



**LEARN. BELIEVE. SERVE.**

# **Preschool HANDBOOK**

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**2020-2021**



THE CHRISTIAN ACADEMY  
**PRESCHOOL**  
LEARN. BELIEVE. SERVE.

Dear Parents and Students,

Welcome to The Christian Academy Preschool and Pre-K classrooms! Thank you for choosing The Christian Academy for your child's educational home. We look forward to getting to know you and your family. It is our goal to prepare your child to enter kindergarten and be successful all while learning about God's love! This year will be new and exciting for all involved and I look forward to building relationships with each of you. The preschool staff is dedicated and will be here for you throughout our journey. As your director, it is important to me that we learn and grow together. This school year we will have the opportunity to engage in fun, stimulating activities.

A daily schedule will be provided to you and posted within the classroom so you will be aware of your child's activities. Each child will have an assigned cubby and throughout the year we will use portfolios to document your child's progress. Our preschool program is designed for the students to learn through play. At times we may get a little messy! We understand that accidents happen, so a change of clothes is necessary. Please refer to our preschool supplies list for further details on items needed for the first day of school.

At The Christian Academy Preschool, we strive to partner with you throughout your child's experience with us. Please read through and become familiar with this handbook as it holds valuable information regarding a plethora of topics relating to various school policies. As always, communication is important, so please let me know if you have any questions or need further clarification in any way. My door is always open to you, and I welcome your prayers and encouragement. I cannot wait to see how your child will grow during the 2020-2021 school year!

Sincerely,

Dalesha Smallwood  
Director of Preschool & Aftercare

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# FOUNDATIONAL STATEMENTS AND GOVERNING PRINCIPLES

## MISSION STATEMENT

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The mission of The Christian Academy is to partner with Christian parents to equip students through a classical education with the necessary skills to pursue excellence through Christ in every area of life.

## VISION STATEMENT

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The vision of The Christian Academy is to be a life-giving oasis in the desert where all students are biblically trained in body, mind and spirit so that they will radically influence their communities for Christ and His glory.

## BELIEFS AND COMMITMENTS

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*The basis of faith shall be the Word of God as interpreted by the following:*

1. We believe the Bible to be inspired, the only infallible, authoritative Word of God (2 Peter 1:20-21; 2 Timothy 3:16).
2. We believe that there is one God, eternally existent in three persons; Father, Son and Holy Spirit (Isaiah 48:12-16; John 15:26-27).
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory (John 11:25-26; John 14:2-3).
4. We believe that for the salvation of lost and sinful man regeneration by the Holy Spirit is absolutely essential. We believe that salvation is based on grace and grace alone, not by any works (John 14:16-17; Ephesians 2:8-9).
5. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life (John 14:26; Romans 8:26).
6. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29; 1 Thessalonians 4:16-17).
7. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 12:4-5; Colossians 2:2).
8. We believe that God wonderfully and immutably creates each person male or female. These two distinct, complementary sexes together reflect the image and nature of God (Genesis 1:26-27.)
9. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, delineated in Scripture (Genesis 2:18-25). *Please see TCA's Statement on Marriage, Gender, and Sexuality for further information.*

*The following tenets are confirmed regarding creation (Genesis 1-11):*

1. The act of creation involved each member of the Trinity.
2. The Bible teaches that creation ("ex NIHILO") was supernaturally and intimately brought into being without any evolutionary process needed or implied (Genesis 1:1,3,16,21,25,27, 2:3; Hebrews 11:3; Psalm 33:6-9; 148:1-6; Mark 10:5-9).
3. The Scriptures and hence Genesis 1-11 are the inerrant and infallible Word of God (II Timothy 3:16-17; II Peter 1:20-21).

4. The text in Genesis 1-11 is to be taken as authoritative, historical, chronological and narrative, and not to be interpreted as myth or allegory (Exodus 20:8-11; Hebrews 4:3-4; Mark 10:5-9).
5. The idea of adaptation within species is consistent with Biblical context, but the Bible clearly excludes macroevolution (Genesis 1:11-12, 21-24, 25).
6. Adam and Eve were specially created by God in His image as actual human beings, the parents of all humanity; hence they are not the products of lower forms of life i.e., hominids, ape (Genesis 1:26-31).
7. An actual, historical fall of Adam and Eve brought all humanity and the world into a state of sin, misery, and subjection to pain and suffering (Genesis 3).
8. God promises in His Word the provision of a Redeemer (Genesis 3:15).

*The following framework sets the parameters for teaching biblical principles found in Genesis 1-11:*

1. Creationism is the stated view of the school regarding the origin of the Universe.
2. Other theories about the origins of the Universe may be presented in a way that students understand, and which will enable them to articulate how the theories impact their worldview.
3. In addition, it must also be noted that several critical beliefs are found in Genesis 1-11 which are foundational to Christianity regardless of denomination including:
  - The existence of the triune Godhead (Genesis 1:26).
  - Creation of all, excluding God (Genesis 1:1-2:3).
  - Establishment of marriage and family (Genesis 2:18-24).
  - Sin and death (Genesis 3).
  - Salvation through the coming Redeemer (Genesis 3:15).
  - Society and law.
  - The flood (Genesis 6-9:17).

*Statement on marriage, gender, and sexuality:*

1. We believe that God wonderfully and immutably creates each person male or female. These two distinct, complementary sexes together reflect the image and nature of God (Genesis 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.
2. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians. 6:18; 7:2-5; Hebrew 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
3. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matthew 15:18-20; 1 Corinthians 6:9-10).
4. We believe that in order to preserve the function and integrity of The Christian Academy as the local Body of Christ, and to provide a biblical role model to its students and members of its community, it is imperative that all persons employed by The Christian Academy in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Philippians 2:14-16; 1 Thessalonians 5:22)
5. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11).
6. We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of The Christian Academy.

## EDUCATIONAL PHILOSOPHY

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We stand without reservation on the absolutes of the Holy Bible and seek to interpret all of life and learning from the basis of the principles set forth in God's Word. These convictions provide the framework for our entire educational program. In this framework students develop their intellectual, spiritual, physical, emotional, and social potential to the end that their lives will glorify God.

## FINAL AUTHORITY FOR MATTERS OF BELIEF AND CONDUCT

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The Belief and Commitment statements are not exhaustive. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of The Christian Academy's faith and doctrine, the Board of Trustees is the final interpretive authority on the Bible's meaning and application.

## AUTHORITY

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The Board of Trustees has delegated the authority for the day-to-day operation of TCA to the Head of School. In turn, the Head of School has assigned responsibility and delegated authority to the principals to handle most behavioral/disciplinary matters. Thus, behavior, that requires disciplinary responses such as detentions and suspensions is strictly under the domain of the principals. Issues that result in recommendations of non-renewal, exclusion, or expulsion, however, will be reviewed by the Head of School. The Head of School's decision in each case will be final.

## NOTICE OF NON-DISCRIMINATORY POLICY

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### **FACULTY**

Employment at The Christian Academy is open to qualified individuals who are Christians of good character, without regard or reference to race, sex, national or ethnic origin, color, age, or disability. The Christian Academy is a religious educational ministry, permitted to make employment decisions based on religion. All prospective and current employees must agree with The Christian Academy's mission statement, and they must be willing to conduct their lives in conformity with the school's statements of Beliefs and Commitments and the school's declaration and agreement to ethical and moral integrity.

### **STUDENTS**

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

## DISCLAIMERS

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This handbook does not serve to contractually bind The Christian Academy in any way and is subject to change without notice by the Head of School.

## GOALS

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The Christian Academy Preschool strives to:

- nourish your child's heart and mind as we develop their cognitive, social, emotional, spiritual and physical skills.
- encourage self-confidence and individuality by helping young children enhance their learning and socializing abilities.
- foster enthusiasm and responsibility for learning, and to encourage each child's natural creativity and curiosity.
- provide a biblical curriculum geared to the different and developing interests of each child.
- provide a setting rich in materials and resources, a caring and highly qualified staff, a developmentally appropriate program, and activities that are both teacher-guided and child initiated.
- communicate to parents the philosophy, goals, and program of The Christian Academy.
- provide opportunities for parent involvement and education.
- enrich school experiences by using community resources and outside professionals in the field of early childhood education.

## HOURS OF PRESCHOOL AND AFTERCARE

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Full day program: Monday - Friday 8:00 a.m. - 3:00 p.m.

Half day program: Monday- Friday 8:00 a.m. - 11:30 a.m.

Aftercare program: Monday - Friday 3:00 p.m. - 4:30 p.m. and/or 3:00 p.m.- 6:00 p.m.

Holiday hours may vary. See school calendar for details.

# STUDENT CONDUCT

## KEY PRINCIPLES

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The core of discipline is to train the heart. There are two drawbacks to this approach, (1) Only God knows the heart and (2) Only God can change the heart. This, however, does not negate the calling of adults to minister to the heart of a child. Following are the guiding disciplinary principles at TCA that aid in reaching the heart of a child.

### *Key Principles*

- #1 OBEDIENCE      We expect obedience to be immediate, complete, without complaint, and without challenge. (Colossians 3:20)
  
- #2 RESPECT      We expect the children to respond to authority in a way that would demonstrate a listening ear to correction, in how they respond and interact with one another. (Colossians 3:17)
  
- #3 SELF-CONTROL      We expect the children to demonstrate that they are in control of their own actions, without having to seek revenge or placing their hands on one another. Self-control should also be evident in the way students talk to one another and in the way they control their body. (I Peter 1:13)
  
- #4 CONSIDERATION OF OTHERS      We expect the children to seek ways to serve others instead of focusing on self. This includes compassion and kindness one to another. (Philippians 2:4)
  
- #5 PURITY      We expect children to behave morally and with decency. Children will avoid conversations, actions or dress that violates the high moral and spiritual standards of TCA in letter and in spirit. Students will use restrooms conforming to one's biological sex. (Psalm 139:14-15).

Though some of these key principles listed above are not always enforceable, it is our goal to train young people to serve God in these ways. Teachers will handle discipline for each student on an individual basis. Discipline is constructive in nature, fair, consistently applied, and understandable to the child. Positive behavior is always reinforced and recognized whenever possible. From our modeling, the children will learn acceptable behavior. There will never be physical punishment. When sitting out is necessary, it is brief and appropriate to the child's developmental level and circumstances. Children are encouraged to express their feelings and frustrations and are taught to resolve conflicts in a nonphysical manner.

### *Biting Policy*

Biting can be a form of expression in preschool children who have limited verbal skills. Some young children may use biting when angry or frustrated. While it is considered typical behavior for young children, it is detrimental to the safety and well-being of the children in the classroom. Hence, if a child bites one time, or with continuous aggressive behavior, the teacher or director will contact the family, in order to implement a

plan that would prevent further incidents from taking place. If repeated biting incidents occur, we may ask for temporary withdrawal from the program.

*Some behaviors, depending upon severity, may receive greater consequences such as loss of privileges, suspension, or expulsion. For any offense, the administration reserves the right to assign consequences.*

## DRESS CODE

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The Bible directs the Christian to do *"all to the glory of God"* (I Corinthians 10:31). In today's society this has special reference to the fact that God may be honored, or dishonored, by our personal dress and grooming. The Christian is to have a regard for things that are *"pure. . . commendable. . . of excellence . . . and worthy of praise"* (Philippians 4:8).

The Christian Academy believes that these principles have a practical application to the dress and grooming of students. God is glorified when we dress and conduct ourselves in good taste and with modesty. We recognize that conforming to dress standards does not make a person a Christian or even more "spiritual." However, disciplined effort in keeping all rules does have a maturing effect upon the Christian.

All students are expected to conform to the dress code from the first day of school as outlined in this section, and on all school field trips, unless otherwise specified. A student's conformity to the dress code is primarily the responsibility of the home.

It must be recognized that a dress code cannot address every area. For that reason, the administration reserves the privilege of interpreting the principles and specifics of the dress code.

Preschool students are required to wear TCA issued tops that can be purchased online or in the school store. Sweatpants can also be purchased from the school store if preferred. Parents may purchase bottoms from a store of their choosing (skirts, skorts, shorts, pants, leggings or sweatpants). Students may wear shorts in August, September, October, April, May and June. If they choose to wear shorts during the winter months, they must wear sweatpants over their shorts (sweatpants may be removed when playing in the gym).

### *Girls Dress Code*

- No denim jeans
- Students are required to wear shorts or leggings under skirts. Skirts are to be no shorter than 2 inches above the knee.

### Shoes

- Regular school shoes, boots, or athletic footwear
- No sandals, flip flops, open toed or open heeled footwear is to be worn

### Hair and Piercings

- Hair must be kept neat and clean
- No extreme hairstyles or colors
- Headbands may be worn; scarves and bandanas are not permitted when used as a head covering
- Other than earrings, no visible piercings are permissible

### Outerwear

- No coats or jackets are to be worn during the school day beginning at homeroom and ending at 3:00 p.m.
- No hats

### *Boys Dress Code*

- No denim jeans

### Shoes

- Regular school shoes or athletic footwear
- No sandals, flip flops, open toed or open heeled footwear are to be worn

### Hair and Piercings

- Hair must be kept neat and clean
- No extreme hairstyles or colors
- Hair must be cut so that it does not cover the eyebrows, completely over the ear, or rest on the collar.
- Ponytails are not permitted
- No visible piercings are permissible
- Headbands and head coverings are not permitted

### Outerwear

- No coats or jackets are to be worn during the school day beginning at homeroom and ending at 3:00 p.m.
- No hats

## BULLYING/CYBERBULLYING

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Bullying under any circumstance will not be tolerated at TCA. It is important to understanding the definition of bullying according to Pennsylvania anti-bullying laws:

“Bullying” shall mean an intentional electronic, written, verbal or physical act, or a series of acts:

1. directed at another student or students;
2. which occurs in a school setting;
3. that is severe, persistent or pervasive; and
4. that has the effect of doing any of the following:
  - substantially interfering with a student’s education;
  - creating a threatening environment; or
  - substantially disrupting the orderly operation of the school.

“School setting” shall mean in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school (24 P.S. § 13-1303.1-A (2008)).

According to the Pennsylvania Office of the Attorney General, cyberbullying can include:

- Sending cruel, vicious or threatening emails.
- Creating websites that have stories, pictures, and jokes ridiculing others.
- Posting pictures of other students/kids online with derogatory phrases or questions attached to them.
- Using someone else's email to send vicious or incriminating emails to others.
- Using instant messaging tools to harass others.

Cyberbullying is included under H.B. 1067, 2008: 24 Pennsylvania Statutes §1303.1-A (See “Social Media Policy”).

The administration encourages students who have been/are being bullied to promptly report such incidents to any school employee. All complaints of bullying will be investigated, and corrective action will be taken when

allegations are verified. Confidentiality will be preserved as much as possible, consistent with the school's legal and investigative obligations. No reprisals or retaliation will occur as a result of good faith reports of bullying.

Students may be held responsible for actions done outside of school whether it be bullying on social media (see social media policy), that hinders the Gospel, damages the school's reputation, or creates a negative or disruptive atmosphere.

**Consequence(s) for violation:** loss of privileges, exclusion from school sponsored events, suspension, expulsion, and/or arrest

### CELLPHONE/SMART WATCH USE

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Cell phone and smart watch usage is strictly prohibited from arrival at school until 3:00 PM for any purpose including making or receiving phone calls, sending or receiving messages, taking pictures and/or using any other feature or capability of the device. Cell phones and smart watches are not to be seen, heard or used during school hours. Cell phones and smart watches may be confiscated and only returned to a parent.

### CLASSROOM EXPECTATIONS

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The classroom should be a peaceful, interactive environment in which the teacher guides the learning process. Each child must be able to hear quality instruction, participate in learning activities, ask questions and contribute to other's learning. To make the classroom this kind of "learning place," there will be a few simple expectations.

*The purpose for classroom rules is*

- to ensure that learning is taking place.
- to accomplish all that God has planned for a child's life.
- to teach students to accept responsibility for actions.
- to make the classroom a place where students can have fun in a controlled, peaceful environment instead of in an environment filled with conflict and strife.
- to encourage behavior from a godly heart which pleases Jesus Christ.

*The teacher will*

- address the individual student and will communicate why he/she received a consequence.
- record consequences.

*The students will*

- follow directions of those in authority.
- not talk while the teacher or another student is talking.
- not call out in class but will raise his/her hand and receive permission from the teacher before talking.
- ask for permission before getting out of his/her seat.
- not be disruptive in class. This includes but is not limited to...putting head down on desk, laughing loudly or in an annoying manner, screaming, yelling or generally being a distraction.

### DISCIPLINE COMMITTEE

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The purpose of the discipline committee is to determine probation and a student's terms of probation if initial disciplinary measure have been ineffective and make a recommendation to the administration. The administration will make a decision whether a student will be dismissed or expelled from The Christian Academy.

### DISCIPLINARY PROBATION

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Probation gives the student an opportunity to correct his/her problem. Students, once placed upon probation, will remain on probation until released by the discipline committee. If a student does not meet the terms of probation, he/she may be expelled. Administration will meet at the end of an academic year to determine the student's probationary status or dismissal.

### ELECTRONIC DEVICES

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Electronic devices are not permitted (Arrival - 3:00 p.m.). This prohibition applies to field trips and certain other activities as assigned by the administration.

### EXPULSION

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Attending TCA is a privilege, not a right; therefore, a student/family may be dismissed from TCA at any time during the school year. Reasons may include breaking the law (even if cleared of charges), discipline issues, parental/guardian behavior (see parental/guardian code of conduct), arrears in tuition, poor attitude, and/or academic issues. A student who has been expelled or dismissed will be considered for readmission after a minimum of one year from the time of expulsion/dismissal and can only re-enter during a new academic year (August) and upon the approval of the re-admission policies and family interview.

### FIELD TRIPS

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Only parents, grandparents or legal guardians with proper clearances are allowed to act as chaperones on field trips.

### MORNING DROP OFF AND DISSMISAL PROCEDURES

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It is very important to the success of our program that you drop off and pick up your children on time so that your child does not miss any of our fun scheduled activities or cause any disruption in our daily schedule. Students should not arrive at school before 7:45 a.m., as teachers are involved with classroom preparation and are not ready to give the children their full attention. Teacher supervision will only be available at 7:45 a.m. Our school day begins at 8:00 a.m. each day.

- Drop-Off
  - Preschool students are supervised outside on the playground beginning at 7:45 am each morning.
  - All cars should enter through the Lister Street main entrance. Make a left as you enter and continue down the driveway to just past the doors by the kindergarten room – you will be able to see the playground to your right.
  - Please drop off your children and do not park.
  - You can then exit through the Gray Street exit.

- If you need to park for any reason, enter through the Lister Street entrance and make a right to park in the upper lot.
- Please do not drop off preschool students upstairs.
- If you arrive after 8:15, students should be dropped off at the main entrance and proceed to the office.
- Dismissal
  - Aftercare students will remain in their classroom.
  - Car line students will go directly to the cafeteria.
  - Drivers are to enter the lower parking lot by way of Gray Street.
  - Students will be walked to their cars by teachers on duty.
  - Drivers cannot park on Gray Street and walk over to the car line to pick up children.
  - Parents must arrive in carline by 3:25 p.m. If you arrive after 3:25 p.m. please report to the office.
- Aftercare Sign Out Procedure
  - All children need to be signed out. The aftercare program will have a binder with a sign out page per child for each month.
  - At pick up, the binder will be in a visible area for you to sign out your child with your legal signature and time. This sign out procedure is especially important for safety and legal regulations. Please be diligent about fulfilling this important procedure. The pages will be audited regularly, and we must make sure that every child is signed out daily for their safety to be accounted for.
  - If you arrive late to pick up your child from aftercare a fee will be assessed.

#### *Authorization for Dismissal*

- Your child will only be released to a parent or an adult designated by the parent in writing, you must write and sign a note stating and authorizing the change in the pickup procedure. The written notification must be provided to the director. Should you find yourself in an emergency, please call the school to let us know that you are delayed.

#### *Absences*

Please let us know as early as possible if your child will be absent on a given day.

### POSSESSION, THREAT, OR USE OF WEAPONS

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The Christian Academy considers student possession of, use of, threat of use of weapons as defined in PA Title 18 ([PA Statue](#)) as a serious offense on school property, at school events, or any other time while student is enrolled at TCA. Students claiming or boasting of a weapon at school or school events will carry the same disciplinary infraction. Students who possess a weapon, carry, exhibit, display, draw, or threaten manifesting an intent to intimidate another or warrants alarm for the safety of others may be subject to expulsion.

#### *Definitions*

“Possession” includes but is not limited to, having a weapon on school property or a school sponsored event located:

- in a space assigned to a student such as a locker or desk;
- on a student’s person or property (such as on the student’s body, in his/her clothing, purse, backpack, gym bag, or vehicle; and

- under the student’s control or accessible or available, such as hidden by the student

“Threat” includes but is not limited to:

- a direct statement of personal bodily harm with a weapon;
- a direct statement indicating friends or acquaintances with weapons who will commit bodily harm;
- the direct statement of possessing a weapon at school or a school function;
- access to weapons.

“Weapon” includes but is not limited to , as described in Pennsylvania Act 18:

*“Notwithstanding the definition of ‘weapon’ in section 907 (relating to possessing instruments of crime), “weapon” for purposes of this section shall include but not be limited to any knife, cutting instrument, cutting tool, nun-chuck stick, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.”*

- TCA clarifies further:
  - an air gun, which includes any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by discharge or compressed air, carbon dioxide or other gas,
  - any item which appears to be a realistic firearm or air gun.

### *Incidents and Reporting*

Any student, parent, faculty member, staff member, or administrator with knowledge of possession, threat, or use of weapons as described above will immediately report to the Head of School who will (in no particular order):

- immediately remove the student from the classroom
- search for weapon
- call police
- call parent/guardian
- suspend student(s) from school pending full investigation by school administration and local authorities
- expel student if applicable

## SAFETY DRILLS

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Fire and lockdown drills will be conducted on a regular basis to prepare students and staff for a quick response in emergency situations. Students are to be quiet and self-controlled during drills. Listening closely to the direction of his/her teacher is expected.

## SEARCH AND SEIZE

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“Searches” can be conducted if school authorities have reasonable grounds for suspecting that a student has violated or is violating either the law or rules of The Christian Academy. A search may be done of the student’s clothing, handbag, wallet, locker, and desk and any material and articles contained therein, and may be seized.

Prior to a search, the Head of School’s (or his/her designee) approval shall be obtained. Where school authorities have a reasonable suspicion that a locker or desk contains materials which pose a threat to the health, welfare, and safety of the school community, student lockers and desks will be searched without prior warning to the student. Any articles or materials which are in violation of the law or the rules, regulations or

policies of TCA and which are seized by school authorities may be used as evidence against the student in disciplinary proceedings.

## SUSPENSION

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The administration may assign a suspension as a consequence. The duration of the suspension will be determined by the principal and/or the Head of School depending upon the severity of the offense. Parents of a suspended student will be informed by letter/phone and may be asked to come to school for a conference before the student will be allowed to return to school.

## TECHNOLOGY POLICY – ACCEPTABLE USE OF ONLINE SERVICES (AUP)

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### Purpose

The primary purpose of the campus computer network is educational. The network serves as a resource for enriching teaching and learning objectives at The Christian Academy. Approved uses of the computer network are intended to enhance the established curriculum. Users are responsible for ensuring that their activities conform to TCA's standards as an institution of Christian education, in obedience to biblical commands and values. The network is not for any private, commercial business, or political use.

### Professional Liability

TCA does not control the information on the Internet. Therefore, some sites accessible via the Internet may contain material that is inappropriate for educational use. While The Christian Academy utilizes both internal and external filtering systems with the goal of protecting student access as much as possible, we cannot guarantee that your child(ren) will not gain access to or be exposed to inappropriate material.

The system administrator and teaching staff at the school are not responsible for the actions or activities of students while using the computer network. While students will be supervised while using the network, it is impossible for the system administrator or teaching personnel to control or supervise the activities of every student at all times.

### Privilege

All use of the computer network is a privilege and not a right. All users assume responsibility—personal, legal, financial, and otherwise—for their actions while using the computer network and while accessing Internet content over the school network. Inappropriate use can result in cancellation or restriction of access privileges, in addition to disciplinary or possible legal action.

### Prohibited Activities

- Involvement in any activity prohibited by law
- Transfer or storage of large files without permission
- Attempting to establish a commercial venture on the network
- Involvement with online games or gambling
- Viewing, storing and/or transferring obscene, pornographic, or sexually explicit materials
- Transferring "chain" type letters
- Sharing passwords
- Leaving a computer open or unattended without approval
- Accessing any area of the school network without permission
- Interfering with normal and proper network operations

- Interfering with normal and proper Internet access/operations
- Refusal to grant access to files or directories used during school hours, regardless of their actual location (this includes personal email accounts, if used at school during school hours)
- Accessing computer files of other students or staff
- Copying protected software without authorization or permission
- Loading software of any kind without approval and permission
- Conduct on the Internet or over the network anything that is harmful (or could be), harassing, racially motivated, or otherwise offensive to others
- Abuse or damage to computer equipment or software, especially if due to direct violation of these rules
- Using the network or Internet access for personal or entertainment purposes without approval or permission
- Downloading any file for any reason without specific approval from the system administrator or teaching personnel
- Any use of outside resources, such as online resources at .coms, that do not conform to our Acceptable Use Policy, rules, copyrights. Violators are subject to penalties both at TCA and at the outside resource.
- Any release of personal data (pictures, email, etc.) of individuals outside the author's household to blog sites
- Knowingly or recklessly posting false information about a person or organization
- Political lobbying
- Use the Internet to create devices that may cause bodily harm

#### Violating of the Acceptable Use Policy (AUP)

Violating the AUP may result in, but is not limited to, the following or a combination of the following:

- Restricted network access
- Loss of network access
- Disciplinary action
- Legal action not limited to criminal prosecution under local, state or federal laws

Interpretation, application, and modification of this Acceptable Use Policy are within the sole authority and discretion of The Christian Academy. Any questions or issues concerning these policies and regulations should be directed to the Head of School.

## ACADEMICS

### FIRST DAY OF SCHOOL

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The beginning of the school year is an exciting time, for children, teachers, and parents. It can take time for children to adjust to the new schedule, environment, and people. Social/emotional development is a part of this process. The first day of school is a new experience and we expect that each student will respond uniquely. We will do all we can to make your children most comfortable and experience a seamless transition. Patience, prayer, kindness, and encouragement will be provided to each child. In the event a student has a difficult time at drop off/adjusting to their classroom and teachers, the director will formulate an individualized plan for the student with the input of parents, to help them in this area of development. While

it may be difficult to leave your child while upset we kindly ask that you trust in us and find peace in knowing, that we are partnering with you to help your child adjust to this process.

## SCHEDULE

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A sample of our daily schedule is as follows:

8:15 a.m. - 8:45 a.m. Open Center/ Table Activities  
8:45 a.m. - 9:00 a.m. Prayer  
9:00 a.m. - 9:20 a.m. Morning Snack  
9:30 a.m. - 10:00 a.m. Reading/writing  
10:00 a.m. - 10:30 a.m. Activity Time in class – Math/Art  
10:30 a.m. - 11:00 a.m. Calendar and Story Time  
11:10 a.m. - 11:30 a.m. Science/Outside Play  
11:30 a.m. - 12:00 p.m. Lunch  
12:00 p.m. - 2:00 p.m. Rest/Nap Time  
2:00 p.m. - 2:45 p.m. Meeting/Open Center/Pack Up  
3:00 p.m. - Pickup/Aftercare

Open time/Centers are provided every day, for approximately forty minutes spread throughout the day, the children can choose which areas they wish to play and learn. During this time teachers can assess your child to observe their progress. Center activities include:

- Science center/Exploration
- Blocks & Building center
- Art center
- Dramatic Play Center
- Music center
- Puzzle and Manipulative Center
- Library/Listening center

## SUPPLIES

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Each class will get an individual list of any select items on the first day of school. The following is a basic list that is necessary for all children:

- Backpack that children can carry themselves
- 1 package thick markers (Crayola preferred)
- 1 package thin colored pencils
- 1 package multicolor crayons
- 1 package large pencils (beginner pencils)
- 2 squeeze glue bottles
- 2 thick glue sticks
- 2 durable pocket folders
- 1 box of tissues
- 1 box zip-lock storage size bags

- 1 box zip-lock sandwich size bags
- Insulated lunch box/ice pack (if packing lunch)
- Refillable water cup
- 1 change of clothing (t-shirt, sweatpants/shorts, undergarments, socks, and shoes) with all items labeled and placed in a Ziplock bag with student's name on the outside
- Blanket for rest time

**\*\*Other than these items listed above, please leave extra toys and snacks at home. Please do not allow your child to bring any personal toys, snacks, or any other belongings to school. It is best if these items are left at home and not taken away before entrance to the school, as this may cause your child to start the day in an unsettled way.\*\***

We will have special days when your child can “share” a special item with their classmates (show and tell).

## CURRICULUM

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The Memoria Press Curriculum is a classical curriculum that provides opportunities for the children to learn through play from a biblical perspective. Each day your child will be engaged in many activities that will enhance their overall development. Some of these activities include:

- Devotion
- Recitation
- Calendar
- Alphabet Lesson/Writing
- Show and Tell
- Number Lesson
- Activity/Craft
- Literature
- Music
- Poetry
- Traditional Games
- Enrichment
- Closing Prayer

## DEVELOPMENTAL ASSESSMENTS

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### **Social/Emotional/Spiritual Development**

This is the most important element of the program, laying the strong biblical foundation for academic learning. The children are learning to separate from family members, learning to honor God as their father and to feel comfortable in a school environment. The students are learning to communicate their feelings, needs and ideas in acceptable ways. They are gaining the confidence to express their ideas, collaborate and cooperate in small and large groups. Individually the students are discovering how to make friends, and how to appreciate different personalities. Differences of opinion, ideas or wants are opportunities for learning to negotiate, share and build strong relationships. Through dramatic play the children learn about the different roles people have in their family and community. As the children talk about their different interests, the

teachers help them set up varied environments for dramatic play such as a doctor's office, car wash, church, or animal hospital.

### **Drama and Creative Movement**

Children are provided occasional opportunities to act out classic stories, interpret rhythms and express ideas through music and creative movement. Retelling favorite stories enhances literacy development, cognitive development, and physical coordination.

### **Music**

Children are provided opportunities to participate in music by singing as well as using various instruments to accompany their singing and to tap and shake out rhythms and compositions of their own creation. They learn familiar songs as well as new ones. The teacher integrates music into her time with the children that relates to their projects, the seasons, or their interests.

### **Physical Development**

Children have daily opportunities to use their large muscles, including running, climbing, jumping, dancing, balancing, throwing, and kicking. Outside, the children choose from various materials and equipment to experience spontaneous and planned games. Their small muscles are developed through play activities outside such as working in the sensory table.

### **Literacy**

Preschool students will be working on their reading and writing skills using the Memoria Press curriculum. This curriculum places a strong emphasis on the development of phonemic awareness skills as a basis for reading readiness.

### **Math**

Students will learn about mathematical concepts through the Memoria Press curriculum, creative big-book read aloud, hands-on games and manipulatives, and independent practice.

### **Art**

Development of fine motor skills and the knowledge of materials lead to greater expression of the children's ideas. The teacher helps the children learn different art techniques and how to use the tools and materials.

## **GENERAL INFORMATION**

### **ACCREDITATIONS AND MEMBERSHIPS**

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TCA holds membership in and is accredited by the Middle States Association of Colleges and Schools (MACS). The Christian Academy is a member of the Association of Classical and Christian Schools and the Association of Christian Schools International (ACSI).

### **ADMINISTRATIVE DECISION FOR DISMISSAL**

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Attending TCA is a privilege, not a right; therefore, a student/family may be dismissed from TCA at any time during the school year. Reasons may include breaking the law (even if cleared of charges), discipline issues, parental/guardian behavior (see parental/guardian code of conduct), arrears in tuition, poor attitude, and/or academic issues. A student who has been dismissed **may** be considered for readmission after a minimum of one year from the time of dismissal and can only re-enter during a new academic year (August) with approval from the Head of School. The dismissed student may not attend any on campus games, activities, or events without permission from the Head of School.

## BIBLE VERSION

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In order to minimize confusion and facilitate group study and memorization, it is necessary to designate one translation of the Bible. Therefore, it is the policy at The Christian Academy that the Bible designated for K-5th classroom use for the purpose of study, quotation and memorization, is the New International Version (1984). Each elementary classroom has a classroom set of NIV Bibles for student use; therefore, students do not need to purchase a Bible for the classroom.

## BACKPACKS

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Students are responsible for their backpacks at all times. TCA is not responsible for the loss, damage, or theft of personal items that are left unattended or unsecured.

## CAFETERIA, LUNCH, AND SNACK

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Students order their lunch each morning in homeroom. Students arriving late to school may order directly in the cafeteria as soon as they arrive.

Preschool parents must load their child's lunch account through payforit.net or they may bring cash into the office between 8:00 – 9:00 a.m. to have the money load on his/her student account. In the case of an emergency, a student may be permitted to charge a lunch. Charges need to be paid the following day. If a student charges five lunches (\$15.00), he will not be able to charge again until the balance is paid.

We serve seven daily options including pizza, cheeseburgers, hamburgers, chicken patty sandwich, grilled cheese, garden salad, and chef salad. In addition to daily options, we serve one special menu item each day. Students may order the menu item or one of our daily options. The following items are included with each lunch:

- menu/daily option
- vegetable
- fruit or apple/orange juice
- side salad
- dinner roll
- carrot sticks and ranch dressing
- drink (white, chocolate, or strawberry milk)

A snack line is open every day during lunch period. We offer a variety of healthy snacks and beverages, as well as some fresh treats to add to a purchased lunch. Snacks are purchased with cash.

### **Lunch and Snacks**

Preschool students will eat lunch and snacks in their classrooms. Please send in one morning snack and one afternoon snack if your child is registered for aftercare. Please make sure that your child has had breakfast before coming to school. This will enable your child to have the energy needed to fully participate in preschool activities. If your child is packing lunch versus buying from the cafeteria please send lunch in an insulated pack. Some ideas for lunch: \* carrot sticks \* hard boiled eggs \* celery sticks \* yogurt \* fruit, fresh or canned \* pasta/macaroni and cheese \* American cheese or cheese sticks \* sandwiches (tuna, mayonnaise, cheese, pizza bagel, apple butter)

*TCA is not a nut free school. Please refer to our Life Threatening Allergy Section for further details on how food allergies are addressed. Allergy lists will be placed in each classroom, in the event of a substitute, each person in the classroom will be able to review the list in a visible area within the classroom.*

## CHAPELS

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Chapel is held weekly. Students are expected to participate in chapel through active singing and worship and respectful attention during the service.

## CONCUSSION POLICY

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Students who have been diagnosed with a concussion often come back to school with a physician order for academic accommodations. Documentation should include, but is not limited to, diagnosis, specific academic and physical accommodations, and time frame in which the student is to be re-evaluated. Documentation should also be submitted that specifies when the student is cleared from the concussion and allowed to resume full academic and physical activity.

The protocol outlined below should be followed:

1. Upon examination and diagnosis of a concussion, documentation must be submitted according to the circumstances below:
  - If the concussion occurs at an TCA function, the coach, teacher, or faculty sponsor should complete the Incident Report form, available in the teacher workroom or the athletic office, by the end of the day of the occurrence.
  - If the concussion occurs at a non-TCA function, the parent should submit a physician's diagnosis and the Temporary Medical Condition Accommodation as soon as possible to the school nurse, academic advisor, and principal.
2. Upon receipt of the documentation, the nurse will contact the parents to discuss protocol. The nurse will inform parents that they are required to submit a written Concussion/Temporary Accommodation Form from the physician to the school upon each subsequent office visit, until full clearance has been given. The nurse should explain, if applicable, that the concussion prevents the student from participating in extra-curricular activities and/or school events that require physical activity.
3. The nurse will share a copy of the documentation with the athletic trainer and athletic director (if applicable) upon initial submission and at each update.
4. If academic accommodations are prescribed, the school nurse and academic advisor will create a temporary medical accommodation plan in conjunction with the doctor's orders and will communicate with the parent and concussed student to review the allowed academic accommodations with them.
5. The school nurse and/or academic advisor will communicate the temporary medical accommodations plan to the appropriate teachers and principal. The nurse will also notify them when the student has been cleared and academic accommodations are lifted.
6. The nurse will follow up with parents on a weekly basis or if they fail to submit updated documentation at the end of the designated time frame.
7. Once the student is cleared by the treating physician, written documentation must be provided from the doctor to the nurse. **TCA will not allow students to participate in extra-curricular activities until all academic accommodations have been lifted.**

### *Restrictions on Physical Activity following a Concussion*

- Before a student participates in P.E. there must be written documentation from the doctor clearing them for physical activity. The nurse is to distribute clearance to the principal. The TCA trainer will then conduct his/her required concession protocol.
- Other School Activities – Before a student can participate in school sponsored field trips, play days, or other events requiring physical activity, there must be written documentation clearing the students for extracurricular activity. The Christian Academy will not allow students to participate in extracurricular activities until all academic accommodations have been lifted. Clearance is to be distributed by the nurse to the appropriate faculty sponsor and principal.

### CONFLICT RESOLUTION (MATTHEW 18)

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There is no perfect school. Christian schools, including TCA, have conflict. It is the policy of TCA to have individuals go directly to the person with whom they have a problem and share their concern when appropriate. Going to other people, including friends, other parents, other staff, or board members, only magnifies that problem.

The first step to resolving a concern is to meet directly with the person involved in the conflict (e.g. parent meets with the teacher involved in the conflict). If the meeting with the individual involved directly in the conflict does not resolve the situation, these additional steps may be followed in order:

1. The individual(s) involved in the conflict meet with the appropriate superior.
2. The individual(s) involved in the conflict meets with the Head of School.
3. If following the above steps does not resolve the conflict, a written request may be submitted to the Head of School for review by the Chairman of the Board of Trustees with the following information:
  - The name and contact information of the meeting requestor.
  - The names of individuals involved in the conflict.
  - The nature of the conflict and any corresponding documentation.
  - Verification that the above procedures have been followed and the names of individuals that were met with prior to the written request.
4. The written request will be considered by the Chairman of the Board of Trustees upon receipt of the written request. The meeting requestor will be notified in writing as to whether a meeting will be granted.
5. If a meeting is approved by the Chair, the individual(s) involved in the conflict will meet with the Head of School and the Chair of the Board of Trustees. The Chair of the Board of Trustees will make a decision of whether the situation will be escalated for full board review. The decision of the Chair of the Board of Trustees will be final. There will be no further appeals.
6. If the Chair of the Board of Trustees approves a full Board Review the decision of the board will be final. There will be no further appeals.

If a student/faculty member finds him/herself in an abusive situation he/she should not approach the offender but, instead, report the situation immediately to a teacher, leadership team member or the Head of School.

### CUSTODY ISSUES

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Many families have been affected by marital separation, divorce, and even premature death of one or both parents. In virtually all of these situations, custody issues result that are, first and foremost, legal matters.

Regardless of the facts and opinions TCA personnel may know or express in these cases, TCA is strictly bound to comply fully with all court orders, when provided, regarding custody issues. Please understand and appreciate the legal position for the school and cooperate in every possible way. All custody documentation must be provided to TCA.

### EMERGENCY SCHOOL CLOSINGS

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The school will use an automated school closing via *One Call Now* directly to a phone number the parent provides for the school. School closings will be announced on the radio (KYW - AM/1060). The school's code is 506.

### EXPULSION/READMISSION

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Expulsion is the consequence for repeated failure to meet certain expectations, or failure to meet the most serious expectations for the first time, which demonstrates an inability on the part of the student to effectively participate in the school community.

A student completing an academic year may not be allowed to return for the following year due to administrative decision, regardless if the student was placed on probation. There are times when administration will choose not to allow a student to return for various discipline issues, negative impact on the student body or combination of poor attitude and poor academics.

#### *Readmission after Expulsion*

A student who has been expelled, or given the option to withdrawn, will be considered for readmission after a minimum of one year from the time of expulsion or withdrawal, and upon the approval of the Head of School. Students seeking readmission will be accepted on a probationary basis. The length of the probationary period shall be for the first semester of the year of re-entry. A student shall be removed from probationary status providing there have been no suspensions for the accumulation of offenses or any single incident. Should a student receive a suspension during the probation period, he/she will be asked to withdraw from school and will not be given another opportunity to re-apply.

Before a student can be readmitted, any/all of the following items may be required:

1. Submit a letter of recommendation from the student's pastor, youth pastor, and/or counselor that will attest to his/her growth during the time away from TCA.
2. The school shall obtain a favorable academic and behavioral report from the school attended during his/her absence from TCA (if the student was home schooled some verification of the course of study followed will need to be submitted).
3. Successfully complete the Entrance Testing required of all new incoming students may be required.

### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACTS

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The Family Educational Rights and Privacy Act of 1974 ("FERPA") is a law that provides for limited accessibility to a student's records by the person who has legal responsibility for the student. FERPA provides the right to challenge any misleading or inaccurate information contained in a student's records. It also dictates the necessity of obtaining a written permission from the "eligible student," one who is 18 years of age or older, or from the person who has legal responsibility for the student prior to revealing the contents of the student's

records to other parties, and for the right of "eligible students" and/or those legally responsible for the student to be notified of their rights under the prescriptions of this law. In order to comply with the prescriptions of this law, The Christian Academy employs the following policies:

1. To secure the student's and the family's right of privacy within the school, only the administration and designated school personnel, in the fulfillment of their respective functions, may have access to the student records.
2. Outside of the school community, only the person(s), usually the parent(s) or guardian(s), who has legal responsibility for the student may have access to the student records. Any parent or student desiring to inspect records will address the request to the principal (administrator) in writing. Such a request must be honored within fifteen days.
3. With the exception of "school directory" information - name, address, and phone number - the school will not release the information contained in the student's record to other parties without the prior written consent of the person legally responsible for the student specifying records to be released, reasons for release, and parties to whom records may be released.
4. According to the law the school is authorized to release the information contained in a student's records without permission to certain federal, state, and local authorities in the performance of their functions and to the court or law enforcement officials, upon the issuance of a subpoena or court order.

## GUEST/VISITORS ON CAMPUS

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Parents of TCA students are welcome at the school and should feel free to make an appointment to visit the school and/or the classrooms. All classroom visitors must have a current background check on file in the school office. Parents who come to the school during normal school hours for any reason are asked to go to the main office to sign in and get a nametag. It is not possible for us to be well enough acquainted with all of the parents who have children in our school to recognize them, and since TCA is a closed campus, we do not allow strangers to be in the buildings during school hours unless they are escorted. Please do not send friends or relatives to pick up your children without notifying us in advance.

Written requests for non-TCA students to visit the school must receive the approval of the principal *in advance* of the visit. It should be carefully noted that all campus visitors are expected to have appropriate attire during their visit. All potential TCA students must set up a shadow day through the admission's office.

## LIFE THREATENING ALLERGIES

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It is the desire of The Christian Academy to help support the well-being of our students who have life-threatening allergies. In most cases, the life-threatening allergy of a TCA student involves an allergic reaction to peanuts or peanut products. It should be clearly noted that TCA is a "peanut-sensitive" campus, not a "peanut-free" campus. With that stated, regardless of whether the allergy is a peanut allergy or another allergy, the following policy provisions will summarize parent/guardian responsibilities and the responsibilities of TCA personnel.

### *Parent/Guardian Responsibilities*

- Meet with school nurse prior to the start of school to provide written and verbal notification of the student's allergy. In terms of written notification, each parent/guardian must complete and sign the

*“Life Threatening Allergy”* policy and return it to the nurse during the first week of school. **Unless the school nurse receives and acknowledges such written notice by the parent /guardian, TCA will be presumed to have no knowledge of any student’s life-threatening allergy.**

- Supply up-to-date equipment (e.g., epinephrine injectors) and other necessary medications (e.g., Benadryl).
- Update the school nurse regarding all allergy status changes.
- Make sure your students teacher knows of his/her life-threatening allergy triggers and that the teacher can identify and avoid such triggers. This knowledge would include food items sold/provided in the cafeteria. Parents/guardians may want to prepare lunches and/or snacks free of food allergy triggers for the student’s consumption, especially for younger students.
- Notify the school nurse and teacher that whenever a student is on a field trip, appropriate medications must be made available during the trip.

For those students about whom TCA has been given a notice, as stated above, TCA will implement the following policy and procedures. No precautions, other than those stated below will be taken to help protect a student from an adverse reaction due to a life-threatening allergy. TCA assumes no responsibility to take extraordinary precautions of any kind relative to any student’s allergy.

- If medically necessary, a separate lunch table in the cafeteria will be available for a student with a peanut allergy. Supervision will be provided in the same manner as that for students without allergies.
- TCA makes no commitment that food in the cafeteria or anywhere else in the TCA facilities, including the student’s classroom, will be free of life-threatening food allergy triggers, such as peanut products or products containing gluten.

TCA will not knowingly give or knowingly allow to be given to any student, about whom it previously has been notified of a life-threatening allergy, as stated above, food allergy trigger products. However, TCA assumes no responsibility for what is received by such a student, without the direct knowledge of TCA, such as from a fellow student or any person not acting as an agent of TCA within the scope of the agent’s authority.

In the event of an allergic reaction of a student identified as having a life-threatening allergy, appropriate school personnel will follow the action plan provided by the parents/guardians.

Food allergy trigger products, including peanuts, will not be banned from TCA. So, it would be reasonable to expect that students, at one time or another and to one degree or another, will have some exposure to food allergy trigger products. This policy does not provide or allow assurance that such food allergy trigger products will not be present on TCA campuses.

The purpose of this policy is to inform parents/guardians and students of the measures TCA will take and will not take to reduce the risk to students with life-threatening allergies. The policy commitment is contingent upon complete and proper notification of TCA of a life-threatening allergy as defined in this policy. Failure to notify effectually removes TCA from applying this policy.

## [MEDICAL EMERGENCY PROCEDURES](#)

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At the beginning of each school year all students are asked to fill in the information on an "Emergency Card" which includes the name and phone number of the doctor to be notified, as well as the name, address, and phone number of the parents and an alternate person to be notified if the need should arise. It is the

responsibility of the parent to see that this information is on file. In case of serious illness or injury this information may be used before consultation with the family if this is felt necessary.

## MEDICATION

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The nurse's office is open during school hours for emergencies and students who are ill. When it is imperative that medications be taken at school, they are to be taken to the nurse where the parent/guardian will give instructions as needed. Medication will then be stored in the nurse's office. The exception is that all "rescue" medications will be kept by the student. Neither the school nor its staff can guarantee that any student will take a particular medication correctly.

### *Prescription Drugs*

Whenever possible, parents should ensure that daily medications are taken before arriving at school. In the event that a long-term medication regimen requires medication to be administered during school hours, a written statement must be kept on file from the student's parent and the prescribing physician. The medication must be in a pharmacy-labeled container. Special instructions for how and when the medication is to be given, potential side effects, plans for out-of-school activities, and situations when the medication should not be given should be indicated as well. Errors in medication administration (missed dose, wrong dose, wrong medication) will be reported to the school nurse and to the parent. If the student refuses the medication, it will be noted, and the parent will be informed.

### *Over-the-counter Medications*

Nursing staff will stock over-the-counter acetaminophen (Tylenol, etc.), ibuprofen (Motrin, Advil, etc., diphenhydramine (Benadryl, etc.) and antacid tablets (Tums, etc.) in children's tablet form for **occasional** use when needed. Written parental authorization that includes the medication, dose, frequency, and indication will be required to allow the nurse to administer these medications appropriately as needed. If written permission is not on file, the nurse may receive verbal permission over the phone from the parent, provided the parent agrees to sign a written form within 3 school days. Doses that exceed the label instructions based on weight or age will require a note of prescriptions from the student's physician (i.e., Motrin 800 mg every 6 hours for post-op knee pain). Non-nursing staff may be authorized to dispense these OTC medications once they have received training regarding medication administration.

### *Immunizations*

The Christian Academy will abide by the compulsory immunization requirements as established by the state of Pennsylvania. Further details can be found by visiting the site for [Pennsylvania Vaccine Requirements](#). The immunization program must be complete and dates on file in the school office no later than the 5<sup>th</sup> day of school or the child(ren) may be excluded from school until requirements are met.

### *Screenings*

The nursing staff is responsible for doing a yearly screening of height, weight and vision on all students. In addition, hearing screening is required for kindergarten, third, seventh, and eleventh grades.

### *Required Exams*

Dental exams are required by the Pennsylvania Department of Health for kindergarten, new first graders, third and seventh grades. Physical exams are required by the Pennsylvania Department of Health for kindergarten, new first graders, sixth and eleventh grades.

## PARENT/GUARDIAN AND VOLUNTEER CODE OF CONDUCT

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Parent/Guardians and Volunteers will agree to the following items:

- adhere to The Christian Academy's statements of Beliefs and Commitments and conduct themselves in accordance with all Belief and Commitment statements.
- respect others (including faculty and staff) and interact in ways that reflect Christian ethical standards and behavior by communicating problems, concerns, or inquiries respectfully and courteously in verbal and written communication to the appropriate person.
- serve by example.
- respect and follow the conflict resolution steps outlined in the student handbook always approaching the appropriate school personnel about issues and no other parents board members, faculty, etc.
- support and volunteer for school functions, fundraising events, and other projects.
- abstain from practices which The Christian Academy finds unacceptable because they are a conflict with Scripture or the law, and The Christian Academy's standards for all stakeholders. These include but are not limited to
  - threatening, profane, abusive, and blasphemous language/emails/phone calls/voice messages or in person at any school related activity or toward any employee, parent, or student at TCA.
  - theft, fraud, or any other criminal activity.
  - racial or ethnic prejudice.
  - sexual harassment, violence, and/or abusive behavior.
  - dressing immodestly or contrary to one's biological sex or using restrooms, etc. not in alignment with one's biological sex.
  - all intimate sexual conduct outside the marital union of one man and one woman.
- honor and adhere to the guidelines in The Christian Academy Student Handbook and expect their child to do the same even when parent/guardian may disagree.

Parent/guardian completion of child's enrollment contract indicates an agreement to and adherence of all items on the parent/guardian code of conduct.

An individual that volunteers automatically indicates an agreement to and adherence of all items on the volunteer code of conduct.

## PARENT/TEACHER CONFERENCES

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Teachers are available for conferences by appointment. Additionally, a day is reserved in the fall (see calendar) for scheduling parent/teacher conferences. Parents are asked to respect the privacy of teachers and staff members of the school by making inquiries concerning school matters during regular school hours. During the school day, please call the school office and leave a message with the school secretary or e-mail the teacher directly. Teachers will attempt to return your call or e-mail within 24 hours. **Please do not call school personnel at home.**

## SCHOOL OFFICE HOURS

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The school office will be open from 8:00 a.m. to 4:00 p.m. on regular school days, but it may close 30 minutes after school is out on days of early dismissal. School offices will be closed on holidays when school is not in session. Summer hours are 8:30 a.m. to 3:30 p.m., Tuesday through Thursday.

## SOCIAL MEDIA POLICY

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TCA does not monitor material, interaction between students, or information that is posted on social media sites or through texting/email (Facebook, Snapchat, Instagram, etc.). However, there may be times when students post/send things and the administration of the school has firsthand knowledge. When inappropriate material is posted by a student and faculty/administration is aware, through personal observation, the administration will respond accordingly. Posting of the following is considered inappropriate use of social media (in addition to PA code – see “Bullying”) and are grounds for disciplinary action:

- Negative or derogatory comments directed at school employees or the school itself.
- Negative or threatening comments directed toward another student.
- Comments or pictures that contain sexual content (including sending/posting nude or partially nude pictures), inappropriate language or gestures, immoral activity or racial slurs or language.
- Pictures or videos taken at school which are non-academic. Taking pictures, videos or audio recording during school hours without permission is strictly prohibited.

When posting pictures, videos or comments that reveal illegal activity such as, but not limited to, the use of drugs, underage drinking, theft or explicit sexual behavior, and/or nude/partially nude pictures, in addition to school discipline, the proper law enforcement authority may be involved.

Conflict between students, gossip or teenage drama, will not be addressed by the school and are parental matters. If this type of thing does spill over and becomes disruptive during the school day, it may be necessary for the school administration to get involved. We encourage parents to heavily monitor what their children are texting and posting on social media.

## UBER, LYFT, RIDESHARE AND TAXIS

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It is not permissible for a student to be picked up from TCA by an Uber, Lift, or taxi driver. The only exception that will be made is if the student is 18 years of age. If an Uber, Lyft, or taxi driver arrives to pick up your child he/she will not be released and the parent will need to pick up the child or send an adult that is approved, on file, to pick up the child. Fees for late pick-up will apply.

## VOLUNTEERS

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A volunteer is a person who performs services for The Christian Academy without the expectation of compensation. They are a vital link in the overall program of TCA.

Volunteers must adhere to the following:

- Volunteers must have a criminal background check on file in the school office.
- Volunteers must agree with and abide by our Belief and Commitment Statements and our code of conduct for volunteers.
- Volunteers shall be professing Christians and shall maintain the highest level of Christian conduct and commitment at all times.
- Volunteers agree to actively perform their duties with a Christ-like attitude and remain loyal to the mission, goals, and procedures of TCA.
- Volunteers will serve under the supervision of a TCA staff member.

- Volunteers will support the school faculty, administration, and staff.
- Volunteers may be utilized in all programs and activities of TCA.
- Volunteers are responsible for maintaining the confidentiality of all information to which they are exposed while serving as a volunteer.
- Volunteers shall dress appropriately, so as to present a good image of TCA. Administration reserves the right to ask a volunteer to not participate in an activity or event if dress is considered immodest, offensive, etc.
- Volunteers are expected to adhere to our conflict resolution policy.
- Volunteers must sign in with the receptionist upon arrival on the TCA campus.
- Volunteers must wear a TCA visitor sticker at all times while on campus.
- The service of all volunteers is at the discretion of the administration of TCA.