Guidelines

- Open food and drink containers are allowed only in designated eating areas except for approved classroom functions.
- Water is the only beverage students are allowed to have with them throughout the school day.
- No laser pointers, electronic games, or other such items are permitted in class.

- Students are not allowed to chew gum during school.
- Throwing of objects is not permitted, as this could cause injury to another person.
- All music-playing devices and headphones are prohibited during school, unless
- special permission is given by the teacher. All music listened to while on campus or at a school-related activity must not contain profanity, crude language, sexually explicit lyrics, or anything else that does not align with TCA's philosophy and mission.
- The following items are not to be brought on campus by students: weapons, guns, knives, matches/lighters, or any other items that have the potential to harm others or property. No smoking devices of any kind.

Student Conduct and Discipline

Standards of Conduct

Students at TCA are expected to refrain from talking about or engaging in cheating, swearing, stealing, immoral behavior, smoking, gambling, drinking alcoholic beverages, and using narcotics. Students who participate in such activities are subject to suspension or expulsion. Students are expected to act in an orderly and respectful manner, maintaining Christian standards of courtesy, kindness, language, morality, and honesty. Students must agree to strive toward unquestionable character in speech, dress, behavior, and attitude. Students are expected to abide by these standards of conduct whether at school or elsewhere throughout the time they are enrolled at TCA.

Students are encouraged to live a life that is God-honoring. This means that all students are to refrain from "all forms of evil." This includes abstinence from: sex, immoral behavior as defined and outlined in 1 Corinthians 6:9-10, 18-20 (NLT) and Romans 1:18-31 (NLT), smoking, alcoholic beverages, narcotics, swearing, viewing or discussing questionable movies or television programs, and listening to or discussing music with foul language, cursing, or morally degrading lyrics. Students who participate in such activities will be subject to suspension or expulsion.

In order to help students maintain a high standard of morality, male and female students must at all times comply with the "6 inch rule." This rule requires at least a 6-inch space between boys and girls when sitting, standing, etc. It is important that public displays of affection (PDA's) are not shown while on campus or at school-related events. This includes hugging, holding hands, etc. Students who participate in such activities will be subject to suspension or expulsion.

Language

Profanity, name-calling, insults, and suggestive or crude language/gestures are not acceptable and may result in disciplinary action.

Books / Magazines

Any books or magazines brought to school by a student must meet with the approval of

their teacher.

Cheating

Cheating is a serious offense. It involves taking information from some source other than the student's own mind and presenting it as if it came from his/her own mind. This includes, but is not limited to, plagiarism, copying answers from other students, and copying or marking answers from score keys. As defined by Merriam-Webster, plagiarism is stealing and passing off the ideas or words of another as one's own. It is to commit literary theft.

Students who cheat in these or other ways will be subject to disciplinary action.

Cheating includes both the components of stealing and lying. Students need to understand the seriousness of these offenses. Ultimately, students are responsible for their own actions regarding giving in to this temptation.

Cyber Ethics

In our world of computers, cell phones, internet, video games, and social media, it is important that Christians use these technologies in a manner that is glorifying to God and healthy for themselves and others.

The following guidelines apply to all forms of communication technology (i.e. texting, emails, and all forms of social media) used by our students:

1. Students should pursue wisdom and kindness. Before sending or posting
2. any item, ask yourself if the content will glorify God, reflect Biblical values, build up others, and strengthen your Christian witness. If not, don't go there!
3. Remember – whatever you send or post can be seen by others. There is no
4. such thing as “private” when it comes to any form of cyber messages!
5. The use of profanity, unkind words, crude language, inappropriate images,
6. threats, etc. is not acceptable and may result in disciplinary action.
7. Negative references or statements about another student or a TCA staff
8. member will not be tolerated and may result in serious consequences.
9. If you feel you have been targeted in some way by a classmate via some
10. form of cyber technology (text, email, social media, etc.), speak to a teacher or supervisor. Your concerns will be taken seriously and investigated.

Discipline

Jesus gathered followers who are known as disciples. These followers had committed to doing the will of their leader, Jesus. During the time when Jesus was mentoring and leading the disciples, He showed them what was acceptable and what was not. He also

modeled the correct behavior and attitude for His followers. When His disciples did not do what was in accordance with His will, Jesus provided correction/discipline. The dictionary defines discipline as “training that corrects, perfects, or molds the mental faculties or moral character.” It is our goal to discipline (and disciple) all those who attend TCA in order to help them become more Christlike. TCA is not a corrective institution; consequently, we ask that a child not be enrolled with the idea that we will reform him or her. We believe that we are to work with the home for the child’s education, but we are not here to take the place of the parents who experience difficulty in fulfilling the parenting role of discipline. To foster good judgments to the school’s rules, policies, standards, all newly admitted students will be placed on probation for their first six weeks. The student must at all times conduct himself/herself in a Christian manner. Gripping, divisive behavior, disrespect to staff and students, picking on other students, gossiping, and spreading rumors are not allowed!

If your child comes home with a complaint about a policy or discipline, please follow this procedure:

1. Know that we love your child and that, just as with parenting, there are some difficult decisions that we must make in order to help your child follow Godly principles and build Christian character.
2. Trust that the staff at the school has your child’s best interest at heart and is trying to help him/her understand the corrective process.
3. Realize that your child’s reaction may be emotionally charged and may not include all of the pertinent information.
4. Realize that the school has specific, well-thought-out reason for all of the rules and guidelines. These rules are enforced without partiality.
5. Support the administration and call the school for “the rest of the story.”
6. Please follow the prescribed chain of command – Classroom teacher, principal, head of school – in pursuing issues or seeking to resolve disputes.
7. Pray with your child and ask God for His help in making your child more Christlike.
8. Help your child remain accountable for his/her actions and the consequences of making negative decisions.

The information in this family handbook is largely for the benefit of our students. It outlines the rules and procedures that students need to follow during their time at TCA. When children allow their fleshly attitude to control their actions, they must be disciplined. This discipline varies based on the rule(s) broken and the magnitude of the

student's wrongful behavior. Examples of wrongful behavior include, but are not limited to, lying, cheating, stealing, fighting, disrespecting others, etc.

Listed below is an example of the discipline process:

1. Documentation of wrongful behavior.
2. Parents are notified of the wrongful behavior (via phone, email, etc.) by teacher or staff person. School and/or home consequences will be discussed.
3. Student gets a school consequence - such as loss of privilege, detention, in-school or out-of-school suspension - depending on the seriousness of the wrongful behavior. In extreme cases of wrongdoing, the student may be expelled from the school.
4. Subsequent offenses require 1-4 above and a meeting with the classroom teacher, principal and/or Head of School.

In the rare case of a student's continued attitude or behavior not complying with the school's rules and philosophy of education, the parents will be asked to withdraw the student.

TCA is dedicated to the training of children and a program of study, activity, and living that is Christ-centered. It is our conviction that "all things be done decently and in order" and that our students should be taught to accept the responsibility to "walk honorably before all men." Simple instructions to students, like signing out prior to leaving the learning center and refraining from talking or walking around the learning center without permission, are not unreasonable and are expected to be adhered to. Students who willfully decide to be disobedient indicate that they are unwilling to submit to authority – this is sin. These types of behavior are an indication of a "heart" problem and repeat offenders will be disciplined as listed above.

Students are reminded that the Lord Jesus Christ expects us to be disciplined in all of life:

"Children, obey your parents in all things: for this is well pleasing unto the Lord."
(Colossians 3:20)

"Obey them that have the rule over you, and submit yourselves..." (Hebrews 13:7)

"For the commandment is a lamp: and the Law is light; and reproofs of instruction are the way of life." (Proverbs 6:23)

"He is on the way of life that keepeth instruction: but he that refuseth reproof erreth." (Proverbs 10:17)

TCA reserves the right to inspect student's desks, lockers, backpacks, bags, and cars. When deemed necessary.

Academics

Accreditation

Accreditation by a state governmental agency is an administrative mechanism designed as an attempt to attain uniform education for all children in government schools. It was established as a governmental means of causing local public school districts to meet what the state educational agencies determined to be minimum academic and facility standards for government schools.

However, in our Christian academy, we strive for more than a minimum standard. The criteria developed by our school are based on Scriptural principles and concepts. Since these are not always the aim of secular education, we do not seek secular approval.

Our objective is found in the Scriptures – “Study to show yourselves approved unto God.”

Our school has been awarded “Model School” status by the ACE ministries in recognition of excellence in high academics, curricula, and spiritual achievement.

Governmental accreditation of a private Christian school is not necessary for a graduate of that school to enroll in a college or university. Registrars of such institutions are interested in the academic merits of individual students not in the name of their school of graduation. Thus, they evaluate each applicant's academic aptitude through nationally standardized tests. This school does not seek accreditation by any governmental educational institution but does endeavor to provide the highest possible academic program. For these reasons, we have sought and received full accreditation from the National Association of Private School (NAPS).

Curricula

TCA utilizes curriculum from many different publishers including Saxon and Abeka, etc., in an effort to provide students with the best overall academic program possible. For a complete list of curriculum used by grade level, please contact the school office.

Computer Courses

In some instances, high school students will utilize online courses as part of their academic program. These may be used for required classes (where staffing does not permit the course to be offered in the classroom) or for electives. With many college credits now being earned online, these courses will help the student to become familiar

with the process and the skills necessary for such an experience.

Any course taken online for credit at TCA must be arranged through the school and done under the supervision of TCA staff.

College Level Courses

TCA offers students the option of attending select NWCC / NCCC classes for high school juniors and seniors. Classes from NWCC / NCCC can be taken free of cost through the High School Partnership with these community colleges. There are restrictions on the number and type of classes a student may take. Students are not permitted to take a college class for high school credit if the same course is being offered as a taught class at TCA. For more information, contact the high school supervisor.

Requirements for Taking College Courses

1. Student must have made the Honor Roll in the semester prior to their beginning a college course.
2. Student must pass with a “B” or higher any previous college courses in order to take additional courses.
3. Courses must have prior approval from the principal.
4. Student must provide TCA with all test results and a grade report within two weeks of completing the course. Students will not be permitted to sign up for another college course until these have been submitted.

Tutoring/After School Help

Teachers will be available after school for tutoring purposes on an as needed basis. Students are required to make an appointment with their teacher in advance.

Homework

Homework is an important part of the educational process. Students must complete the planned homework to be successful.

Homework allows:

1. Students to practice strategies taught during the daily lessons.
2. Students to practice new skills and work on special projects and other assigned activities.
3. Students to strengthen areas of challenge.

We offer the following checklist as a guide to assist you, the parent, in helping your child be successful in their schoolwork:

- For students in grades K-3, check their homework folder each day.
- For students in grades 5-12, check their student planner each day.

These are our daily communication between school and home.

- Check for any written correspondence from your child's teacher, or principal.
- Parents are required to check a student's planner and sign it daily.
- Take note of any upcoming checkups, quizzes or tests and, if possible, assist them with studying for these.
- Check Sycamore for updates from your child's classroom teachers.
- Pray with your child daily and give him/her encouragement to do their best.

At any time, should there be a disagreement between parents and the teacher, the principal should be consulted.

Report Cards

Report cards are given out following each 9-week period.

Honor Roll

To be considered for the Honor Roll students must pass all subjects with a minimum average of 90% and be complete in all subject requirements.

High School Courses of Study

High school students should establish their course of study prior to their sophomore year. The following options are currently offered: General and College Prep. All students must carry at least six credit hours per year. For a complete list of required credits for each course of study, see pages 30-33.

Graduation Requirements

It is not the policy of TCA for students to graduate early.

Students must complete the required credits for their course of study, passing each subject with a final grade of at least 70%. **If a student does not meet these requirements, they will be required to repeat the course.**

In an effort to keep high school students on track toward graduation, students who fail to complete or pass a class will be required to finish or redo that course during the summer. An extra fee will be charged for students required to attend the summer session.

Athletics

Team Sports

Team sports offered through TCA's athletic program help to develop character qualities of faithfulness & loyalty (1 Corinthians 4:2) as well as commitment & diligence (Colossians 3:23 ; Ecclesiastes 9:10).

Junior Varsity and Varsity sports are offered for Volleyball, Soccer, and Basketball.

Participation Policy

Students must be in school for at least four hours to participate in that day's sports game or practice.

Students not passing a class with at least 70% or not completing homework will be ineligible to participate in practices or games until they return to the level of passing or homework completion.

Dress Code for Sports Practices

Students participating in sports practices must adhere to the following guidelines:

- Clothing worn should conform to standards set forth in the General Clothing Guidelines section and Dress Down section of this handbook, with the following exceptions:
- Sweatpants are permitted to be worn.
- Sleeveless shirts and tank tops may be worn (the upper sides of girls' torso must still be covered)
- Shirts, warm-ups, etc. containing sports team names or logos, professional Athlete's name, etc. may be worn provided they meet all other dress code guidelines mentioned above
- Shorts must be no shorter than mid-thigh
- Soccer or baseball/softball cleats are never to be worn inside the school building; players should remove cleats before entering the building

Gymnasium

Only clean athletic shoes are to be worn when playing in the gym. Non-athletic-shoes are not allowed on the playing floor. Students are not to play on the stage or loft area. Students passing through the gym are to use the aisles around the playing floor. No cleats or muddy/dirty shoes are ever to be worn in the gym.

Sports Awards

Students who participate in the intervarsity sports program will be recognized and honored at our annual sports awards night. There are a variety of awards that can be

earned by student athletes. For a complete list and descriptions, contact the coaches.

Extra-curricular Activities

After-school Activities

When students participate in an after-school activity they must take their needed belongings with them. Students are not to be in the classrooms after school hours without permission. For safety purposes, students are not permitted to play in the gym without school-approved adult supervision. Brothers and sisters of students participating in after-school activities may not remain in the school or on the playground unless supervised by a designated adult.

Eligibility

Requirements for extracurricular activities (sports, clubs, etc.) are an **80% (B-) or higher overall average during the present marking period.**

Special Events

Special Programs and Events

Parents and students are expected to attend the school's special programs, such as the Christmas and Spring concerts, Commencement, and the Annual Awards Banquet. Parents are encouraged to attend as many events as possible that their child participates in, such as sporting events, Gifts & Talents Night, etc.

Annual Awards Days

Certificates, medals, and trophies highlight the annual TCA Awards Days held each spring. Students earn awards for academics, performing arts, perfect attendance, and Christian character.

Sports Awards Night

Student athletes are honored at our annual Sports Award Night with certificates, pins, and letters. This is also an opportunity to appreciate coaches and team volunteers.

Miscellaneous

Rights and Responsibilities

Student's Rights and Responsibilities:

All students of TCA have the right to be treated with fundamental fairness, dignity, compassion, and Christian love. Each student, in turn, is expected to respect the rights and privileges of other students, teachers, and staff members.

Students are then obligated to exercise their own rights and responsibilities in compliance with the rules established for the orderly conduct of the school's mission. Some of the specific responsibilities for achieving a positive and productive learning environment at the school or school-related activities shall include the following:

- Being prepared for each subject with appropriate material and assignments
- and homework.
- Being properly attired and groomed (within dress code).
- Exhibiting respect toward others, their property, and toward church and school property.
- Adhering to all expectations of the family handbook.
- Obeying all rules of conduct and safety.
- Cooperating with staff in the investigation of disciplinary cases and volunteering information related to serious offenses.
- Taking all school-related communications home.

Parent's Rights and Responsibilities:

Parents and supervisors/staff need to cooperate with one another. Anything said or done that destroys mutual respect and confidence will harm the student. Parents will be contacted when academic or behavioral issues warrant. This will foster good communication and facilitate partnership in correction. The parent's rights and responsibilities include:

- Actively support the philosophy and mission of the school.
- Actively help your student take responsibility for their actions and become a responsible and godly Christian.
- Teach your child to pay attention, obey the rules, and respect their authorities
- Encourage and lead your child to develop proper study habits at home.
- Pay required tuition, fees, and late charges in full.
- Participate in parent/supervisor conferences.
- Be sure your child is dressed appropriately for school and school-related activities.
- Bring to the attention of your child's teacher any learning problem or condition relating to your child's education.
- Follow the prescribed "chain of command" – learning center supervisor, principal, head of school – in pursuing issues or seeking to resolve disputes.

- Submit a signed statement that you understand, concur with the philosophy of TCA, and agree to uphold the provisions of the family handbook.

Security System

For the safety and protection of our staff and students, the school uses a security system. With this system, everyone will enter in the main north-side door directly across from the crosses. This door will be open from 7:45-8:00 am, after which time those wishing to enter will need to be buzzed in by the school office. When someone approaches the front or back door, the office is notified by a beeping sound. From the outside camera, the secretary can see the person and ask them to identify themselves. After this, she will be able to grant or deny entrance. We know that this safety measure will continue to be appreciated.

Restricted Access

The following areas are “off limits” unless permission is given by church or school staff: other student’s lockers, school or church offices, staff person’s desks, gym, parking lot, kitchens, storage areas, and nursery.

TCA has a closed campus policy, meaning that students are not allowed to leave the school grounds during school hours without written parental permission.

Fire Drills

Fire drills will be held once a month. These can be announced or unannounced.

At the sound of the fire alarm bell students are to stand and walk out of the building in an orderly manner to a designated place. Students in the gym or location other than their assigned classroom should go out the nearest exit. Once outside, student should go to their designated fire drill location.

In case of emergency, all windows and doors should be closed behind students.

Property

Any property belonging to TCA or another student that is marked on, defaced, or damaged in any other way is to be repaired and/or replaced at the offending student’s expense.

Lost and Found

Items left in the gym, locker rooms, hallways, etc. will be placed into the Lost & Found. Items not claimed after a reasonable time will become the property of the school and

will be given away or thrown away.

Accident / Injury Insurance

Students injured during school hours, or while participating in school-sponsored activities, are covered by a Student Accident Excess Policy which pays some expenses not covered by the family's personal insurance policy. We encourage families to use their insurance policies whenever possible.

Christian Americanism

Christian Americanism places emphasis upon the greatness of America's heritage and the sacrifices of her heroes. America's Constitution guarantees liberties to educate in order to preserve freedom. We unashamedly teach the Biblical doctrines of self-discipline, respect for those in authority, obedience to the law, and their natural outgrowth, love for flag and country.

Pledge of Allegiance to the American Flag

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

Pledge of Allegiance to the Christian Flag

I pledge allegiance to the Christian flag, and to the Savior for whose kingdom it stands, one Savior, crucified, risen, and coming again, with life and liberty for all who believe.

Pledge of Allegiance to the Bible

I pledge allegiance to the Bible, God's holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.

General Course of Study

This course of study is appropriate for those students who plan to attend a trade school or take college courses toward an associate's degree.

Humanities (11 total credits required)

Bible – 3 credits required, to include:

Old Testament Survey	New Testament Survey
Apologetics I	

English – 4 credits required, to include:

English I	English II
English III	English IV

Social Studies – 3 credits required, to include:

American Government (1/2 credit)	Economics (1/2 credit)
World History	American History

Fine Arts – 1 credit required

S.T.E.M. (Science, Technology, Engineering, Math) (8 total credits required)

Math – 4 credits required, to include:

Algebra I	Geometry
Algebra II or Probability & Statistics	Math elective

Science – 3 credits required, to include:

Biology	Physical Science
Science Elective	

Computer Skills – 1 credit required

Career & Life Skills (3 1/2 total credits required)

Physical Education (P.E.) – 1 credit required Health – 1/2 credit required

Electives – 2 credits required

Foreign Language (2 total credits required)

Spanish – 1 credit required Elective – 1 credit required

Senior Project (1 total credit required)

Total Minimum Credits – 25 1/2

S.T.E.M. (Science, Technology, Engineering, Math) (8 total credits required)

Math – 4 credits required, to include:

- | | |
|--|---------------|
| Algebra I | Geometry |
| Algebra II or Probability & Statistics | Math elective |

Science – 3 credits required, to include:

- | | |
|------------------|------------------|
| Biology | Physical Science |
| Science Elective | |

Computer Skills – 1 credit required

Career & Life Skills (3 1/2 total credits required)

Physical Education (P.E.) – 1 credit required Health – 1/2 credit required

Electives – 2 credits required

Foreign Language (2 total credits required)

Spanish – 1 credit required Elective – 1 credit required

Senior Project (1 total credit required)

Total Minimum Credits – 25 1/2

College Preparatory Course of Study

This course of study is appropriate for those students who plan to attend a college or university toward completion of a Bachelor's degree.

Humanities (13 total credits required)

Bible – 4 credits required, to include:

- | | |
|----------------------|----------------------|
| Old Testament Survey | New Testament Survey |
| Apologetics I | Apologetics II |

English – 4 credits required, to include:

- | | |
|-------------|------------|
| English I | English II |
| English III | English IV |

Social Studies – 4 credits required, to include:

- | | |
|----------------------------------|------------------|
| American Government (1/2 credit) | American History |
| Economics (1/2 credit) | World History |
| Social Studies Elective | |

Fine Arts – 1 credit required

Senior Project (1 total credit required)

Total Minimum Credits – 27 1/2

S.T.E.M. (Science, Technology, Engineering, Math) (8 total credits required)

Math – 4 credits required, to include:

Algebra I	Geometry
Algebra II or Probability & Statistics	Math elective

Science – 3 credits required, to include:

Biology	Physical Science
Chemistry	

Computer Skills – 1 credit required

Career & Life Skills (3 1/2 total credits required)

Physical Education (P.E.) – 1 credit required Health – 1/2 credit required

Electives – 2 credits required

Foreign Language (2 total credits required)

Spanish – 1 credit required Elective – 1 credit required

Senior Project (1 total credit required)

Total Minimum Credits – 27 1/2

Honors Course of Study

This course of study is appropriate for those students who plan to attend a college or university with high entrance requirements and/or who want the highest college preparatory attainment possible. To graduate with honors a student must attain a minimum overall average of 90% and score at least 1500 on the SAT.

Humanities (13 total credits required)

Bible – 4 credits required, to include:

Old Testament Survey	New Testament Survey
Apologetics I	Apologetics II

English – 4 credits required, to include:

English I	English II
English III	English IV

Social Studies – 4 credits required, to include:

American Government (1/2 credit)	American History
Economics (1/2 credit)	World History
Social Studies Elective	

Fine Arts – 1 credit required

S.T.E.M. (Science, Technology, Engineering, Math) (9 total credits required)

Math – 4 credits required, to include:

Algebra I	Geometry
Algebra II or Probability & Statistics	Math elective

Science – 4 credits required, to include:

Biology	Physical Science
Chemistry	Physics

Computer Skills – 1 credit required

Career & Life Skills (3 1/2 total credits required)

Physical Education (P.E.) – 1 credit required Health – 1/2 credit required

Electives – 2 credits required

Foreign Language (3 total credits required)

Spanish – 1 credit required Spanish 2 - 1 credit required

Elective – 1 credit required

Senior Project (1 total credit required)

Total Minimum Credits – 29 1/2