

Tabernacle Christian Academy

Student Handbook

2009 – 2010

Tabernacle Christian Academy
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All rules and regulations contained in the *Tabernacle Christian Academy Handbook* apply to the 2009-2010 school year. Additional amendments to this handbook may be added throughout the year as warranted. Such amendments will be forwarded to the parents in the form of a memo.

It is Tabernacle Christian Academy's intention to carry out and apply the policies in this handbook fairly and consistently. However, failures on our part shall not be considered waiver or relinquishment of such conditions. TCA School Council and administration retain the right to make final decisions on the policies and procedures of Tabernacle Christian Academy.

HISTORY

Tabernacle Christian Academy (TCA) was founded in September 1974, as a ministry of Tabernacle Baptist Church. The Academy is dedicated to the purpose of producing students with a Christian worldview and providing a strong spiritual and academic program.

PURPOSE

We believe everyone needs to understand from God's Word that they are a sinner, by faith accept God's gift of forgiveness, and become a follower of Jesus Christ. Therefore, TCA is committed to showing every student and parent who is not a believer their spiritual need and inviting them to trust Christ for eternal salvation. We believe that the education of children is the God-given duty of their parents (Deut. 11:18, 19; Eph.6:4). Therefore, TCA exists to support but not supplant Christian parents in this responsibility.

We believe that all truth is God's truth (Jn. 14:6; Jn. 17:17) and that Jesus Christ and His teaching are central in all truth and knowledge (Col. 2:3), not only revealed in the Bible and Creation, but also in history, the sciences, the arts, music, and physical education/recreation.

SUMMARY OF OUR STATEMENT OF FAITH

We believe

- in the plenary, verbal inspiration of Old and New Testament Scriptures, and in their authority and inerrancy.
- in the living God, and in the trinity and deity of the Godhead, Father, Son and Holy Spirit.
- in the existence of Satan, and in the objective reality of sin.
- in the virgin birth, atoning death, bodily resurrection, and the personal, premillennial return of our Lord and Savior Jesus Christ.
- that the entire human race is under the just condemnation of God and that salvation is bestowed solely by the grace of God upon such as receive Christ in repentance and personal faith. We thus reject all concepts of salvation through human merit, good words, sacramental bestowal, or organizational decree. We believe that salvation is forever.
- That the New Testament local church is autonomous with respect to other religious organizations, and that it is a fellowship of born again, baptized believers.

A full statement of faith and doctrine is available on request.

GOALS

The primary goal of TCA is for every student and each member of their family to have a faith in Jesus Christ and then to be nurtured to grow in Him. To this end we supplement the Christian family by providing the following: (1) A sound academic education integrated with a Biblical view of God and the world, and (2) An atmosphere conducive to Christian living and the highest gains in knowledge, skills, and wisdom to be used in serving God.

OBJECTIVES

TCA endeavors to aid parents in fulfilling the following responsibilities in their home:

A. Child's Spiritual Development

1. Teach the Bible and its doctrines, and foster right attitudes toward it as God's inspired Word (Eph. 6:4, 2 Tim. 3:15).
2. For parents to be followers of Christ themselves and desire to lead their children into a personal saving relationship with Christ as Lord and Savior (1 Tim. 2:4).
3. Engender a desire in their children to know and do the will of God (Ps. 143:10, Jn. 14:23).
4. Teach their children consistent daily Christian living including daily personal Bible study and prayer (Rom. 12:1,2; Josh. 1:8).
5. Teach their children active involvement in leading others to the Savior (Mt. 10:32, Prov. 11:30).
6. Develop in their children a Biblical sense of right and wrong (Jas. 4:17; Gal. 5:16-26)
7. Foster self-discipline in their children based upon respect and reverence to God and all authority (1 Pet. 2:17; Rom. 13:1).
8. Build in their children a God-consciousness and help them develop a consistent Christian philosophy of life (Col. 2:8-10).

B. Child's Social Development

1. Develop in their children a balanced personality based on proper understanding and acceptance of themselves as God made them and on the full development of their capabilities in Christ (1 Pet. 4:10, 11; Ps. 139:13-16).
2. Foster wholesome personal relationships through development of social skills based on the Christian concept of love (Rom. 12:16; Eph. 4:29-32).
3. Prepare their children for the wholesome and Christian use of leisure time (Ps. 90:12; Eph. 4:15, 16).
4. Show a realistic and biblical view of a vocation (1 Thes. 4:11, 12; 2 Thes. 3:6-12).
5. Promote fitness, maintenance, and skillful use of the body as the temple of God (1 Cor. 6:19,20).
6. Impart a biblical attitude toward material things and promote the wise use of them for God's glory (Heb. 13:5; 1 Tim. 6:6-10; Prov. 3:9; 2 Cor. 9:7).

7. Teach the sanctity and importance of marriage and the family (Eph. 5:22-6:4; Col. 3:18-21; Heb. 13:4; 1 Peter 3:1-7).

C. Child's Academic Development

1. Integrate subjects and activities with the Bible's teachings (Col. 2:3).
2. Promote high academic standards (2 Cor. 13:11a).
3. Teach and encourage the formation of good study habits and research methods (1 Tim. 4:15, 16; Col. 3:23).
4. Develop creative and critical thinking (Col. 2:8; 1 Jn. 4:1).
5. Develop the proper use of Biblical criteria for evaluation (1Thes. 5:21, 22; 2 Tim. 2:15).
6. Promote good citizenship through developing an understanding and appreciation of our Christian and American heritage, freedom, and human dignity (1 Tim. 2:2, 1 Pet. 2:16).
7. Impart knowledge of the world and current affairs, relating them to God's plan for man (Acts 17:17,18; 1 Cor. 10:11).
8. Impart knowledge of the sciences relating them to God's order (Rom. 1:20; Ps. 19:1-6).
9. Engender a Christian use, appreciation, and enjoyment of the fine arts (Ps. 33:1-3; Ex. 31:1-5).
10. Teach effective communication (Ex. 4:10-12; Prov. 25:11; 1 Cor. 2:1-5; Col. 4:6).
11. Instill a desire for excellence in the academic disciplines and the skills required for higher education and future employment (1 Cor. 13:11a)

B. Parent Development

1. Help parents understand and support the school's philosophy and purpose (Amos 3:3; 2 Cor. 6:14,15).
2. Strengthen parental commitment and ability to Biblically raise their children (Eph. 6:4; 1 Tim. 3:4)
3. Help parents understand the importance of parent/teacher cooperation in the education and development of their children (1 Cor. 1:10; Eph. 4:30).
4. Strengthen parental commitment to the financial support of TCA (2 Cor. 8:1-7)

AFFILIATIONS

Tabernacle Christian Academy is a member of the Association of Christian Schools International (ACSI), an internationally recognized organization. The school is certified and registered by the State of New York Board of Regents.

PARENT-STAFF RELATIONSHIP

We thank God for the opportunity to have a part in the education of your child. We do not take this responsibility lightly. The staff of TCA is dedicated to the task of giving your child the best education possible.

The school is an extension of your home and we recognize the importance of the home and school working together for the spiritual and academic growth of the child. We recognize the parent/guardian(s) as the most influential role models in the lives of their children, and it is their virtue and personal decorum, that sets the ultimate example of life (Luke 6:40). It is our expectation that the parent(s)/guardian(s) will faithfully attend a local, evangelical, Bible believing church and will strive to abstain from behaviors that violate the requirements of being a Christian role model. (I Timothy 4:12, Hebrews 10:25)

We ask that parents respect the faculty's time at home with their own families. Please contact your child's teacher through the school rather than calling him/her at home unless requested to do so by the teacher. If a teacher is unavailable when you call, the school secretary will be more than happy to take a message or you may leave a voice message for the teacher on their classroom phone. Every effort will be made to return your call as soon as possible.

Parent(s)/guardian(s) agree to abide by the Biblical principles or moral and spiritual conduct of Matthew 18:15 and 1 Corinthians 6:1-6 in resolving any disagreement or dispute you may have with the school or its administration or faculty.

A. Back to School Night

Back to School Night is our parent orientation. It is held in September of each school year and serves two vital purposes:

- it provides parents with the opportunity to meet their child(ren) teacher(s) and,
- it provides the school with the opportunity to review important school policies.

We request all parents/guardians attend this beneficial event.

B. Parent/Teacher Conferences

Parent/Teacher Conferences are scheduled in mid-November for all elementary students, seventh graders, all new 8th – 12th grade students, and selected secondary students. The purpose of these conferences is for parents and school personnel to meet and discuss the needs of your child(ren). Thereafter, individual conferences are scheduled as needed. Parents are encouraged to contact teachers for informal progress reports.

STUDENT – STAFF RELATIONSHIPS

Teachers at TCA strongly believe in training students academically and spiritually, instilling the need for knowledge accompanied by the values reflective of Christian character. The teachers guide students by giving them the background necessary to succeed in their education as well as in personal life decisions. We want to always maintain an attitude of mutual respect between students and staff. Although an atmosphere of friendliness prevails, we request students to address staff members and their spouses by their formal titles, for example: Pastor, Mr., Mrs., Miss or Dr. unless specifically requested to do otherwise.

ENROLLMENT

Tabernacle Christian Academy seeks to serve students of average to exceptional academic ability that intends to follow a college preparatory track. Presently the school is not equipped to serve students who have significant learning problems or who require major modifications to our standard program. Applications for student enrollment at Tabernacle Christian Academy will be considered on the basis of the ability of the applicant to meet entrance requirements regardless of race, color, or national origin. Application forms may be acquired through the school office.

NONDISCRIMINATORY POLICY

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

TUITION POLICY

The Tuition and Fee Schedule for the academic year is included in the appendix.

The following statements are designed to convey to parents a clear understanding of TCA policies regarding payment of tuition and fees. Please read them carefully. If you have any questions, please call the school office.

- Prompt payment of all accounts is necessary to enable the school to meet its financial obligations. (Romans 12:8)
- No statements will be sent unless requested or as reminders of overdue accounts.
- The school reserves the right to exclude from classes any student whose financial obligation remains unpaid thirty (30) days after the due date.
- Student records, report cards, and diplomas may be withheld until overdue accounts are paid in full.
- Requests for transcripts and record releases for transferring student will not be granted until financial obligations are settled and proper withdrawal procedures are followed.
- No student will be re-admitted to TCA until overdue tuition, fees, or other monies are settled and current re-enrollment fees are met.
- Tuition will be pro-rated for students enrolling after the beginning of the school year.
- Tuition will be refunded on a pro-rated basis for students withdrawing after the beginning of the school year. Fees are non-refundable.
- All accounts under the four (4) Payment Plans must be up-to-date of September 1 (typically two monthly payments) and at the end of each quarter (approximately November 10, January 27, and March 4).
- When any payment cannot be made on the due date, notify the Financial Secretary immediately and include a current phone number where you can be reached

- within the next three (3) days. Upon notification, the Financial Secretary will contact the TCA Christian School Council Finance Committee, which will provide a written decision to the parent.
- Except in cases where a waiver for extenuating circumstances has been received, any account that is not up-to-date on September 1 and at the end of each quarter, the student(s) listed on the Financial Contract will not be allowed to attend classes.
 - The Christian School Council reserves the right to increase tuition during the school year if circumstances warrant it. Such an increase will not exceed the equivalent of one month's tuition.
 - The Christian School Council reserves the right to assess a 10% penalty upon unpaid balances not paid by July 31 of the school year the month before.

GIFTS

The Christian School Council endeavors to keep tuition and fees as low as possible so that as many students as possible may benefit from a Christ-centered education. The tuition that parents pay does not cover the full cost of educating their children. The gap between tuition income and operating expenses is usually between \$400 and \$600 per student. Annually we ask each TCA family to consider giving over and above the tuition to help bridge this gap. Please pray with us that God will continue to meet our school's financial needs.

TEXTBOOKS

Student textbooks are on loan to the student. Students are responsible for the keep and care of all textbooks, and educational supplies provided by TCA. Should damage or loss occur, they or their parents are accountable for damage or replacement fees. Some courses may require textbooks to be purchased and retained by the student (e.g. Advance Placement courses). All school-owned textbooks are to be appropriately covered at all times. Any student found with an uncovered school-owned textbook, or found misusing a text (e.g. defacing a book), will be subject to discipline. All textbooks must be returned in the same condition and given to the teacher on the last day of class or prior to final exams. Final grades may not be issued until all borrowed educational supplies and material have been returned and/or replacement fees have been paid.

SCHOOL CALENDAR

A copy of the calendar for the entire school year highlighting important dates can be found in the Appendix. We suggest posting this in a convenient location for reference throughout the school year. Any changes to the school calendar will be made to the parents by memo.

ARRIVAL AND DEPARTURE

It is our expectation that all students will arrive to school by 8:15 AM. School begins at 8:25 AM. Any student not seated in their classroom by 8:25 AM will be marked as late. Students entering the school after 8:25 AM will be marked as late, and must be signed in by their parent(s)/guardian(s).

Students arriving by private transportation are to be dropped off according to the instructions on the traffic map (see Appendix). Please do not block the entrance to the school by dropping off students at the door. Please park and drop off all students in the drop off areas. For students grades K-3, please escort your child to the door after parking in the drop off area.

A. Arrival

Students arriving early must report to the gym where they will have staff supervision beginning at 7:45 AM. With permission from the morning supervisor, students in grades

7 – 12th may go to their lockers prior to 7:55 AM. After 7:55 AM, all students are to remain in the gym until dismissed. While in the gym, students may quietly socialize or study. Due to the number of students congregating no running, or playing with balls is allowed. By 8:15 AM elementary students are to line-up by class.

B. Dismissal

Dismissal is 2:48 PM for all grades. All students will be assigned a dismissal room and must report to that room by 2:52 PM. Students are to remain in their assigned dismissal room until 3:05 pm or exit the building when notified of parent or bus arrival. The office will make a list of students who are to report to each dismissal room. Room supervisors are to use this list is to take daily attendance and assign lunch detention to all students who are present in school that day but do not show up to their dismissal room in a timely manner. In the dismissal room, students need to be seated and remain seated until dismissed.

Students participating in sports or extracurricular activities such as skiing are to report to the gym by 3:00 PM where they will be under the supervision of their coach or activity sponsor. All students remaining after-school who are not staying for sports or extracurricular activities, must have an Attendance/Bus Change Form (Blue Form) submitted to the office.

All teachers not assigned to a specific dismissal room will be assigned hall duty from 2:48 until 3:05 pm. Their job is to encourage students to move quickly and orderly to their dismissal room.

C. Early Dismissal

ATTENTION ALL STUDENTS: Students are not to leave school grounds at any time after arriving without permission. Early dismissal is also a partial-day absence. Students who wish to be excused during the day must present a written legal excuse signed by a parent our guardian. This excuse is to be presented to the office before 8:30 am on the day the student wishes to be excused. A note for an appointment should include the name of the doctor and the time of the appointment. Students who become ill during the day should report to the nurse’s office immediately. Under no circumstance is a student to leave school without getting permission from the nurse or from the main office. The sign-out sheet, like the attendance register, is a legal document. Before leaving the building, clearly print your name, destination and time on the sign-out sheet in the Main Office.

D. Notification Of Non-Parent Drivers

All students are to be picked up only by their parent or guardian unless other arrangements were made in writing with verbal confirmation prior to pick-up time.

At the beginning of the school year, parents need to inform the school in writing of the person(s) responsible for picking up their child at the end of the school day. Carpool and or alternative after-school transportation information must also be given in writing to the office. In addition, the parent taking the child home must also send in a note or complete

the Attendance/Bus Change Form (Blue Form) that day confirming that they will pick-up the child.

E. Pick-Up of Students After-school

Parents are expected to pick up their children by 3:05 PM. No students are to be in the building or on the school grounds unsupervised. Coaches and faculty sponsoring after-school programs must stay with their students until the student's parent arrives. If a parent is in the building after 3:05 PM for an appointment or other activity, the child(ren) must be with the parent. Teachers are responsible to make arrangements for after-school supervision of their own children and/or students car-pooling with them.

Students not directly involved in a school-sponsored activity may remain after-school only if they have permission from their parent and are supervised by a faculty sponsor. Faculty sponsors are responsible for the behavior of the student and should know the location and activity of the student at all times. A note must be on file in the office signed by the parent allowing the student to stay and signed by the faculty advisor taking responsibility for the student.

At 3:05 students not picked up by their parents will be sent to the office and held there until the parent arrives. At 3:10 a late fee of \$10.00 will be assessed. An additional \$10.00 late fee will be assessed for each 15-minute period a parent is late. Parents must come to the office to sign out their student and pay the late pick-up fee. Payment is due at the time of pick-up and may be made by check or in cash.

Students habitually not picked up by 3:05 may lose the privilege of attending after-school events and a meeting will be set-up with the parent and office to discuss the situation.

Faculty and staff are required to be at the school until 3:30 PM. This provides an opportunity for students to seek extra help. Teachers supervising detention remain until 4:00 PM. Detention is held twice weekly, every Tuesday and Thursday. The school does not assume responsibility for students remaining on school or church property after 4:00 pm, unless they are authorized to be at an extra-curricular activity, the school will be closed and no students may remain inside.

STUDENT DRIVER POLICY

Juniors and seniors may drive to school if they have permission from their parents and the principal. Parents' requests should be in writing and should state the reason for the request. Vehicles are off-limits during the school day. Students are not allowed to loiter in the parking lot. Driving privileges will be withdrawn from students who do not display courteous and safe driving habits or students who are habitually late to school. The speed limit in the school parking lot is 5 MPH.

Students are to park between the first and second parking islands or along the gym wall.

Students will not be allowed to ride to and from school with other students unless there is prior written permission by both the parents of the driver and the passenger plus prior approval of the principal. This also applies to all other school related activities.

All students who will be driving to and from school must have the following information in the TCA office:

- A note signed by a Parent or Guardian which expresses permission for the student to drive the car to and from school;
- A copy of the student driver's license;
- Insurance policy Declaration sheet
- Copy of current registration for each car driven on school property and;
- A list of any passengers who will be riding in their car (The list will be reviewed at the office as necessary)
- A note from the non-family passenger's parents allowing their son/daughter to ride in the students' car.

Tabernacle Christian Academy is not responsible for student drivers riding with another student in their vehicle on or off school property. This is the sole responsibility of the parent or guardian. Parents are encouraged to review their car insurance policy to be sure their policy covers their student transporting other individuals.

SCHOOL CANCELLATIONS

On several occasions throughout the school year, it may be necessary for TCA to cancel school or open late due to inclement weather conditions.

In case of inclement weather, parents should listen to one of the following radio stations for announcements about TCA closings or delayed openings: WBNR 104.7 FM, WEOK 1390 AM, WPDH 101.5 FM, WHUD 100.7, WLNA 1420 AM, WRWD 107.3 FM, WKIP 1450 AM, AND Q92 FM.

TELEPHONE USE

Parents are asked to refrain from calling their child at school unless it is an emergency, or concerns a carpool situation. Students should refrain from using the phone for personal calls such as arranging to visit a friend, or because they forgot to bring something to school, etc. Phone conversations need to be less than three minutes in duration.

Students will be charged \$0.25 for each outgoing call made. Students needing to use the phone must follow this two-step procedure:

1. Obtain a pass from his or her classroom teacher to go to the office.
2. Have the office staff sign the pass when returning to class.

ELECTRONIC DEVICES

Students may not use any personal electronic devices (for example: I Pods, cell phones, blackberries, MP3 players) during school hours (7:45 AM - 3:30 PM).

All cell phones and other electronic devices must be shut off and kept in the school locker during school hours. Students are not allowed to call home on their cell phones for dismissal relating to illness without first being evaluated by the office. If an electronic device is used or a cell phone goes off during school hours, it will be confiscated by the faculty member and turned into the office where arrangements must be made by the student's parent for pick-up. The student will also receive a lunch detention. If this is the second violation for the student, the student will receive an after-school detention and the parent will have to contact the principal to arrange for pick-up of the device. For the third violation – the student will lose the privilege of keeping the electronic device on school grounds. Any subsequent violations will result in a suspension, which will last until a conference can be scheduled with the parent(s), student, and the principal.

PHOTOCOPIER USE

Staff or faculty may operate the photocopy machine only. Students, who need make a personal copy, are to leave the item to be copied with the office. The copy may be picked-up at the end of the day and the student will be charged \$0.10 per page copy.

ATTENDANCE POLICY

Regular attendance is very important in the spiritual, social, mental, and physical development of our students. For maximum growth in our Christian school environment, a student needs to be physically present. There is a direct relationship between poor attendance and academic failure. Students who have enjoyed good attendance generally achieve higher grades, enjoy school more, and are more employable after leaving high school.

In addition, all instances of absences and tardiness become a part of a student's permanent record. This record is often requested by colleges and prospective employers to serve as an indication of student self-discipline and responsibility.

A. Legal and Illegal Absences

According to Education Law in New York State, students between the ages of 6 and 16 must attend school. Excuses for **LEGAL ABSENCES** include: sickness, death in the family, impassable roads or weather, religious observance, attendance at health clinics, approved college visits, required court appearances, and doctor's appointments. **ILLEGAL ABSENCES** include the following: vacation trips, visiting, shopping, needed at home, car trouble, baby-sitting, work, oversleeping. The law considers such absences unlawful detention when they occur with the knowledge of the parents and truancy when not known by the parents.

B. Notification of Absence

Absence due to illness or other emergency requires a phone call by a parent to the school office by 9:30 a.m. on the morning of the absence. On the first day upon returning from an absence, the student should bring a note of explanation concerning the date(s) and the reason for the absence, signed by a parent.

C. Make-up Work

When a student is absent, he/she is responsible for all missed assignments, quizzes, and tests. Students absent are to obtain homework assignments by contacting another student or calling the office prior to noon. Teachers of grades K- 6 will create a list of assignments for the student. If requested by the parent, this list will be given to the office by 2:10 PM, otherwise it will be sent home with the student when they return to school. First period teachers of student's grades 7 –12th will assign a fellow classmate of the absentee student to complete a homework sheet listing the missed assignments. This sheet is to be turned in to the office by the recording student by 2:10 PM. Parents have the option of coming to the school at the end of the day to pick-up the assignment sheet or contacting another student to obtain the missing work.

A student returning after a verifiable medical absence will be allowed 3 -5 days (at the teacher's discretion) to submit any missed work. A doctor's note must be presented in order for an absence of more than 5 consecutive days to be considered verifiable. Absences for more than 5 consecutive days, without a doctor's note will be considered unexcused.

Students absent on a test or quiz day must report to the teacher on the day of return, to schedule a time to make up the missed work. Make-up test/quizzes must be completed within three school days, not to exceed five days for absences longer than one day. Exceptions may be made for students absent five or more consecutive days due to a prolonged illness, surgery, or hospital stay. A doctor's note is required for any student absent for more than five consecutive days. Students absent on a test or quiz day due to extra curricular activities must take the test or quiz the following day.

D. Excessive absences

Excessive absences in a given semester and/or year is considered a serious matter. If a student is absent for thirty (30) days during the school year, TCA reserves the right to retain the student at the same grade level. In grades 9-12, this would mean loss of credit for any course in which the student has accumulated thirty absences. The final authority as to the number of absences rests with TCA.

E. Student Considered Dropped from Enrollment

A student who has been absent for 15 consecutive days of school without legitimate written explanation, will be considered dropped from enrollment. A letter will go home to the parent/guardian to this effect. Before this occurs, the parent/guardian will be notified and a meeting will be held to try to resolve the attendance problem. If the problem persists, the student will be considered dropped from enrollment or asked to

leave the school due to excessive absenteeism. Financial obligations will be addressed for anyone in this situation. The administration reserves the right to make the final decision in all matters. Please note that according to state regulations, we must keep a student's home school district notified of the student's status.

LATES TO SCHOOL

Being consistently late disrupts class procedure, and is a hindrance to academic progress. Students should arrive at school between 8:00 - 8:15 AM. The official start of the day is at 8:25 AM. A student is considered late for school if he/she is not seated by the 8:25 AM bell and is considered late for following periods if he is not in his assigned room after the second bell stops ringing.

Lates are tracked per quarter. A lunch detention will be served for three unexcused lates per quarter to first period. Teachers are to record all late arrivals on their daily attendance sheet. The office will keep track of lates to first period. Teachers will assign a lunch detention for EACH late to periods 2nd-8th and record the student's name on the lunch detention list.

VISITORS

For safety and emergency considerations, the following procedures are established:

- All visitors* must report to and sign in at the school office.
- All visitors must wear a visitor's badge.
- Upon leaving, the visitor must sign out at the office, and return the visitor badge.

* Visitors are defined as individuals who do not regularly work or attend the school during the hours of 8:00 AM – 3:30 PM.

Students are discouraged from bringing friends, houseguests, etc. to school during the regular school day. On special occasions it is possible to bring a friend to school. The following conditions must be met before a student may bring a visitor to school:

1. The principal must give permission at least one full day in advance.
2. The visitor must dress and behave in accordance with school rules.
3. The visitor must be interested in attending TCA.

Parents are welcomed and encouraged to attend chapel. Visiting parents are asked to adhere to the visitor procedures listed above.

STUDENT RECORDS

Please keep the office informed of any change of address, telephone numbers, places of employment of the mother and the father, and current name, number, and address of persons to be called in case of an emergency. Appropriate custody documentation and information is required in cases of parental separation or divorce.

The school is responsible for keeping all student records on file and up-to-date, including transcripts, standardized test scores, attendance records, and health records. If a parent wishes to review or discuss his or her child's record, the parent must contact the principal.

Sending transcripts to another school or institution is provided by mail to the receiving school. Records will be transferred after receipt of written authorization by the school and/or parent/guardian/authorized adult. Transcripts are released when all fees and charges are paid in full.

SENIOR TRANSCRIPTS

Students requesting transcripts to be sent to colleges must fill out a Transcript Request Form obtained at the school office. Please allow at least three days for the transcript to be processed. Two transcripts will be forwarded at no charge. After that a fee of \$10.00 will be assessed for each transcript sent.

Seniors are asked to notify the school office in writing upon college acceptance to ensure final transcripts are forwarded to the college.

HEALTH REGULATIONS

A. Injuries

Students needing medical attention should report to their teacher immediately. If a student is injured seriously during the school day, parents are notified immediately. An accident log is kept in the school office.

B. Illness

When a student shows signs of illness, the parents should not send the student to school. Such symptoms include elevated temperature (100 degrees or higher), nausea, earache, cough, upset stomach, and severe headache. This keeps the illness from spreading to others and results in a quicker return to school by the student.

Students should remain out-of-school until the symptoms or fever is absent for 24 hours. If a student becomes ill or injured at school and must be sent home, his parents are expected to pick him/her up as soon as possible after being contacted. That is why it is mandatory that the school office have a current home and work number on file, as well as designated emergency contacts. Students who drive themselves to school are allowed to leave school due to illness and/or injury and drive home only after the parent has been called and permission is given to the office for that student to leave.

C. Immunizations

TCA parents are required by law to report all immunizations of their children to the school office. A list of state-required immunizations is issued upon registration.

D. Medical Appointments

To minimize disruptions in the education of the child, we strongly request all medical appointments be made after-school hours. If it is necessary for a child to leave the school early for a medical/dental appointment, the school office must be contacted in advance. The office will notify the child's teacher. Children will be released only to those authorized by the parent. Parents are to be clear and specific in identifying the adult responsible for picking up the child. Please note that the student retains the responsibility to obtain the required homework.

E. Medication

If it becomes necessary for a student to have medication during the school day, the medicine must be brought to office by the parent and may not be brought in by the student. Before administering the medicine, the office must have a note with the following information: (1) Name of student, (2) Reason for medication, (3) Dosage, time of day to be given, starting and ending day, (4) Parent's and doctor's signature. No over-the-counter medicines, such as aspirin or Tylenol, will be given without parental and doctor's permission. Student administration of medications will not be permitted.

F. Limitations On Physical Activity

With a written note from a parent or guardian, a student may be excused from Physical Education (Gym) participation for one gym period. Long-term chronic conditions that require missing two or more consecutive gym classes will need a physician's note in which the student's limitation and expected duration thereof are specifically stated.

DRESS CODE

A. Objectives

1. Instruct students in the application of scriptural principles in their clothing selection and daily appearance/attire/dress
2. Create a proper classroom atmosphere for learning.
3. Insure the health and safety of the students.

B. Applicable Scriptural Principles

1. Glorify God: 1 Cor. 6:19-20; 10:31; Psalm 86:12; Is. 66:5; Matt. 5:16
2. Do not conform to the world: Rom. 12:2; 1 Sam. 16:7; Jas. 4:4
3. Wear proper, modest, discreet clothing: 1 Tim. 2:9
4. Do not be a stumbling block to others: Rom 14:13, 1 Pet 3:3-4

The TCA Christian School Council and faculty desires to aid parents in their responsibility of training young people to dress properly and to develop their own tastes and standards of dress which will be glorifying to God. The dress standard will allow the student to develop his/her own individuality while at the same time guiding him/her to set standards consistent with biblical principles.

We believe it is the parents' responsibility to ensure the proper attire of their children. Modesty and neatness form the basis of the dress standard. Parents are requested to check students before they leave for school. Students need to arrive at school in clothes that meet TCA dress standards, and must remain in dress attire or TCA gym clothes until 3:30 PM.

B. Classroom Dress Standards

The school dress standard is in effect for all school-day functions. Students may not change from classroom attire or TCA gym clothes before 3:30 PM unless they are participating in a sports event or have prior approval.

1. All clothing must:

- Be loose fitting.
- Cover the skin when bending at the waist or raising the arms.
- Opaque. All under garments and under straps must not be seen.

2. Pants:

- Must be worn no lower than the top of the hips.
- Capri's may be worn if they are below the knee.
- Ripped pants, sweat pants, lounge pants, athletic pants, leather or leather-like pants, low-rise pants, blue jeans, painter pants, overalls, garish colored or print, excessively baggy or tight pants, are not permitted.

3. Dresses/Skirts for girls must:

- Come to the top of the knee when standing, even when wearing leggings.
- May have slits that do not open any higher than two inches above the knee.

4. Shirts/Tops:

- Modest necklines – no cleavage showing nor be open lower than a handbreadth (four finger widths) below the collarbone.
- Have Sleeves
- Do not have to have collars, however short sleeve or long sleeve T-shirts are NOT acceptable.
- May display discretely placed, modest logos that are in-line with Christian ideals.

5. Jackets:

- Sweaters, vests, blazers or TCA emblem fleeces may be worn.
- Outside jackets, sweatshirts, with or without hoods, fleeces or other athletic jackets are not permitted.

6. Shoes:

- Footwear; sneakers, shoes, or sandals, must be worn at all times and be in good condition.
- Grades K-6th may wear opened toed shoes with back straps.

- Grades 7th – 12th may wear opened toed shoes with no back strap. Flip flops (shoes that may be worn in the shower) are not allowed.

7. Hair/Hats/Make-Up:

- Hairstyles should be neat; not faddish or bizarre. Afros are allowed if they are shorter than two inches. No tangled or uncombed appearance is allowed.
- Hair may not be in the eyes, below the top of the eyebrow and for boys no longer than the bottom of the collar.
- Hair color must appear natural.
- Hats of any style are not to be worn in the school building.
- Modest make-up and jewelry are permitted. Nose rings are not acceptable. Boys may not wear ear rings.

C. Dress for Dress Down Days or Athletic Events

Dresses down days allow students to wear more casual clothing. Acceptable clothing includes:

- T-shirts with modest logos in-line with Christian ideals.
- Blue jeans with no rips or tears.
- Flip flops for 6th – 12th graders on any dress down day **except** field days or picnics. Flip flops **may not** be worn in gym class.

Unacceptable clothing include:

- Pajamas,
- Shorts that are higher than a hand's width from the top of the knee,
- Sleeveless shirts,
- Hats
- Flip flops for K- 5th grades.

D. Dress Standards for School Socials

The guideline for dress standard for school sponsored SOCIALS such as Banquets, Graduation, Recitals, or Back to School Night is modesty. With this in mind, formal dresses for girls must:

- Have necklines that are no lower than a handbreadth (four finger widths) below the collarbone. Plunging or low necklines or any cleavage showing is considered immodest, and must not be worn.
- The skirt or dress lengths must be to the top of the knee. Also, slits in skirts or dresses must do not open any higher than two inches above the knee.
- The back of the dress may not be lower than the end of the shoulder blade.

Students are strongly advised to take a picture of themselves wearing the dress and have it approved by their faculty advisor.

Any student violating the dress requirement will be out of dress code and may not be allowed to participate in the activity, additionally the parent may be called and the student sent home.

Items not specifically mentioned in the dress standard are left to the judgment of the Assistant principal for the elementary school and to the administrator of dress code violations.

PHYSICAL EDUCATION UNIFORMS

The TCA gym uniform consists of:

- a navy blue T-shirt with the TCA emblem or a navy blue sweatshirt
- navy blue shorts that are a hand's width from the top of the knee or navy blue sweat pants
- socks
- sneakers

TCA emblem t-shirts may be purchased new or used. Contact the school for the number of our new or used uniform suppliers. Students grades 1-5 may wear their TCA gym clothes to school on gym days. Students coming to school wearing a partial gym uniform i.e. non-TCA emblem t-shirt, or non navy blue sweat pants, or shorts, will be written up for a dress code violation and may not be allowed to participate in gym class. Students grades 6-12 may change into their uniforms during lunch on gym days. Students are allowed to wear their gym uniform (sweats or shorts) in non-gym classes after lunch and home on the bus. Flip flops are **never** allowed for gym class.

Students must be in complete uniform (TCA top and bottom) on gym days to receive full credit for participation. Upon discretion of the gym teacher, the student may not be allowed to participate in the class unless in full uniform.

TRANSPORTATION

Transportation is provided by the local school district to all students living 15 miles or less from TCA except those that live in the City of Poughkeepsie School District. Application for transportation for the fall must be made to the school district by April 1 of the previous school year. However, families who have moved to a school district after April 1 have 30 days in which to apply for transportation. Bus transportation is a privilege. When a TCA student abuses this privilege by misbehaving on the bus, parents will be notified and appropriate disciplinary action ranging from detention to suspension will be taken. Disciplinary action may also include exclusion from bus transportation for a period of time.

PERSONAL PROPERTY/LOST AND FOUND

TCA is not responsible for personal property left in the building or on the premises. All books, book bags, sweaters, gym uniforms, coats, hats, etc. should be well marked with the student's name and grade. This will aid in the return of lost articles to the appropriated person. Any lost articles will be placed in "Lost and Found," located in the baptistery. "Lost and Found" will be cleaned out on the 30th of each month. Any items still remaining will be donated to local charities. Repeated irresponsibility in losing books, clothing, and other items may result in fines for reclaimed items.

LOCKERS/CUBBIES

Lockers and cubbies are assigned to students in grades 7th – 12th. Students are not allowed to change their locker assignments. Students may go to their lockers before 7:55AM with permission, between classes following the locker schedule set for the year, and after 2:45 PM. Students must have a pass from a teacher to go to their locker at other times during the day. Coats, book bags, and other items unrelated to class should be left in the student's locker. Students will be given a combination for their locker that they should keep confidential. The office has a copy of all locker combinations. If a student loses their combination, the office will reissue the combination. Lockers are subject to periodic inspection by the administration. A locker is the property of the school. Students are not permitted to put stickers and/or other permanent material on the lockers. Students in violation of this may receive a detention. Lockers should not be stuffed causing them to break. If a student stuffs their locker and breaks it, the student will be responsible for payment to get the locker fixed.

Students are advised that TCA reserves the right to search a locker, book bag, personal belongings or vehicle if warranted.

At the end of the year the locker must be cleaned of all items. If it is not completely cleared, a \$10 fee will be assessed.

LUNCHES

A. Items for Sale

TCA has a weekly rotation of lunch items for sale. Milk, ice cream, water and Sunny Delight are also sold. Details of items sold and their costs will be made available at the beginning of each school year.

B. Duties

Students in grades 6-12 are assigned lunchroom cleanup on a rotating basis. This includes cleaning tables, sweeping the floor, and putting away tables and chairs. Two middle/high school students will be assigned to each of the following duties each week: wipe off tables, take out the trash, and sweep the floors. A class will be assigned the weekly duty of breaking down the clean tables and putting away chairs.

C. Lunchroom Conduct

We realize lunchtime is a time during the day that students have to socialize with one another. However, while in the lunchroom, students are asked to conduct themselves in the following manner:

- No shouting, screaming, or unruly behavior.
- Do not leave the lunchroom without permission from a supervising teacher.
- To ensure order, form a single line extending from the counter. Do not block doorways.
- Do not take food or drinks out of the lunchroom.

- Throw away all trash and belongings at their own table and to put away their chairs.
- Bring empty unfinished recyclable soda and juice containers to the counter so they may be placed in the recycling bin.
- Pick up papers and belongings on the floor area around them.
- Abstain from any inappropriate behavior (such as throwing food).
- Bring food ready to eat and bring required utensils. Students may not use the kitchen microwave and will not be given boiling water from the kitchen.

Students who fail to conduct themselves as stated above will be subject to disciplinary action as deemed appropriate by the lunch supervisor.

INTERNATIONAL STUDENTS

TCA is privileged to host international students. To honor their family’s desire for their child to be in an English immersion program, international TCA students are required to speak English only, unless in a foreign language class or speaking to their parents or a non-English-speaking relative or friend. This policy applies anytime the student is on campus, and includes extracurricular activities and free time. Violations of this policy will result in disciplinary actions beginning with an after-school detention.

PLAYGROUND RULES

- No verbal or physical fighting.
- During the winter, there is no snowball throwing. Only students properly clothed in snow gear will be allowed to play in the snow or climb up on snow banks.

DISCIPLINE CODE

Just as “discipline” and “disciple” come from the same root word, so it is that the full meaning and intent of discipline should be not only to correct behavior but also to build up, encourage, and train in conduct as well as concepts that are pleasing to the Lord. God admonishes us that reproof and correction are to be administered in love and with a measure of grace and compassion (Eph 4:32; 1 Pet 3:8,9). In this context, discipline must never be administered vindictively, in anger, devoid of forgiveness, or in a manner demeaning to the worth of an individual.

A. Objectives

Develop and maintain the optimum environment for learning.

Train in behavior patterns that will be helpful to students individually and to the school community in supporting and achieving these and other goals of development:

Loyalty	Selflessness	Compassion	Honesty
Dependability	Maturity	Mercy	Punctuality
Humility	Wisdom	Self-discipline	Organization
Justice	Responsibility	Respect for Authority	

We believe God gives parents the responsibility and authority for the discipline of their children. TCA parents have conferred this authority on teachers and the principal during the school day and during school-sponsored activities.

If parents have questions or disagreements regarding disciplinary matters, it is their duty to immediately follow the biblical principles set in Matt 18:15 and I Cor 6:1-6 and discuss these questions or differences with the teacher(s) involved and not bring their grievances to other parents, faculty members, or students. The principal should not be involved until this step is taken.

This discipline policy applies to students while they are on campus, in TCA authorized vehicles, or at school functions. While behavior at other times and places is an individual and parental responsibility (and not TCA's), behavior that impairs the testimony of TCA or brings dishonor to Jesus Christ cannot be ignored. Therefore, behavioral offenses, which occur outside the limits of this policy, will be considered as to their severity and impact on TCA's reputation and the glory of God and may require disciplinary action at the principal's discretion.

B. Student Conduct

Students are to obey the following conduct patterns:

- Be prepared for class with necessary supplies, books, and signed forms.
- Be honest. Lying, forgery, and plagiarism are prohibited.
- Be respectful and friendly. Courteous speech and prompt, cheerful obedience are expected. It is difficult to receive correction graciously, but Proverbs highly values our doing so. The only proper response to correction is a simple apology or thank you.
- Respect the rights and property of others.
- Respect the authority of the administration, teachers, parent volunteers, and student leaders (Romans 13:1-6).
- Conduct themselves in a Christ-like manner at all times and are expected to refrain from any inappropriate behavior which may be considered harassment (as defined by law) to other students or staff members. Violators are subject to suspension and possible expulsion, and will be required to apologize to the student and his or her family.
- While in the hallways or at the lockers, students should be respectful of the other classes being conducted and are asked to be quiet. Students are not to loiter in the hallways, yell, run, or be rowdy.
- Refrain from chewing gum on church or school property at any times before, during, or after-school. Additionally, students are not permitted to chew gum on school field trips or activity days.
- No eating is in the classrooms unless supervised by a teacher. Food or drinks must be consumed either in the lunchroom or playground areas. All trash must be placed in proper receptacles.
- Respect church and school property. The family of the student that damages property either willfully or accidentally must pay for damaged property.

- Leave weapons, lighters, or other such items that may be considered dangerous at home. Such items will be confiscated.
- Hats or caps must be removed while inside the building, during prayer, preaching, the Pledge of Allegiance, and the singing of the national anthem.

B. Language

Because of the emphasis in the Scriptures on the use of the tongue and the warnings about what proceeds from it, TCA expects its students to be especially careful in this area. Obscenity, foolish talk, gossip and coarse jesting are out of place. The central focus of each student's speech should be the building up of others and the pleasing of God.

C. Public Displays of Affection

Public displays of affection are not permitted at school or at school sponsored or recognized functions. Student couples are not to hold hands, touch each other unnecessarily, or display affection in an unseemly manner.

D. Smoking, Drinking, Drugs

Smoking, drinking, and the possession or use of drugs are in contradiction to proper health practices, and in some cases, are against the law. They also violate the Biblical injunction to maintain pure bodies as the temples of God. The use or possession of tobacco, alcohol, or drugs by a TCA student at any time will result in his/her suspension or permanent dismissal from the academy. TCA students are responsible to see that their guests maintain these standards at all school related activities.

E. Disciplinary Procedures

The school will use the following disciplinary procedures to correct the actions of students. The procedures are listed in order of severity:

- Time-out
- Separation in the Classroom
- Lunch detention/Loss of Recess
- After-school detention
- Referral to the office
- Probation
- In-school suspension
- Out-of-school suspension
- Expulsion or Withdrawal of student from the school

CHURCH ATTENDANCE

Believing that our role at TCA is to assist the home and the church in the task of training young people, we feel that it is of the utmost importance for all of our students, with their families, to be in regular attendance at their church. (Hebrews10:25).

EXTRACURRICULAR ACTIVITIES AND FIELD TRIPS

It is considered a privilege to represent TCA individually or with a group; therefore, this privilege is reserved for those students who maintain a good Christian testimony and meet an acceptable level of academic performance. Acceptable academic performance is based on individual abilities as determined by the administration in conjunction with the parents. After being accepted in any extra-curricular activity, the student must maintain acceptable grades as determined by the administration.

Field trips are scheduled from time to time to supplement the normal educational program. While students are on a field trip, it is of utmost importance that they conduct themselves in a godly, polite, and courteous manner. Students will be respectful and obedient to authority and refrain from any inappropriate behavior. Students are not permitted to chew gum on field trips or during other school activities. School standards, including the dress code, apply to all field trips unless otherwise announced. Parents are often needed to drive and/or chaperone these trips.

If a student travels to an event (athletic, field trip, etc.) by school-provided transportation, he/she must return by that same transportation, unless picked up by one's own parent/guardian or there is a written note stating otherwise.

Any fliers to be distributed or posted on campus must be approved at the office prior to use. Birthday and other party invitations will not be distributed in the classroom unless the entire class or entire gender of the class is invited.

HOMEWORK POLICY AND TESTING SCHEDULE

The school seeks to promote in each student a lifelong enthusiasm for learning. One of the ways this is done is through homework assignments which interconnect students' self-directed time with academic and co-curricular activities. Among the purposes of homework is to enable the student to develop a deeper understanding of a subject area and expand the knowledge base in a given discipline. The school's intention is to develop good study habits in the experience of each student, and homework is an integral part of this educational goal.

Homework is generally assigned at all grade levels. In the lower grades it is usually regular class work not completed during the school day. In the upper elementary grades, it is usually work assigned for the next day and not completed in scheduled study periods. In the junior and senior high, homework is usually assigned daily and increases as the grade level increases.

High school student should plan on two or three hours of homework each night. Homework can mean any number of things: reviewing class notes, practicing a musical instrument, writing a short story, preparing a lab report, rehearsing one's lines for a play,

evaluating a historical event, and so on. In each case, however, homework requires your time, self-discipline, concentration and attention, and a commitment to give your best effort.

Every effort will be given to limit the amount of homework given on a Wednesday night. This is done to provide time for students to participate in Wednesday Church services or youth group activities.

The consequences of not doing homework include after-school detention, and in chronic cases of repeated failure to do assigned work, permanent lunch detention and/or in-school suspension. In the worst case, it may even mean failing a course. It is the school's sincerest hope that all students will be motivated not by the unhappy consequences of failing to do homework, but rather by the unlimited rewards of self-study.

Anytime a student encounters difficulty in completing assignments, he/she should seek assistance from a classroom teacher after-school.

STUDY HALL

As the name implies, a study hall is provided for study. Out of respect for those who wish to study, students in the room must remain quiet for the duration of the period.

Expectations for maintaining an atmosphere conducive for study include:

1. Students must arrive to study hall prepared with homework and materials for studying – or, if the student does not have homework, a reading book or acceptable newspaper/magazine.
2. Study halls are to be silent and academically productive.
3. Students must observe the instruction of their study hall teacher.
4. Students must maintain an attitude of respect and cooperation with the authority of the administration, the teachers, parent volunteers, and student leaders at all times.
5. Students in study hall must remain in their assigned room.
6. Students must have teacher permission to leave study hall for any reason. They will need to sign out and obtain a hall pass.
7. Eating is not allowed in the study hall.

REPORT CARDS AND PROGRESS REPORTS

A. Grades K – 6th

Report cards with student grades and teacher comments are issued on a quarterly basis. A Behavior/Conduct Report Card accompanies the grade report card. Mid-quarter reports are sent home each quarter for all students and must be signed and returned to the school office.

B. Grades 7th – 12th

Report cards with student grades and teacher comments are issued on a quarterly basis. Behavior/Conduct Reports are sent out after the first and third quarter for all students.

Mid-quarter reports are prepared for the first quarter for all new students, 7th graders, and any student with a 75 or lower average. For all subsequent quarters, mid-quarter reports are prepared only for students whose average is 75 or lower.

GRADING SYSTEM

A. Grading Scale

Academic grades are reported on a quarterly basis in the form of a report card. These grades indicate a student's mastery of a subject:

<u>Excellent</u>	<u>Above Average</u>	<u>Average</u>	<u>Below Average</u>	<u>Failing</u>
A+ 99-100	B+ 92-93	C+ 84-85	D+ 74-75	F
A 96-98	B 88-91	C 78-83	D 72-73	below 70
A- 94-95	B- 86-87	C- 76-77	D- 70-71	

B. Other Possible Grades

P – Passing	F – Failing	W/P – Withdrawn Passing
I – Incomplete		W/F – Withdrawn Failing

C. Calculation of Quarter Averages (Grades 7 – 12)

First Quarter	Based only on First Quarter Work
Second Quarter	Based only on Second Quarter Work
First Semester	First Quarter 2/5, Second Quarter 2/5, Mid Term Exam 1/5
Third Quarter	Based only on Third Quarter Work
Fourth Quarter	Based only on Fourth Quarter Work
Second Semester	Straight Average Third Quarter and Fourth Quarter
Final	First Semester 2/5, plus Second Semester 2/5, Final Exam 1/5

D. Honor Roll (Grades 7 – 12)

Two honor rolls are used at each quarter to recognize students in grades 7-12 for their achievement:

- HIGH HONOR ROLL – 94 or above cumulative average, without a failing grade in any course.
- HONOR ROLL – 86-93 cumulative average, without a failing grade in any course.

ACADEMIC HELP

Academic Study Hall meets twice a week after-school and has the following purposes:

1. To establish diligence in languishing students
2. To provide a regimented place for systematic study
3. To assist students needing regular remedial help
4. To put action behind words of warning

At the mid-quarter and end of each quarter, secondary teachers submit a list of students who should be assigned to the Academic Study Hall for the next half quarter.

Academic help is held at the same time and location as after-school detention. The same guidelines apply.

INCOMPLETE GRADES

Should a student receive an incomplete on his or her report card for marking period one, two or three, he/she will have two weeks in which to complete the work and submit it to the teacher to receive a grade for that marking period. Students must have all work completed prior to the end of the school year. Should the student fail to complete the work within the allotted time, the student will receive zeros for all work missing. Students may be required to stay after-school to make up missed tests or quizzes. Arrangements should be made with the teacher and with the parent/driver.

All subjects failed at year-end must be made up over the summer. If a student fails two or more subjects, the student will not be promoted to the next grade. However, for high school, the student may be promoted after successful completion of the course(s) during summer school. A decision may be made to retain a student if the teacher and administration feels it is in the student's interest.

RETENTION AND SUMMER SCHOOL

A. Grades K-6

Progress to the next grade level, for the student not passing in all subjects, is left to the discretion of the student's teacher and principal.

B. Grades 7-8

In order to pass to the next grade, the junior high student must pass all subjects with the following exceptions. A student who fails two academic courses may proceed to the next grade on probation if the academic failure is made up during summer school with a C average or better.

C. Grades 9-12

To receive credit for a semester course, a high school student must receive an average of 70, computed by counting 2/5 or 40% for each of the 2 quarters and 1/5 or 20% for the semester exam. For a full year course, a student must also receive an average of 70, computed by counting 2/5 or 40% for each of the 2 semesters and 1/5 or 20% for the final exam.

D. Summer School

Students who fail a subject or two are encouraged to take failed course(s) at summer school. If a passing grade is obtained there, credit will be granted for the subject.

Summer school students are responsible to have summer school grades sent to TCA.

ATHLETIC/EXTRA-CURRICULAR ACTIVITY ELIGIBILITY

The purpose of this eligibility standard is to communicate to students the importance of honoring God in all aspects of school life and to strive for excellence in the classroom as well as in athletic/extra-curricular activities (including athletic teams, clubs, student government, banquets and the like).

A. High School Eligibility

High School students are eligible to participate in athletic/extra-curricular activities if:

1. Attend school regularly. Cases of long-term illness will be judged on their merits.
 - a. Absence from a part of all of a school session on the day of a game, event or performance, unless such an absence has been previously excused by the school authorities, may be cause for a student to remain off squad or out of the performance or activity for that afternoon or evening.
 - b. Illegal absence shall place the status of a student in jeopardy.
 - c. Habitual tardiness shall place the status of a student in jeopardy.
 - d. Unsportsmanlike attitude and conduct shall place the status of a student in jeopardy.
 - e. A student must be in attendance for at least half a day in order to participate in extra curricular activities.
2. Current grade point average for all subjects must be a 76 or higher no quarter grade is less than a D (70-75).
 - a. Incomplete grades are made-up within two weeks of the end of the quarter or mid-quarter.
 - b. A failing class average and/or incomplete in an assignment during the week may cause a student to become ineligible until the work is made up or grade is improved.
 - c. Exceptions to the above requirements may be made if the entire faculty is in unanimous agreement that the student is working up to his/her capacity.
3. The principal or his designee may declare a student ineligible for any conduct considered to warrant such an action.

B. Junior High School Eligibility

Junior High School students will be evaluated on an individual basis to determine his/her eligibility to participate in athletic/extra-curricular activities. If he/she has grades that are consistently D's or F's, he/she may be judged ineligible for athletic/extra-curricular activities.

C. Eligibility Reports

Coaches/activity sponsors will require students to have their teachers complete an eligibility report form at mid-quarter and the end of each quarter that states the approximate grade of the student and makes a recommendation on their continued participation in the athletic/extra-curricular activity.

BIBLE CLASS

Students in grades K-12 must pass Bible every year in order to graduate from TCA. This requirement is waived for each year a student does not attend TCA. Students who fail Bible during the academic school year, will be given a summer Bible assignment which must be completed according to specifications and returned to TCA, postmarked no later than August 1.

CHAPEL

Chapel is normally held once a week for all students. This is a time set aside for discipleship and worship. It consists of a variety of activities including special speakers, movies, small group prayer, singing, special programs, and more. Students should enter chapel quietly and reverently. No schoolbooks or materials except Bibles and notebooks may be brought to chapel.

FINAL EXAMS

All students in grades 9-12 are required to take a final exam in every core subject. These exams, given during exam week in June, are cumulative in nature. For grades 7-12 each final exam will count for 1/5 of the student's grade for the year. The score earned on the exam will be recorded as a separate grade but is averaged with the preceding four quarterly grades in order to determine the final grade for the year.

On final exam days, high school students (grades 9-12) are only required to be at school if they have an exam scheduled. Students are required to be at school on time for all exams and are to leave immediately after their last test session of the day is dismissed.

Students are not allowed to hang around the school building after their last test. Any student waiting for a ride must wait in the specified area.

Students are required to maintain quiet during an entire exam session, even if they finish early. Students may not talk in the hall or go to lockers. Students are allowed to dress down on exam days. Any student violating the dress down dress code will not be allowed to take his or her exam on that day. He/she will have to schedule a make up exam with the teacher. Junior High students who are taking a high school course are required to take the final exam for that subject.

REQUIREMENTS FOR SENIOR HIGH GRADUATION

Graduation is the culmination for many years of hard work. TCA awards three types of diplomas; a local diploma, a Regents diploma, and a Regents diploma with Advanced Designation.

One unit of credit is awarded for each class that meets five times per week for one year. Classes meeting three or fewer times per week earn .25 units of credits per year. Participation in yearbook counts as .25 units of Art credit per year.

The following is the list of unit requirements for graduation from TCA:

Bible	4 units (Students who transfer to TCA must complete a unit of Bible for each year they are enrolled.)
English	4 units (Regents Comprehensive Examination in English)
Social Studies	4 units including one in American history, the Regents examination in United States history and government, the Regents examination in United States history and government, a half unit of credit in Economics and a half unit of credit in Participation in Government
Mathematics	3 units (Must pass Regents examination titled Math A)
Science	3 units (Must pass Regents examination titled Living Environment)
The Arts	1 unit (including visual arts, music, dance and theater)
Health	½ unit
2 nd language	1 unit
Physical Education	2 units

Students must successfully complete twenty-two and one-half (22 ½) units of credit and pass five (5) New York State assessments to earn a REGENTS DIPLOMA:

To earn a REGENTS DIPLOMA WITH ADVANCED DESIGNATION, a student must successfully complete twenty-four and one-half (24 ½) units of credit and pass eight (8) New York State assessments. In addition to requirements for a Regents diploma: two additional units of credit in a Second Language other than English for a total of three units and the Regents comprehensive assessment in that language (Students completing a

five-unit sequence in career and technical education or the arts are not required to complete the additional two units of the language other than English requirement for the Regents diploma with advance designation but must meet the requirements for the total number of units of credit), one additional Regents examination in mathematics titled Math B for a total of two Regents examination, two additional Regents examinations in science, for a total of three Regents examinations with at least one in living environment.

A student will be allowed to graduate with his or her class at the school’s commencement exercises only when all graduation requirements have been met. A senior failing any subject at year-end will not receive his or her diploma until the requirement is met. The student must complete his or her requirements in summer school. In addition to fulfilling academic requirements, all financial obligations must be met prior to graduation. Students who elect to do PACES, a Christian-based, self-tutorial program, must pay approximately \$45 per course.

Students wishing to withdraw from a class before the end of the first quarter must have written parental permission and approval by administration. Students may not withdraw from a class after the start of the second quarter.

HIGH SCHOOL COURSES

<u>COURSE</u>		<u>GRADE</u>
English		9 – 10
	Alternative English Literature	11-12
	American Literature	11-12
History	A.P. English	11-12
	Global I	9
	Global II	10
	U.S. History	11-12
	U.S. Government/Economics	11-12
	Science	Earth Science*
Biology*		10
Chemistry		11
Physics		12
A.P. Chemistry		12
Foreign Language		Spanish I, II, III
Math	Math A	9
	Math A/B	10
	Math B	11
	Pre-Calculus	11-12
	A.P. Calculus	12
	Consumer Math	11-12
	Electives	Ensemble
Yearbook		9-12
Computer		9 – 12
Health		12

*Also offered as an independent honors class

FIRE DRILLS

Fire drills are held several times a year, according to the New York State Education Department Regulations. The majority of these drills are unannounced. At the sound of the alarm, students should walk quietly and in single file to the exit designated for the classroom. All students will then assemble by class in assigned outdoor areas where attendance is taken.

HOMEROOM

Homeroom is established for all grades 7th – 12th. Homerooms meet every Friday following lunch. The time is used for devotions, and planning for class projects or service activities.

LIBRARY

The TCA library is a specialized part of the TCA program. Because of its limited size, it contains primarily books that support a Christian worldview. Students are encouraged to use the public library for research. TCA library is part of a statewide inter-library loan system; therefore, students have access to and can order books anywhere in the system through the use of Internet. The books are received either by mail, UPS, or courier.

The library is open for use by students during posted hours. It may only be used when a librarian is present. Books are on loan as follows:

Elementary: 1 book for 1 week with 1 renewal per student

Secondary: 2 books for 2 weeks with one renewal per student

Overdue fines are \$.25 a week per book. The borrower will replace lost or damaged books.

COMPUTERS

TCA has a computer lab and most classrooms have at least one computer. Students may use these computers after they have signed the Internet Usage Policy. Both student and parent must sign this policy yearly.

MUSIC LESSONS

Piano and sometimes other instrumental lessons are offered to all students in grades 4 through 12. Occasionally younger students are accepted for lessons. Fees are payable to the teacher on a monthly basis.

All students taking music lessons give recitals each spring.

OFFICE

The school office is open each day from 8:15 a.m. to 3:15 p.m. The phone system is available to take messages at all other times. Appointments with teachers or the principal are made through the school office (454-2792).