



Torrington Christian Academy

Lower School

(Grades K-5)

Parent / Student Handbook

"I have no greater joy than to hear that my children are walking in the truth."

(3 John 1:4)

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Assistant Principal

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Mrs. Ashley Zollarcoffer

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Athletic Director

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1. Preface

- a. **Mission Statement:** It is the mission of Torrington Christian Academy (TCA) to assist the family and the church in training Christian leaders for tomorrow, equipping them to stand firm in knowledge, insight, and wisdom while empowering them to impact their culture (world) for Christ.

- b. **Vision Statement:** Torrington Christian Academy is a non-denominational school that glorifies God by providing a Biblically-integrated and academically excellent education; a TCA student will be able to impact his/her world by exhibiting leadership and the ability to articulate and defend a Christian worldview in all areas of life.

- c. **Statement of Faith:**
 - i. We believe the Bible to be the inspired, only infallible, authoritative, inerrant Word of God. (2 Timothy 3:16)
 - ii. We believe there is one God, eternally existent in three Persons – Father, Son, and Holy Spirit. (Genesis 1:1; Matthew 28:19; John 10:30)
 - iii. We believe in the deity of Jesus Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; Hebrews 7:26); His miracles (John 2:11); His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His resurrection (John 11:25; 1 Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory. (Acts 1:11; Revelation 19:11)
 - iv. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved. (John 3:16-19; John 5:24; Romans 3:23; Romans 5:8-9; Ephesians 2:8-10; Titus 3:5)
 - v. We believe in the resurrection of both the saved and the lost; those that are saved unto the resurrection of life, and those that are lost unto the resurrection of damnation. (John 5:28-29)
 - vi. We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28)
 - vii. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Romans 8:13-14; 1 Corinthians 3:16; 1 Corinthians 6:19-20; Ephesians 4:30; Ephesians 5:18)

- viii. We believe the Bible entrusts parents with responsibility for their children and that the Christian school, by design, operates on behalf of the parents. This responsibility includes decisions regarding church attendance, education, healthcare, discipline, and a variety of other life choices. Parents are instructed by God to train their children consistent with their faith. (Deuteronomy 4:6; 6:6-9; Ephesians 6:4; Proverbs 4:20-23; 22:6)

d. Core Values

- i. Biblical truth – teaching the Bible as the foundation and final authority of truth
- ii. Discipleship – teaching what it means to follow Jesus in profession and practice
- iii. Godly character – teaching and modeling character traits that reflect the person and nature of God
- iv. Respect for leadership – teaching a respect for and submission to authority
- v. Self-discipline – teaching the importance of restraint and personal responsibility in speech and actions
- vi. Love – teaching the intrinsic value of every person and the need to treat them with respect and dignity
- vii. Unity & diversity – teaching an appreciation for each person's uniqueness and the ability to work together in spite of differences
- viii. Citizenship – teaching civic duty, patriotism, and an appreciation for our Christian and American heritage
- ix. Academic excellence – teaching a strong work ethic and the desire to succeed for the glory of God
- x. Partnership – working in cooperation with parents to help each child discover their identity in Christ and reach their highest potential

e. Educational Philosophy

- i. The education of children and youth is the primary responsibility of parents and is a process that continues from birth until maturity. (Deuteronomy 6:7-9; Ephesians 6:4; Deuteronomy 11:18-21; Psalm 78:1-7; Proverbs 22:6; Malachi 2:13-16)
- ii. The education of children and youth must have as its primary goals the salvation and discipleship of the next generation. It must be based on God's Word as absolute truth, and it must hold Christ as preeminent in all of life. (Matthew 28:18-20; Matthew 24:35; Psalm 119:9; Colossians 2:3, 6-10)

- iii. The education of children and youth, if and when delegated to others by parents, must be done with utmost care to ensure that all teachers follow the above principles and do nothing to hinder the spiritual and moral development of the next generation. The result should be the formation of a belief system (worldview) patterned after the belief system (worldview) of the student's teachers. (Matthew 18:6; Mark 10:14; Exodus 18:21; Luke 6:40)

f. Educational Objectives

- i. Education in the Bible was never centered on how to "make a living." It was always centered on "how to live right!" As recorded in Luke 2:52 about Jesus, TCA endeavors to live out our philosophy by developing our students...
 - a. Mentally...in wisdom and excellence
 - b. Physically...in stature
 - c. Spiritually...in favor with God, and
 - d. Socially...in favor with men.

From this philosophy we derive our educational objectives.

- ii. For the **mental (academic) development** of the student, TCA endeavors to
 - a. Promote academic excellence
 - b. Help the student gain a thorough comprehension and command of the fundamental processes used in communication with others
 - c. Teach and encourage good study habits
 - d. Develop creative and critical thinking and the proper use of Biblical criteria for evaluation
 - e. Foster curiosity
 - f. Develop an understanding of our Christian heritage
 - g. Promote good citizenship through developing an understanding and appreciation of our American heritage of freedom and human dignity
 - h. Impart knowledge of the world and current affairs and relate them to God's plan for mankind
 - i. Teach the student how to do research and properly use the scientific method
 - j. Impart to students a knowledge of origins based on Creation
 - k. Develop an awareness of the nature of God through all fine arts

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- I. Teach the various academic disciplines and their importance in society
- iii. For the **spiritual and moral development** of the student, TCA endeavors to
 - a. Lead each student into a personal, saving relationship with Christ as Lord and Savior
 - b. Develop a desire in each student to know and do the will of God
 - c. Aid families in making their homes God-centered, continuing the instruction already begun in the home
 - d. Encourage each student to take personal responsibility for their spiritual growth
 - e. Encourage students to be involved in the activities of the local church
 - f. Teach the student consistent daily Christian living and service by developing in the student a Christian worldview
 - g. Equip and encourage students to witness for Christ, through the power of the indwelling Spirit of God
 - h. Encourage the use of the Bible as a personal source of wisdom and guidance
 - i. Develop a Biblical sense of right and wrong and teach students how to overcome sin
 - j. Foster self-discipline in students
 - k. Instill in each student a respect for and submission to authority
 - l. Integrate all subjects with the teaching of the Bible
 - m. Teach the fundamental doctrines of the Bible
 - iv. For the **personal and social development** of the student, TCA endeavors to
 - a. Promote a balanced personality by helping each student understand and accept themselves as God made them and to fully develop their capabilities in relationship with Christ
 - b. Foster wholesome relationships through the development of social skills based on the Christian concept of love and the development of Biblical criteria for a future spouse
 - c. Develop the proper attitudes, understanding, and skills needed to establish God-honoring homes
 - d. Impart a Biblical attitude toward material things and promote the wise use of them for God's glory
 - e. Teach Biblical qualities of character

- f. Teach the student to respect and value others
- g. Show a realistic Biblical view of life and work, providing skills for future endeavors in college and career
- h. Encourage the student to be a valuable contributing member of society
- i. Promote good stewardship of the body through fitness, maintenance, and skillful use to God's glory
- j. Encourage wholesome use of leisure time

g. Goals: TCA has three simple yet transformational desires for each student:

- i. **Authentic Faith** – TCA seeks to cultivate hearts impassioned to know and worship God.
- ii. **Educational Excellence** – TCA seeks to develop minds that are disciplined to think Biblically and deeply across all academic disciplines.
- iii. **Personal Responsibility** – TCA seeks to equip hands to serve the community and the world.

h. Educational Ethics

- i. Faculty and staff have a moral responsibility and a legal obligation to report to school administration any misconduct by other faculty and staff which affects the health, safety, or welfare of students (drug and/or alcohol abuse, disparaging comments, obscene language, prejudice or bigotry, sexual innuendo or harassment, physical aggression, etc.).
- ii. Reports of misconduct are to be filed in the Head of School's office within 24 hours of observing the infraction.

2. Admissions Policies & Procedures

a. Eligibility

- i. TCA admits students without regard to race, color, nationality, or ethnic origin.
- ii. Student applicants should have a desire for Christ-centered education.
- iii. Applicant and parents must be in agreement with TCA's Education Philosophy and Statement of Faith.
- iv. As a private institution, TCA reserves the right to set and maintain its own standards for conduct, dress, and scholarship.
- v. TCA maintains the right to refuse admission to any applicant.

b. Health & Immunization Requirements

- i. Connecticut law requires that all children entering school submit health forms showing that all requirements have been met with regard to health examinations, health history, and certification of immunizations.

c. Admissions Procedures and Re-enrollment

- i. New student applications will be processed after all previously enrolled students have been allowed adequate time to enroll and secure a place for the next school year. To begin the application process, please follow this procedure:
 - a. Go to www.tcact.org
 - b. Click on Admissions
 - c. Click on Inquire
 - d. Fill out the information on the Preliminary Application Form and then submit.
 - e. You will be contacted by someone in our admissions department.
- ii. Re-enrollment will be held during the month of February for the following year. Currently enrolled students will be given priority until March 1. After that, registration will be on a first-come basis. Information regarding how to re-enroll will be emailed to current families.

- d. **Probationary Period** – All new students are accepted into TCA on a probationary basis for the first marking period. Following this period, a decision will be made by TCA Administration in cooperation with teachers

and other appropriate staff regarding the finalizing of the student's admission.

e. Transfer of Student Records

- i. Upon request of the respective school to which a student is transferring, the student's records must be transferred in its entirety.
- ii. Permission of the parent, guardian, or other person is not required for such transfer.

f. Changes to Information - It is important that parents/guardians notify the school office of any pertinent change in information.

g. Domestic Actions

- i. During registration, it is the parent's responsibility to inform TCA personnel of any custody arrangements and provide a copy of the court custody records. Student records are private and will not be shown to anyone other than the custodial parent.
- ii. TCA understands that from time to time a personal crisis may occur in the home. These types of events have an effect on children. Although we do not wish to invade anyone's privacy, a note or phone call to make us aware of the situation will allow us to properly respond to the needs of your child during this time.

3. Financial Policies & Procedures

a. Tuition

- i. Payments are due the first of each month. Parents have the option of a 10-month or 12-month payment plan. Automatic payments can also be set up.
- ii. Delinquent accounts
 - a. TCA operates on a very tight budget and relies on family's timely payments. Any account more than thirty days past due will be charged late fees.
 - b. We do understand that situations occur that bring hardship to families and make it difficult to meet tuition obligations. In such instances it is important that a member of the family communicate with the school Finance Manager to make arrangement for payment or to receive any assistance available.
 - c. Report cards, or the transfer of school records, can be withheld if tuition payments are not current and arrangements have not been made to bring the account up to date.

b. Withdrawal and Refunds

- i. Students are enrolled with the expectation of them completing the entire school year. Budgets and teacher contracts are set based upon student enrollments. The early withdrawal of a student creates an opening that TCA may not be able to fill. When enrolling a child at TCA parents accept the obligation to pay the tuition for the full academic year for which their child is enrolled.
- ii. Requests to be released from tuition obligation must be submitted in writing and are subject to the discretion of the TCA school board. Should such a request be granted, tuition obligation will be calculated as follows:
 - a. For withdrawal prior to the first day of school, parents are responsible for 20% of the annual tuition.
 - b. For withdrawal after any semester begins, parents are responsible for the total semester's tuition.
 - c. Paid-in-full tuition, tuition deposits, and registration fees will be refunded in full should TCA terminate a tuition agreement before the school year begins.

- iii. Preliminary application fees, testing fees, and enrollment/re-enrollment fees are not refundable under any circumstances.

c. Fundraising

- i. All fundraisers must have the approval of TCA Administration.
- ii. Families are asked to help support fundraisers as much as possible as they benefit the programs, operations, or families of the school.

4. Expectations & Responsibilities

- a. **Climate** - A positive school climate involves all the stakeholders accepting reasonable responsibility for the ongoing pursuit of a culture that produces achievement. TCA believes that teachers, administrators, parents, and students all share responsibility in developing such a culture. This includes but is not limited to communication, facilitation, documentation, and family cooperation with the discipline process and goals.
 - i. At TCA we do
 - a. Praise, reward, and encourage the student
 - b. Model appropriate behavior
 - c. Listen to the student
 - d. Provide alternatives for inappropriate behavior
 - e. Provide the student with natural and logical consequences for his/her behavior
 - f. Treat the student with respect as to his/her needs, desires, and feelings
 - ii. At TCA we do not
 - a. Physically punish students
 - b. Verbally abuse students
 - c. Deny food or rest as punishment
 - d. Leave the student alone, unattended, or without supervision
 - e. Criticize or belittle students, parents, families, or ethnic groups

- b. **Discipline** - Discipline is a necessary part of any school environment. TCA's approach to discipline includes...
 - i. **A Focused Goal**
 - a. Our goal as a Christian school is the academic and spiritual training of children within a Christian atmosphere and philosophy. We strive to bring the mind of Christ to the task of education and to teach students that they bear personal responsibility to live in harmony with expected student behavior.
 - b. The aim of our discipline is not just to control and coerce for the sake of safety and learning. In the end, only punishing past behavior rather than changing future behavior is a system that leads to defiance not compliance (Romans 7:5 ESV). Grace, not the law, changes the heart, producing

gratitude and a desire to do what is right in response to what Christ has done on our behalf.

- c. Rules will be established, maintained, and followed because the Lord disciplines those He loves as a father disciplines a child (Hebrews 12:6). However, the Lord disciplines through an attitude of grace, forgiveness, and restoration, not condemnation. Therefore, TCA will strive to discipline in the same manner, redemptively, not punitively. We believe such an approach produces consistency and builds character.

ii. A Team Approach

- a. Believing that discipline is necessary for the welfare of the student as well as the entire school community, there are established levels of cooperation, accountability, and communication toward the goal of redemptive discipline. Parents are expected to cooperate with and support the discipline process and goals.
- b. Level One – A student displays behavior requiring moderate steering and accountability. This will fall under the purview of the teacher or other classroom leadership.
- c. Level Two – A student displays repeated patterns of conduct requiring more targeted redirection and accountability. This will fall under the purview of the Assistant Principal and will result in verbal or written communication with parents to discuss steps to correct inappropriate actions.
- d. Level Three – A student displays behavior (single incident or continuing pattern) requiring the highest intervention, redirection, and accountability. This will fall under the purview of the Principal. Both student and parent/guardian will be required to meet with the Principal to determine the course of action to be followed.

iii. A Process of Communication

- a. Any disciplinary activity will be communicated to parents via email or phone call.
- b. Detentions or suspensions assigned to students will be served at the direction of TCA Administration. Any student receiving detention will be given two days to serve the detention. Failure to report to detention will result in additional, and possibly more serious, consequences.

- c. Parents are responsible to regularly check their email for communication from TCA regarding their child's conduct or academics.

iv. Reasonable Expectations

- a. TCA has five delineated areas of expectations – dress code, attendance, classroom, campus, and non-negotiables.
- b. Consequences have been established for violations in any of these areas of expectation.

v. Consequences for Violations

- a. **Dress Code Expectations** – Students should adhere to the dress code, which reflects standards of neatness, modesty, cleanliness, and gender distinction, in consideration of others.
 - a. In the event a student comes to school out of dress code and a teacher or other staff member points out the infraction, the student will be given the opportunity to correct the problem. If the student is not able to correct the violation, parents will be called and will need to either bring proper clothing or take their child home.
 - b. Second and third dress code violations will follow the procedure outlined in (a.) and will also result in the student receiving a corrective action slip. The third violation will also result in a detention being assigned.
 - c. A fourth dress code violation will result in the student being sent home for the day and will also require a parent meeting with a member of TCA Administration.
- b. **Attendance Expectations** – Students should be present at school and in class when required. Students should be on time to school and classes. It is disruptive to the class when students enter late. Excessive absences or tardies could result in detention, probation, retention, or expulsion.
- c. **Classroom Expectations** – Students should come to class prepared each day. Students should be in their seat and ready to work when the teacher starts the class.
- d. **Campus Expectations** – Students should show kindness and courtesy to their peers and display a spirit of respect and submission to authority. Students must show responsibility with the use of technology and integrity with all academic work.

- a. In most cases a student's first and second violation will result in a corrective action notice being given (warning). Subsequent violations could result in detention, OSS, probation, or expulsion.
- b. Excessive or major violations will result in OSS, probation, expulsion, or other disciplinary measures.
- c. Students in violation of academic integrity (i.e. cheating, plagiarizing, copying someone's work, etc.) will receive a zero for their work and in addition will receive
 - i. Detention (1st offense)
 - ii. OSS (2nd offense)
 - iii. Administrative referral to Principal (3rd offense)
 - iv. Repeat violations will result in probation or expulsion.
- e. **Non-negotiables Expectations** – Students should be pure in speech, edifying in conduct, responsible with facilities, and moral in behavior. The following list of negative attitudes and deeds are out of harmony with the standards of TCA and will not be tolerated. Violations will result in immediate detention, OSS, probation, or expulsion.
 - a. Negative conduct toward peers – physical, verbal, or cyber harassment; anti-social activity of any kind; profanity; public displays of affection
 - b. Negative attitude toward authority – disrespectful tone, words, or actions
 - c. Negative acts that are illegal, violent, dangerous, or promiscuous – use of illicit drugs or alcohol, intimidation or fighting, sexual activity, or other immoral behavior
 - d. Negative treatment of property – vandalism, theft, damage to property of the school or of others
 - e. Negative expressions toward learning or TCA – displaying continual negativity toward the school, learning, or student expectations

vi. Discipline Actions Defined**a. Detention**

- a. A student assigned detention will stay after school for 45 minutes on an assigned day. Student will be supervised by a TCA staff member.
- b. During detention the student will be assigned tasks (reading, writing apologies, etc.) designed to help them walk through healthy steps of understanding and corrective action.
- c. Any student who does not show up to serve an assigned detention without good cause will be given OSS.

b. OSS (Out-of-School Suspension)

- a. A student assigned OSS must remain home from school on the assigned day.
- b. Any work missed while serving OSS must be completed at home and turned in the day the student returns. This work will receive a 25-point grade deduction.

c. Probation

- a. Probation is given to a student whose behavior is out of harmony with the expected standards of student conduct. During this period students have an opportunity to correct the problem.
- b. Typically, probation will be for a nine-week period of time, but TCA Administration reserves the right to change this time frame.
- c. If the problems have not continued during this period, the probation will be terminated and the student will be allowed to continue at TCA.
- d. If the problems continue during this time, or new ones develop, the student will be subject to suspension or dismissal at any time during the probation.
- e. A student's extra-curricular privileges may be suspended during part or all of the probation period at the discretion of TCA Administration.

5. Classroom / Attendance Policies & Procedures

a. At TCA, teachers will

- i. Take regular attendance.
- ii. Post homework grades and assessment grades in a timely manner (in most cases, within one week).
- iii. Communicate with parents in a professional and timely manner regarding grades, student behavior, and major class events.
- iv. Post homework assignments online for each week by no later than Monday morning of that week.

b. At TCA, parents will

- i. Ensure their child is at school on time (in class by 8:00am).
- ii. Ensure student has eaten prior to coming to school.
- iii. Request conferences by email rather than trying to see the teacher at the beginning of school or at dismissal time.
- iv. Approach the teacher with concerns about their child or the classroom in an effort to seek resolution.
- v. Not call or text faculty on their personal cell or home phone unless it is an emergency (i.e. situation posing immediate risk of life/injury or large financial impact). Non-emergency issues and requests for conferences should be communicated via email.

c. Student Attendance Policy

- i. **Responsibility** - School attendance is directly related to school achievement. Parents have the responsibility to make sure their child attends school, arrives promptly, and remains throughout the scheduled day. Parents are asked to weigh carefully any activities that require their child to miss school. When a student is absent it often has a profound effect on the learning process as they miss valuable instruction time.
- ii. **Absentee Expectations**
 - a. Students will be expected to take scheduled tests even if they miss the prior school day.
 - b. Students have one class period per day missed to complete all their work.
 - c. Students must be present for three hours of the school day to be eligible to participate in extra-curricular activities.

- d. Parents are asked to check Sycamore weekly to view your child's attendance and tardies and email your child's teacher if you have any questions.

iii. Absentee Limits

- a. Six or more absences in any quarter is considered excessive. Students who miss more than five days in a quarter should expect communication from their teachers and/or Principal to discuss their status.
- b. Consequences for excessive absences include, but are not limited to, probation, retention, or even dismissal.
- c. If a student meets or exceeds 10 absences in a semester (or 20 for the year), parents will be asked to meet with TCA Administration to explain those absences. The Administration will then determine the enrollment status of the student.
- d. Students who are absent more than 20 days in a school year will be subject to dismissal from school at the discretion of TCA Administration.

iv. Suspensions

- a. All classwork and homework missed or assigned is to be made up but cannot receive a grade greater than 75%.
- b. Tests & quizzes should be made up after school the day a student returns to school unless other arrangements are made. These tests/quizzes cannot receive a grade higher than 75%.
- c. Any work or test/quizzes not made up will receive a grade of zero.

v. Tardiness

- a. A student is considered tardy if they are not in their assigned class by the start of the school day.
- b. Students arriving late to school must report to the office to receive a late slip for admittance to class.
- c. Students who are excessively tardy to school will be subject to discipline at the discretion of the Administration. This may include, but is not limited to, detention, probation, loss of privilege for extra-curricular activities, or dismissal from school.

vi. Early Dismissal

- a. The departure of a student from school before the end of the school day is considered early dismissal.

- b. The following protocol should be followed when a student needs to leave school early:
 - a. A written note from home signed by a parent, including date and time of dismissal, should be brought to school and presented to the classroom teacher.
 - b. Email notifications are not sufficient since faculty and staff may not receive/view the email in time.
 - c. Student should bring the note, initialed by the teacher, to the office for sign out at the designated time.
 - d. Students are not permitted to check out for lunch and return for the day.
 - e. Students are required to attend chapel every week. Parents, please arrange for appointments to be on non-chapel days if at all possible.

6. Academic Program

a. Curriculum

- i. TCA uses a variety of curricula to comprise our elementary school academics. Publishers include Bob Jones, Abeka, Saxon, Positive Action for Christ, and more.
- ii. The Bible is taught at every grade level, both as a course and interwoven in the curriculum and instruction of each subject area. Each day begins with devotions and prayer, weekly chapels are held, and special programs and assemblies offered at times.
- iii. Also included in the academic program of TCA is art, music, and physical education.

b. Grading Policies & Procedures

- i. The primary purposes of student evaluation are to increase accountability for mastery of subject material, to present an accurate appraisal of the student's accomplishments, and to communicate the student's academic progress to parents.
- ii. The academic program at TCA seeks to challenge students to achieve to the maximum of his/her individual potential.

iii. Grading Scale (Grades 2-5)

- a. A 100-90
- b. B 89-80
- c. C 79-70
- d. D 69-60
- e. F 59 – below

iv. Grading Scale (Kindergarten & 1st Grade)

- a. O (94% or higher)
- b. S+ (86% - 93%)
- c. S (78% - 85%)
- d. P (70% - 77%)
- e. NI (below 70%)

c. Academic Probation

- i. Student grades will be reviewed quarterly to prevent the possible failure of a student. This allows the Administration and parents to work together to create a viable, tangible solution for the struggling student.
- ii. A student will be placed on academic probation based on, but not limited to, the following criteria:

- a. The student is failing two core subjects (core subjects are defined as Bible, Language, Reading, Spelling, Math).
 - b. The student is failing one core subject and receiving a 'D' in two others.
 - c. The student is receiving a 'D' in three core subjects.
- iii. Upon a student reaching the point of academic probation, the following procedure will be implemented:
 - a. Administration will notify the parents of the academic probation.
 - b. A conference will be held with the parent and student and an Academic Probation Form filled out.
 - c. The student, parent(s), and Administrator will sign the Academic Probation Form containing the student's current grade, the steps to be taken for grade improvement, and the conditions for being released from probation. Copies of the form will be given to all involved parties.
 - d. Student's grade will be reviewed at the end of the quarter to determine next steps.
 - iv. Return to good standing
 - a. Should the student still be failing after two successive quarters, the parents may be asked to withdraw their child if the Administration feels TCA is not equipped to meet their academic needs.
 - b. If the student has successfully improved their grades such that they no longer fit the criteria for academic probation, the student will be removed from probation and returned to good standing.

d. Promotion & Retention

- i. Students must pass all major academic subjects before being promoted to the next grade level. Major subject areas include Language, Reading, Spelling, and Math.
- ii. No more than two subjects that are failed may be made up in a summer remediation program.
- iii. A student who finishes the year on academic probation or who fails a major subject will be required to do one of following:
 - a. Attend and pass summer school for the required subject(s).
 - b. Receive remediation from a TCA faculty member or approved source, to be reviewed by TCA Administration.

- iv. In the event a student needs to take summer school, the program of instruction (i.e. curriculum, online course) and/or the instructor must be approved by TCA. Summer school will, in most cases, involve additional fees.

e. Homework

- i. Parental cooperation and support are essential in developing good homework habits to ensure the success of the student.
- ii. Homework is an extension of what is being taught in the classroom and is designed to:
 - a. Enhance the learning process
 - a. Reinforce previously taught concepts and skills
 - b. Enrich a student's knowledge of a concept or skill through projects and research
 - c. Assess student's mastery of a concept or skill
 - d. Foster good study habits and skills
 - b. Enhance personal growth
 - a. Train student to work independently
 - b. Promote responsibility for completing a task
 - c. Complete work not finished in class
- iii. The general guideline here at TCA is that a student should have at most ten minutes of homework per grade level.
 - a. A third-grade student would have 30 minutes of homework, while a sixth-grade student would have 60 minutes of homework.
 - b. This will, of course, vary from student to student. If your child is regularly spending an excessive amount of time on homework, please discuss this with your child's teacher(s).
- iv. Teachers should post all homework assignments online in Sycamore or Google Classroom. Any homework assigned should be checked and credit/grade given for completion.
- v. For exceptional students, or those with learning differences, homework may be personalized by teachers.
- vi. Parents should be notified by the teacher if their child is habitually failing to complete homework.

f. Tests & Quizzes

- i. Prior notice should always be given for a test.
- ii. Assessments should be graded and returned to students in a timely manner (no more than three days).

g. Late Work

- i. Assignments turned in one day late - grade deduction of 10 points
- ii. Assignments turned in two days late - grade deduction of 20 points
- iii. Assignment turned in three days late – grade deduction of 30 points
- iv. Assignment turned in more than three days late – no credit

h. Make-up Work

- i. When a student is absent, homework should be requested from the teacher by the parent via email or Sycamore pass-a-note.
- ii. Students are given one school day per day absent to turn in make-up work without receiving a grade penalty for late work.

i. Standardized Testing

- i. Standardized achievement tests are given each year to students in select grades.
- ii. Parents are encouraged to see that your child gets plenty of rest prior to testing days.

j. Learning Differences

- i. TCA tries to accommodate students with all types of learning styles and abilities. While TCA does accept some students with learning differences the school does not have special education staff to work exclusively with such students. While our teachers will do all they can to assist these students, it may be determined that TCA is not equipped to meet their needs. In such cases, parents will be notified by TCA Administration.
- ii. Parents are expected to notify the school if their child has been tested and/or diagnosed as having a specific learning disability or handicap.
- iii. If a teacher suspects that a student has a learning difference the parent will be informed. Should a parent desire, TCA Administration will provide a referral for necessary testing. If you live in the city limits of Torrington you may request assistance from the Board of Education with regard to obtaining student services.
- iv. TCA reserves the right to not permit a student to return (re-enroll) if it is believed that unaddressed learning concerns, or an unwillingness to address learning concerns, exists.

k. Tutoring

- i. TCA teachers are always willing to help students who need extra time or practice to understand concepts and skills. They do this during the school day and are also willing to give a few minutes after school for this purpose. However, if a great deal of time is needed to assist a student in his/her work for whatever reason (more than 15 minutes multiple times per week), then the parent will need to consider the option of tutoring sessions.
- ii. If the parent desires, they can ask their child's teacher to provide such tutoring services. In this case, the teacher has the right to determine with the parent the schedule and fees for their services.

l. Physical Education (PE)

- i. Physical education is important and necessary to growing bodies. Students are expected to participate in PE and will receive a grade for this activity.
- ii. On occasion a student may be excused from PE with a note from a parent. However, only a letter from a physician will be accepted to excuse a student from PE for an extended period of time.
- iii. Students are required to purchase and wear a school-approved PE shirt for class.

m. Parent-Teacher Conferences / Progress Reports

- i. Parent-teacher conferences will take place at the end of the first and third quarters of the school year. Information regarding the scheduling of those conferences will be sent out via email. Parents are free to contact their child's teacher for an extra conference if needed.
- ii. Parents are encouraged to monitor their child's academic progress regularly in Sycamore. Teachers are required to update grades weekly, so parents should always have a fairly accurate idea of their child's grades.

n. Report Card

- i. Report cards will be posted in Sycamore approximately one week after the end of each quarter of the school year.
- ii. Report cards, along with school records, can be withheld in the event that a family's tuition payments are not current and satisfactory arrangements have not been made to bring the account up to date.

o. Honor Roll

- i. Students in grades 3-5 may be given Honor Roll recognition at the end of each marking period by attaining the following:
 - a. 'A' Honor Roll – all A's in all subjects
 - b. 'A-B' Honor Roll – no grade below a 'B' in all subjects

p. Textbooks & Supplies

- i. Most textbooks and workbooks are supplied by TCA, as well as a laptop/Chromebook for some grades. Students are expected to be responsible in their handling of these materials. Students should put a cover on hardback books.
- ii. A charge will be billed to the student's account for books, laptops, or other materials and equipment that are damaged or lost.

7. Extra-curricular Activities & Clubs

- a. **Participation & Fees** - TCA offers various Fine Arts and after-school activities or clubs throughout the school year for TCA students and those in our Homeschool Partnership. These offerings may change from year to year, and some may involve participation fees.

- b. **Eligibility** - TCA Administration reserves the right to restrict a student's involvement in extra-curricular activities in the event of academic or behavior issues.

8. Safety / Security Policies & Procedures

- a. **Entering the Building**
 - i. For the safety of our staff and students all exterior doors will remain locked from 8am until dismissal time at the end of the school day. To gain entrance during this time you will need to come to the Main Entrance (door closest to the school office), ring the bell, and be buzzed in by office personnel.
 - ii. During the school day, all parents and visitors must report to the office upon being admitted to the building to log in and obtain a visitor pass. This pass must be worn throughout the visitor's time in the building.

- b. **Drop-off & Pick-up**
 - i. Students in Before-school Care (when available) can be dropped off beginning at 7am. These students should enter the door at the bottom of the ramp by the gym.
 - ii. Students not in Before-school Care can be dropped off at school beginning at 7:45am. If your child enters the building prior to 7:45am they will be sent to Before-School Care and you will be charged a fee.
 - iii. Students are to be picked up within ten minutes of dismissal time. Any student not picked up within this time will be sent to After-school Care (or the school office if After-school Care is not available) and a fee will be charged to the student's account.
 - iv. If a student will be picked up at times by someone other than a parent, the parents should provide the school office a list of those

people approved to pick up their child. TCA will not release a child to someone who is not on the approved pick-up list without written or verbal permission by the child's parent.

c. Visitors

- i. Students are not permitted to have visitors come to the school unless prior permission has been given by TCA Administration.
- ii. All visitors to TCA will be expected to adhere to TCA's standards of conduct and dress during their visit (refer to General Clothing & Appearance Guidelines on pg. 28-29).

d. Traffic Flow

- i. For the safety of all involved, all parents or those who transport children are to observe the appointed areas and procedures when dropping off and picking up students. Please follow all directional signs and drive slowly!
- ii. If your child is not ready to exit the vehicle when you arrive at drop-off time, please pull into a parking space while they finish getting ready. Do not sit in the drop-off line as this is discourteous to others waiting in line.
- iii. At pick-up time, all parents should pull into a parking space and come to the designated door to pick up your child. (Note: students in grades 6-12 do not require parent pick-up at the door but will be dismissed at the end of the day to go directly to the vehicle taking them home.)
- iv. Do not park your car at any time where it will hinder traffic flow in any way.

e. Illness, Accidents, Emergencies

- i. Parents are required to provide TCA with up-to-date health information for any enrolled child(ren). This is important for school personnel (nurse, office works, etc.) in assisting your child should they become ill during the school day. Please notify TCA right away if any changes occur in this information.
- ii. First aid for minor cuts and bruises will be provided by school staff. However, in the case of a child becoming ill during the school day, TCA will contact the parent/guardian to make arrangement for the child to be picked up.
- iii. It is important that you not send your child to school if they have been displaying symptoms of illness (vomiting, diarrhea, bad

cough, etc.) as this could impact others in their class. TCA requires that a student with a fever stay home from school and that they be fever-free for twenty-four hours before returning.

- iv. Serious accidents that require emergency treatment are usually treated by the nearest hospital. If a child should need immediate transportation to a hospital the school will arrange such transportation. Parents, or other individuals listed as emergency contacts, will be notified as soon as possible.
- v. If TCA cannot reach a parent or emergency contact and an ambulance is deemed necessary, TCA will call for an ambulance and parents may incur a charge for the transport of your child to the hospital.

f. Medical Services / Medication

- i. If your child receives a minor cut or injury, school personnel will administer first aid. Parents will be contacted should we feel more medical attention is warranted.
- ii. No medication (Tylenol, antacids, etc.) of any kind will be provided by the school to be administered to students. Medications sent from home may be administered by the school nurse or other designated personnel ONLY if the following procedures are met:
 - a. Medication must be in the original prescription bottle with the name of the student, physician's name, and instructions for dosage and time to be given. The initial dosage of any medication must be given by the parent.
 - b. Medication must be brought to the school and accompanied by a signed note from the parent giving the student permission to take the medication.
 - c. No blanket authorizations leaving the decision to school staff as to when medications should be administered will be accepted. Authorizations must be for specific days/times. Any medication taken during the school day should be inventoried, dispensed, and securely stored by the school nurse or other designated personnel.
 - d. A child who has been diagnosed with any of the following diseases or conditions must have written consent from a physician before returning to school: chicken pox, lice, measles, mumps, pneumonia, whooping cough, pinworms, scabies, ringworm, impetigo, pink eye, or other such communicable diseases or conditions.

g. Fire / Disaster / Emergency Plans

- i. The Fire Department and Police Department conduct an inspection of our facilities annually.
- ii. Detailed fire drill procedures have been prepared by TCA Administration and provided to staff. Teachers review these instructions with students several times throughout the year.
- iii. Evacuation routes in the event of an emergency are posted in each classroom and appropriate locations throughout the facilities. Fire drills will be conducted several times throughout the year in compliance with state regulations.
- iv. In cooperation with government authorities and local emergency personnel, TCA has developed a Crisis Management Plan which includes detailed instruction in the event of a crisis or emergency situation. A copy of this plan will be provided to parents so they will be aware of how they should respond in the event of a crisis situation.

h. School Closings

- i. TCA closely monitors local public-school activity regarding a decision to close due to hazardous weather conditions or other emergency. TCA will make such decisions based on the health and safety of our students and reserves the right to make decisions independent of local schools.
- ii. Parents will be notified of any closings, delays, early dismissals, or other modifications to the normal school schedule via text message, email, and posting on TV Channel 3 (WFSB).

9. Dress Code Policy

- a. TCA seeks to focus attention on personal holiness rather than dress and appearance. As ambassadors of Christ and TCA, students should be sure their clothing and appearance reflects neatness, modesty, cleanliness, gender distinction, and consideration of others in accordance with Christian principles.
- b. TCA assumes that its students are enrolled willingly. This means that the school should and will expect full cooperation with both the letter and spirit of the dress code. No student should attempt to circumvent the plain meaning of the dress code or push it to its limits. Any student who cannot willingly obey the dress code should not enroll at TCA.

- c. Students are expected to observe the dress code from the time they arrive on school grounds until they leave. The dress code applies to ALL sponsored events of the school (banquets, concerts/programs, graduation, special events, etc.) unless other instruction is given by TCA Administration.
- d. Any student not meeting dress code guidelines 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.
- e. **General Clothing & Appearance Guidelines** (Note: these guidelines also apply to field trips and dress-down days)
 - i. Clothing should not be excessively tight fitting or loose fitting and should be free of any tears, holes, frays or the appearance thereof.
 - ii. Any shirt (such as tank tops, T-shirt, camisole, etc.) worn under a school shirt must not be able to be seen.
 - iii. Pants and skirts must be worn at the waistline.
 - iv. Girl's shirts designed to be worn untucked must fully cover the waistline throughout daily activities.
 - v. Shirts or dresses must not have low-cut or plunging necklines; cleavage should be covered at all times.
 - vi. Length of skirts and dresses should be no shorter than the middle of the kneecap when standing.
 - vii. All dresses and shirts/blouses worn must have at least a short sleeve. No sleeveless tops are permitted.
 - viii. No leggings or spandex-type clothing may be worn as outer garments. These may be worn under pants or skirts during cold weather months (Nov – March).
 - ix. 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.
 - x. Sandals lacking a back strap, flip-flops, athletic sandals, crocs, etc. are not permitted.
 - xi. Students are not permitted to shave or color eyebrows in part or in whole.

f. Hair

- i. Hairstyles must be conventional. No extreme or faddish hairstyles are permitted (spiked, bowl cut, shaved head, punk styles, unnatural colors, streaks, bleaching, etc.).
- ii. No unnatural coloring (dye, bleach, streaks, etc.) of hair is permitted.
- iii. Hair extensions are not permitted to be worn.
- iv. For both boys and girls: Hair must be kept neat and at a reasonable length.
- v. For boys: hair must be off the ears, collar, and eyebrows.

g. Girl's Dress Code

- i. 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.

ii. Skirts

- a. 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.
- b. Length should be no shorter than the middle of the kneecap when standing. Slits, if present, should not extend above the knee.
- c. Girls who will be using playground equipment should wear shorts under skirts.

iii. Pants / Shorts

- a. 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.
- b. 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.
- c. For samples of acceptable style of pants see:
 - a. More Than Words (Our local uniform company at 261 Oak Avenue, Torrington, CT)
 - b. Walmart, Target, Old Navy flat-front uniform pants
 - c. Lands End plain-front Chino pants
 - d. French Toast flat-front pants

iv. Shirts / Blouses / Sweaters

- a. Polo shirts with TCA logo must be worn and must be purchased through More Than Words at 261 Oak Avenue in Torrington. (Orders can be made online via the “Uniforms” link under the Parents Menu at tcact.org or by calling More Than Words at 860-201-4499. We recommend all students visit More Than Words in person to try on and confirm sizes before purchase.)
- b. Shirts made to be tucked in should be tucked in. Polo shirts may be worn out, but should not look sloppy (too long, baggy, excessively wrinkled, etc.).
- c. All buttons on shirts must be buttoned except the top button.
- d. Hooded shirts or sweatshirts are not permitted to be worn in class except on dress-down days. Outside jackets and coats are not permitted to be worn in the classroom at any time but may be worn for outside activities such as recess or gym. Hooded sweatshirts may also be worn during outside activities and must be navy, black, or gray and solid color or may be official TCA spirit-wear. A small logo (in the pocket area; no larger than 2” in diameter) is acceptable.
- e. Sweaters, lightweight fleeces, and non-hooded sweatshirts may be worn in the classroom during cold weather months. These should be navy, black, or gray and solid color or may be official TCA spirit-wear.

v. Shoes / Socks

- a. 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.
- b. Shoes should not have a heel higher than two inches.
- c. Boots with heels no higher than two inches are permitted. Snow boots may not be worn in the classroom.
- d. If socks are worn, they must be navy, tan, or black and solid color.
- e. Tights may be worn and should be navy, tan, or black and solid color.
- f. Students are permitted to wear athletic shoes/sneakers

vi. Accessories & Miscellaneous

- a. 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.

- b. No facial or body piercings, with the exception of pierced ears (see above), are allowed.
- c. No ankle bracelets are permitted.
- d. Makeup and jewelry must be conservative and minimal.
- e. Hats are not permitted to be worn in the classroom or in the school building.
- f. No tattoos, drawings, or other markings on the skin are allowed.
- g. A single necklace may be worn.
- h. No more than one ring is permitted to be worn on each hand.

vii. P.E. Days

- a. Girls must wear the TCA logo gym shirt (which must be purchased through More Than Words at 261 Oak Avenue in Torrington) or another official TCA spirit-wear T-shirt.
- b. Solid blue, black, or gray athletic shorts or sweatpants must be worn. Shorts should be loose fitting and must be no shorter than the top of the knee when standing. A small logo on shorts/sweatpants is acceptable.
- c. Athletic shoes and socks must be worn.

h. Boy's Dress Code

i. Pants / Shorts

- a. 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.
- b. Belts worn should not have studs, large buckles, or other decorations on them.
- c. 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.
- d. Shorts must be no shorter than the top of the knee when standing and cannot be excessively baggy.
- e. For samples of acceptable style of pants see:
 - a. More Than Words (Our local uniform company at 261 Oak Avenue, Torrington, CT)
 - b. Walmart, Target, Old Navy flat-front uniform pants
 - c. Lands End plain-front Chino pants
 - d. French Toast flat-front pants

ii. Shirts / Sweaters / Sweatshirts

- a. Polo shirts with TCA logo must be worn and must be purchased through More Than Words at 261 Oak Avenue in Torrington. (Orders can be made online via the “Uniforms” link under the Parents Menu at tcact.org or by calling More Than Words at 860-201-4499. We recommend all students visit More Than Words in person to try on and confirm sizes before purchase.)
- b. Shirts should not be excessively wrinkled and all buttons should be buttoned with the exception of the top button.
- c. Polo shirts do not need to be tucked in.
- d. Hooded shirts or sweatshirts are not permitted to be worn in class except on dress-down days. Outside jackets and coats are not permitted to be worn in the classroom at any time but may be worn for outside activities such as recess or gym. Hooded sweatshirts may also be worn during outside activities and must be navy, black, or gray and solid color or may be official TCA spirit-wear. A small logo (in the pocket area; no larger than 2” in diameter) is acceptable.
- e. Sweaters, lightweight fleeces, and non-hooded sweatshirts may be worn in the classroom during cold weather months. These should be navy, black, or gray and solid color or may be official TCA spirit-wear.

iii. Shoes / Socks

- a. Socks must be worn and must be navy, tan, or black and solid color.
- b. Brown or black casual or dress shoes may be worn. Boots with heels no higher than two inches are acceptable. Snow boots may not be worn in the classroom.
- c. Students are permitted to wear athletic shoes/sneakers.

iv. Miscellaneous

- a. Boys are not permitted to wear earrings or makeup of any kind.
- b. No facial or body piercings are allowed.
- c. Hats are not permitted to be worn in the classroom or in the school building.
- d. No tattoos, drawings, or other markings on the skin are allowed.
- e. A single necklace may be worn.
- f. No more than one ring is permitted to be worn on each hand.

v. P.E. Days

- a. Boys must wear the TCA logo gym shirt (which must be purchased through More Than Words at 261 Oak Avenue in Torrington) or another official TCA spirit-wear T-shirt.
- b. Solid blue, black, or gray athletic shorts or sweatpants must be worn. Shorts should be loose fitting and must be no shorter than the top of the knee when standing. A small logo on shorts/sweatpants is acceptable.
- c. Athletic shoes and socks must be worn.

i. Dress-Down

- i. Every Friday is a dress-down day at TCA. Other dress-down days may be held throughout the year as well for special occasions or field trips. When this occurs, notification will be given in advance.
- ii. On dress-down days students are free to wear the clothing of their choice, provided it meets the standards set forth in this section and in the “General Clothing Guidelines” section.
- iii. No clothing worn on dress-down days should promote entertainment or products that would contradict Biblical standards or the TCA Mission/Purpose statement.
- iv. Jeans/denim are permitted, provided they are not stretch, skinny, or low-cut jeans.
- v. Hooded shirts or sweatshirts may be worn, but hoods must remain down and are not to be worn over the head during the school day unless the student is outside.
- vi. No sweatpants, leggings, camouflage, or pajamas may be worn unless special permission to wear them has been given by school administration.
- vii. Athletic shoes may be worn.
- viii. All hair and accessories guidelines found in other sections of the dress code must be observed on dress-down days unless special permission to do otherwise has been given by school administration.

- j. Uncovered Dress Code Issues** - This dress code is intended to serve as an overall guide. When situations concerning dress and/or appearance arise that are not covered by these written guidelines, TCA administration reserves the right to make the final decision regarding the acceptability of a student’s dress or appearance.

10. Grievance Policies & Procedures

- a. **Steps to Follow** - Occasionally, questions, problems, or grievances may arise in a setting such as TCA. The following steps should be followed on such occasions:
- i. Talk to the teacher or staff person directly involved. Making an appointment will ensure that you have uninterrupted time to talk with the person in private. If this is unsuccessful...
 - ii. Make an appointment to meet with a TCA Administrator (Assistant Principal or Principal) and the teacher/staff member. If this is unsuccessful...
 - iii. Make an appointment to meet with the Head of School and the teacher/staff member. If this is unsuccessful...
 - iv. Make an appeal in writing to the TCA School Board. Appeals must be in writing, not in person. The Board has the right to refuse to entertain the appeal if, after review, it feels all reasonable steps were taken to reconcile the issue.
 - v. Once all reasonable steps have been taken and the school board has made a decision, (either to entertain the grievance or to affirm the decision and actions of TCA Administration) TCA will consider any further pursuit of the matter as “irreconcilable differences” and will consider the relationship broken. When this happens parents will be asked to remove their child(ren) from the school.
- b. **Biblical Principles for Solving Problems (Matthew 18)**
- i. We would love to think that we can all come together as a unified whole and have nothing but peace throughout the entire school year. But...life is real, and we don't live in a perfect world! Due to our human nature, we may at times irritate, offend, or disappoint one another either through misunderstanding or strong disagreement. So, until the day the Lord returns, we must seek His help in following His will in all situations. Jesus left us with a clear and wonderful message in Matthew chapter 18 on how we are to solve person-to-person problems when they arise.
 - ii. At TCA we are going to follow God's formula for solving interpersonal disputes. We also expect all parents, staff, students, and others connected with TCA to do the same. Here are the principles from God's Word (in particular, Matthew 18:15-20) that we will follow:

- a. **Keep the matter confidential** – The Bible has much to say against the practice of gossip or maligning others with our words; grievances should be kept only between parties directly involved!
 - b. **Keep the circle small** – “if your brother sins against you, go and tell him” (verse 15) - The first step, and more often than not the only step, needed to solve a problem is for one of the two parties involved to take the initiative of face-to-face dialogue. Most problems are solved at this two-person level.
 - c. **Be straightforward** – “tell him his fault” (verse 15) – Jesus tells us to love honestly. Sometimes it is hard to tell a person the truth and speak to the heart of a matter, but restoration can only come when issues are lovingly and clearly presented. Proverbs 27:6 reminds us, “Faithful are the wounds of a friend...”
 - d. **Be forgiving** – “if he listens to you, you have gained your brother” (verse 15) – This demonstrates to us that once a matter has been discussed and resolved we should move forward in forgiveness, restoring fellowship with the person at fault. But...what if the person involved won’t hear you out or work toward reconciliation? (For example – You are a parent of a student in a Christian school. You are unhappy with a teacher because you believe your child is being treated unfairly. You meet with the teacher but are not satisfied with the outcome of your discussion. What is the next step in the Matthew 18 principle?)
 - e. **Seek help from others** – “take one or two others along with you” (verse 16) – An open and honest conversation with people who are sensitive to Godly principles (this is key, we have to choose carefully who we bring into situations of conflict!) will most often bring about an amicable solution.
- iii. Parents or students who attempt to “short circuit” this process should not expect those “up the ladder” to entertain a grievance until and unless previous steps in the process have been followed.

11. General Information

- a. **ADD or ADHD Students on Medication** – Students who are ADD or ADHD and do not take their medication prior to coming to school will be sent home and, upon repeated occurrences, may be dismissed from the

school. Any medication taken during the school day should be inventoried and securely stored in the school office and dispensed by the school nurse or other designated personnel.

- b. Announcements** – Various means are used to keep TCA students and families up to date on activities and information concerning special events. These include, but are not limited to, Sycamore emails, texts, school calendar, and the school website. Parents, please be sure to check these sources regularly.
- c. Attitude** – A critical, complaining, or uncooperative attitude by a student or parent should not be displayed in a Christian school. If a student or their parent is not able to walk in an attitude of Christian humility and cooperation, the student will be subject to dismissal. It should be noted that at the end of every school year teachers are given the opportunity to recommend students who should not be invited back for the next year.
- d. Book Bags** – Books bags are to be left in the student’s locker during the school day and not on top of the lockers or on the floor in the halls.
- e. Bullying / Harassment** – TCA is committed to maintaining an environment in which all individuals are valued and treat each other with respect and dignity. Bullying or harassment can take many forms – verbal, emails, social networking post, physical abuse, sexual innuendo or actions, and so on. TCA takes these types of behavior very seriously and works to create a culture free of such behavior. Reports of such behavior will be investigated. Students found to be guilty of such behavior will receive disciplinary action up to and including dismissal from the school. Any student who feels they have been subjected to such behavior at the hands of another student or TCA staff person is encouraged to report the matter to a teacher or principal.
- f. Cell Phones** – Students may not use cell phones or other personal electronic devices during the school day.
- g. Chapel** – Chapel is an important part of our week here at TCA. It provides students with the opportunity to worship, pray, and grow spiritually together. Attendance is required at all chapel services. Students are encouraged to bring their Bible to chapel, enter respectfully, and participate willingly.

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- h. Cheating / Plagiarism** – Any student found guilty of cheating and/or plagiarizing on homework or a test will receive a zero for the assignment/test. Parents and TCA Administration will be notified. Repeat offenses of cheating or plagiarism could result in dismissal from the school.
 - i. Child Abuse** – TCA teachers and administrators are required by law to report any suspicion of child neglect or abuse. In the event neglect or abuse are suspected the teacher will complete the Department of Social Services (DSS) intake form and the teacher or an administrator will call DSS to make the report.
 - j. Coats / Outside Jackets** – All coats and outside jackets are to be kept in the student's locker during the day and only worn for outside recess or P.E. class.
 - k. Drugs, Alcohol, Tobacco** – The sale, delivery, use, or possession of drugs, alcohol, vaping products, or tobacco products is strictly prohibited. Any student possessing, using, or delivering these AT ANY TIME will be subject to immediate dismissal from the school. TCA reserves the right to test any student suspected of drug or alcohol use. Parents will be charged a fee for such testing. Student's refusing to be tested will be asked to leave the school.
 - l. Field Trips** – Field trips are considered an extension of the regular class. Teachers should send notice of any field trips to parents in advance of the event. Students who do not attend a class field trip, either for personal reasons or because of disciplinary restrictions, will be counted absent from class for the day of the trip. The dress code applies for all field trips unless other permission is given by TCA Administration. A student not in attendance in the morning may be prohibited from going on a field trip in the afternoon at the discretion of TCA Administration.
 - m. Fighting** – Starting a fight or physically striking another student in anger will not be tolerated at TCA. The first offense will result in a minimum three-day out-of-school suspension. A second offense may result in dismissal from the school.

- n. **Food & Drinks** – Eating and drinking by students outside of scheduled snack or lunch times or teacher-directed activity (such as birthday recognition, holiday party, etc.) is prohibited unless special permission has been given by TCA Administration.
- o. **Forgery** – Students forging a parent’s signature will result in the parent being notified and the student being disciplined. Repeat offenses of forgery could result in dismissal from the school.
- p. **Gum** – Students are not permitted to chew gum in the building AT ANY TIME during the school day. Students violating this policy will receive a corrective action notice and repeat offenses will result in additional disciplinary measures being taken.
- q. **Headphones** – Students are not permitted to wear or use headphones at any time other than when instructed to do so by a teacher or TCA staff member.
- r. **Insurance** – Every child enrolled in school will be covered for accidents that might occur at school or school-sponsored activities. This coverage is limited, however, and should not be expected to replace family health care or major medical coverage. Forms are available from the school office in the event an injury occurs to your child.
- s. **Laser Pointers** – TCA prohibits the possession and use of laser pointing devices by students. These items have the potential to cause serious eye damage.
- t. **Lockers** – Students are assigned lockers by their homeroom teacher. Students should not switch lockers with another student unless approval is given by the homeroom teacher. Lockers should never be damaged in any way. No stickers, pictures, posters, etc. should be affixed to the locker with glue, tape, etc. Students should use magnets to affix such items to their locker. No inappropriate pictures, slogans, etc. are permitted. Nothing should be placed on the outside of a locker without the approval of TCA Administration. Lockers should be kept clean and neat, with no items hanging out of the door (such as bookbag straps, papers). Items should not be left on the top of a locker. Items found on top will be placed in the lost and found. Lockers are the property of TCA and may be checked at the principal’s discretion. Items of value should not be kept in

lockers and TCA is not responsible for items left in a locker. A student should never open another student's locker. Taking items from another student's locker is considered stealing and will be dealt with accordingly.

- u. **Lost & Found** – Any item turned into the lost and found will be kept in the office (or other designated lost and found location). Items not claimed within a reasonable amount of time will be disposed of or given to a charitable organization. Putting student's name on items can prevent them from ending up in the lost and found. TCA is not responsible for lost items.
- v. **Manners** – Good manners are expected at all times (meals, during class, athletic events, chapel, special programs, etc.). Students are required to show respect to any adult who speaks to them and to obey any instructions given by a TCA staff member or representative. Disrespect or disobedience to authority will not be tolerated.
- w. **Messages** – Occasionally it may be necessary to get a message to your child. Parents should refrain from calling or texting your child and, instead, should call the school office. Office personnel will then deliver the message to your child in the least disruptive manner possible.
- x. **Missions** – TCA encourages students to be “others minded” and become involved in missions projects and outreach activities, both local and international, sponsored or promoted by TCA.
- y. **Non-denominational Policy**
 - i. TCA operates as a Christian school, but without regard for a specific denominational position. Our students and staff represent a variety of Christian denominations and we do our best to be sensitive and respectful toward each group represented.
 - ii. Teachers and students are asked to focus on the doctrines we all hold true and avoid pushing denominational distinctives that could create dissension and division.
 - iii. Any problems or concerns regarding doctrinal and spiritual issues within the school should be discussed with a member of the Administration.
- z. **Parking Lot** – Students are not permitted to go to the parking lot at any time during the school day without permission from a TCA staff member.

aa. Parties – Class parties will be held from time to time. Teachers will provide information of these activities. TCA does not participate in the celebration of Halloween and there should be no decorations or activities related to Halloween in the school. Students should not bring party invitations to school unless they are inviting their entire class or are inviting all of the boys or all of the girls.

bb. Pledges – Part of TCA’s daily routine is the reciting of pledges to the American flag, the Christian flag, and the Bible.

- i. 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.
- ii. 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.
- iii. 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.

cc. Profanity / Crude Language – Profanity and vulgar or crude language or slang will not be tolerated at TCA. This applies to all student communications, written or verbal, both at school and online.

dd. Music / Magazines / Books – Music or printed materials (magazines, books, etc.) that seek to undermine authority and Christian morals is detrimental to the spiritual life of our students. Such materials are not to be brought on campus at TCA or represented in a student’s drawings or writings.

ee. Rules & Regulations – All rules, regulations, and policies set forth in this handbook are for the benefit of your child and TCA. Please read and become familiar with this handbook. Please do not request or expect exceptions to these rules for your child.

ff. Runaways – Students who run away from home will normally not be allowed to return to TCA. Exceptions may be made at the discretion of TCA Administration.

gg. Searches – All TCA parking areas and lockers are the property of the church/school. School authorities reserve the right to inspect any student

parked vehicle or student locker in order to protect the health, safety, and welfare of our students and staff. This right to search includes the use of drug-sniffing and gunpowder-sniffing K-9 dogs. A school administrator, with another school employee, may ask a student to empty his/her pockets or the contents of his/her book bag, locker, or car if they deem it necessary. If a student is unwilling to cooperate the parent will be contacted immediately and possible suspension or dismissal may result.

hh. Sexuality Policy

- i. TCA is a ministry of TFA church, and an Assemblies of God member. As such, TCA teaches Gods' Word as it relates to all matters pertaining to life, godliness, and personal conduct. This means that our employees, volunteers, and students/families are expected to serve as Christian role models while on and off campus, upholding the highest standards of Biblical ethics and morals. Moral misconduct includes but is not limited to promiscuity, homosexual behavior, sexual orientation, transgender or gender identity – or any violation of the unique roles of male and female (Romans 1:21-27; 1 Corinthians 6:9-20)
- ii. TCA affirms the Biblical stance on homosexuality, marriage, and sexual identity as it is written in the official statement by the General Presbytery of the Assemblies of God, August 4-5, 2014:
 - a. **WITH REGARD TO SAME-SEX MARRIAGE** - The Assemblies of God defines marriage as the permanent, exclusive, comprehensive, and conjugal “one flesh” union of one man and one woman, intrinsically ordered to procreation and biological family, and in furtherance of the moral, spiritual, and public good of binding father, mother, and child. (Genesis 1:27–28; 2:18–24; Matthew 19:4–9; Mark 10:5–9; Ephesians 5:31–33).
 - b. **WITH REGARD TO SEXUAL IMMORALITY** - The Assemblies of God believes that sexual acts outside of marriage are prohibited as sinful. Sexual acts outside of marriage include but are not limited to adultery, fornication, incest, bestiality, pornography, prostitution, voyeurism, pedophilia, exhibitionism, sodomy, polygamy, polyamory, or same-sex sexual acts. (Exodus 20:14; Leviticus 18:7–23; 20:10–21; Deuteronomy 5:18; Matthew 5:27–28; 15:19; Romans 1:26–27; 1 Corinthians 6:9–13;

Galatians 5:19; Ephesians 4:17–19; Colossians 3:5; 1 Thessalonians 4:3; Hebrews 13:4).

- c. **WITH REGARD TO SEXUAL IDENTITY** - The Assemblies of God believes that God created humankind in His image: male (man) and female (woman), sexually different but with equal personal dignity. The Fellowship supports the dignity of individual persons affirming their biological sex and discouraging any and all attempts to physically change, alter, or disagree with their predominant biological sex—including but not limited to elective sex-reassignment, transvestite, transgender, or nonbinary “genderqueer” acts or conduct. (Genesis 1:26–28; Romans 1:26–32; 1 Corinthians 6:9–11).
- d. **WITH REGARD TO SEXUAL ORIENTATION** - The Assemblies of God affirms the sexual complementarity of man and woman and teaches that any and all same-sex sexual attractions are to be resisted. Consequently, believers are to refrain from any and all same-sex sexual acts or conduct, which are intrinsically disordered. (Genesis 1:27; 2:24; Matthew 19:4–6; Mark 10:5–9; Romans 1:26–27; 1 Corinthians 6:9–11).
- iii. Any employee who finds themselves in disagreement with any of the above policy should immediately notify the Administration. Notification should be in writing, expressing the area of disagreement and explaining his/her view. If any employee cannot teach or work in an environment that exclusively supports the Biblical stance on marriage, morality, sin, and Christian behavior, he/she should resign immediately with no recourse to legal action against TCA or any of its staff members.
- iv. TCA upholds the teaching as written in the official statement by the General Presbytery of the Assemblies of God, August 4-5, 2014 through lifestyle, apologetics, and classroom instruction.
- v. Sexual Misconduct
 - a. **Abortion** – Any student who has an abortion or encourages another student to have an abortion shall be subject to dismissal from TCA.
 - b. **Harassment** – Any student, teacher, or staff member who sexually harasses any other person at TCA shall be subject to dismissal. Sexual harassment includes, but is not limited to, any inappropriate actions, words, or attitudes of a sexual

nature that may harass, threaten, intimidate, embarrass, or cause discomfort to another person.

- c. **Homosexual activity** – Any student who engages in any homosexual act or behavior is subject to dismissal from TCA.
 - d. **Illicit sexual activity** – Any student who engages in illicit sexual activity of any type outside of marriage will be subject to dismissal from TCA.
 - e. **Pornography** – Any student who possesses, delivers, disseminates, downloads, or creates any pornographic material will be subject to immediate dismissal from TCA. These images may include, but are not limited to pictures, videos, magazines, movies, books, or drawings.
 - f. **Pregnancy** – Any student who becomes pregnant or fathers a child outside of marriage while enrolled at TCA will not be permitted to attend classes or participate in extracurricular activities. For students who demonstrate a sincere repentant attitude, a program of independent study may be instituted at the discretion of TCA Administration and/or School Board. Counseling shall be required of any student who participates in the independent study program. Non-repentant students who violate this provision will be dismissed from TCA.
- ii. **Social Services / Child Protection Services** – On occasion it will become necessary for the administration of TCA to interact with a social worker who comes to the school to interview a child or children reported to Social Services as suffering abuse or neglect of one form or another. Current state law forbids interference with the social worker carrying out his/her responsibility. In the event this happens, TCA Administration will do the following:
- i. Provide a place that is private for the interview
 - ii. Ask the child if he/she would like one of the administrators or a teacher to be present during the interview
 - iii. Call one or both parents if they can be reached and inform them that the interview is taking place
- jj. **Students Ineligible to Return** – At the end of each school year, TCA teachers recommend students who should not be allowed to return the next school year. Students need to be aware that their conduct and

attitude will play a part in these recommendations. A pattern of unacceptable behavior will also affect a student's eligibility to remain at TCA.

- kk. Telephone** – School phones are for school business and not for the convenience of students. Please help your child plan their activities so they do not need to use the phone during school. Students who must call home due to illness, dress code violation, etc. may come to the office with their teacher's permission where they will be allowed to phone their parent.
- ll. Threats / Perceived Threats** – TCA takes seriously any threat of harm to any student or employee. Students making what the Administration perceives to be a credible threat will be expelled and will be reported to the authorities.
- mm. Vandalism** – Students caught damaging or defacing school property will be expected to pay for the restoration or replacement of that property. If severe enough, students may be expelled or arrested. Students should do everything they can to cooperate with, and promote, keeping TCA's buildings and grounds attractive.
- nn. Weapons** – No weapons or any items that are commonly used as a weapon may be brought into the school or onto school property. Any weapons brought to school will be confiscated and parents will be notified. The police may be called if deemed necessary by the Administration. Any student that brings a weapon to school could be suspended, expelled, or arrested at the discretion of the Administration. Examples of weapons include, but are not limited to, guns, knives, martial arts weapons, swords, chemical weapons, explosives, etc.

Parent & Student Statement of Cooperation

As a parent, I agree to...

1. ...pray regularly for TCA staff, administration, and families.
2. ...follow and support the guidelines and standards as set forth in the handbook.
3. ...support the aims and ideals of Torrington Christian Academy.
4. ...handle all grievances in accordance with the Matthew 18 principles outlined in the handbook.
5. ...support school fundraising efforts.
6. ...support and follow the financial policies of the school.
7. ...authorize TCA to take my child on field trips approved by the Administration.
8. ...allow TCA to use my child's image in promotional and advertising materials and release TCA from all liabilities unless I have specifically indicated otherwise by completing the appropriate form.
9. ...not hold TCA responsible for loss of personal property, whether the loss occurs by theft, fire, or any other cause.
10. ...invest authority in the faculty and administration of TCA concerning the discipline of my child(ren) following the guidelines of the handbook.

As a student, I agree to... (student signature required for grades 3-5)

1. ...show respect at all times in speech and actions to all TCA teachers and staff.
2. ...follow and support the guidelines and standards as set forth in the handbook.
3. ...refrain from the use of profanity, tobacco products, alcoholic beverages, and illegal or unauthorized drugs while both on and off campus.
4. ...never leave school property during the school day without permission from parent(s) and proper school authorities.
5. ...not hold TCA responsible for loss of personal property, whether the loss occurs by theft, fire, or any other cause.
6. ...adhere to all dress code guidelines as described in the handbook.
7. ...cooperate with my teachers in the completing of assignments, refrain from plagiarizing another person's work, and not participate in cheating.
8. ...practice good stewardship of all TCA property, facilities, and equipment.

Student's signature: _____ Date: _____

Parent's signature: _____ Date: _____