



# 6<sup>TH</sup>-12<sup>TH</sup> GRADE STUDENT/PARENT HANDBOOK

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2020-2021





Dear TCA Families,

As we embarked on a rather unusual school year with more questions than answers we did want to provide some guidelines that will help things run as smoothly as possible. The Parent/Student handbook is not simply a list of do's and don'ts but more so an explanation of how things function at TCA. We are hoping these explanations will help parents/guardians and students get the most out of their experience here at the school.

The handbook is not intended to cover every situation that may come up but does provide direction on how and who you can go to for help. For many of the issues that come up the teacher will be the primary source of support and help. That being said, the TCA leadership team is always available to assist.

Our theme for this year is Unity in Love. Our focus verses come from Colossians 3:12-14. The Apostle Paul was providing the Colossians a very clear description of what following Christ looks like. The characteristics mentioned in Colossians 3 are not easy to practice and all of us must continually work on being gentle, kind, forgiving, humble, and patient. Our hope and prayer is that throughout this year we all will grow in our understanding and application of these characteristics.

Serving Together,

Scott Bose  
Secondary Principal

\*\* Some of the policies and procedures in this handbook are altered to meet our re-entry plan guidelines that you may review [here](#).

## TABLE OF CONTENTS

<b><u>FOUNDATIONAL STATEMENTS AND GOVERNING PRINCIPLES</u></b>	5
<u>Mission Statement</u>	5
<u>Vision Statement</u>	5
<u>Beliefs and Commitments</u>	5
<u>Educational Philosophy</u>	7
<u>Final Authority for Matters of Belief and Conduct</u>	7
<u>Authority</u>	7
<u>Notice of Non-Discriminatory Policy</u>	7
<u>Disclaimers</u>	8
<b><u>STUDENT CONDUCT</u></b>	8
<u>Key Principles</u>	8
<u>Uniform Code</u>	9
<u>Dress Down Policy</u>	11
<u>Bullying/Cyberbullying</u>	11
<u>Harassment</u>	12
<u>Cell Phone/Smart Watch Use</u>	13
<u>Chapels</u>	13
<u>Classroom Expectations</u>	13
<u>Suspension</u>	14
<u>Expulsion and Re-Admission</u>	14
<u>Discipline Committee</u>	15
<u>Disciplinary Probation</u>	15
<u>Driving/Parking Privileges</u>	15
<u>Electronic Devices</u>	15
<u>Late to Class</u>	16
<u>Late to Homeroom</u>	16
<u>Middle School Only – Additional Expectations</u>	16
<u>Permission Slips and Required Forms</u>	17
<u>Physical Contact</u>	17
<u>Possession of, Distribution of, Consumption of, Illicit Drugs or Alcohol</u>	17
<u>Possession of, Threat of, use of Weapons</u>	19
<u>Safety Drills</u>	20
<u>Search and Seize</u>	21
<u>Technology</u>	21
<b><u>ACADEMICS</u></b>	23
<u>Course Selection Guide</u>	23
<u>Course Drop Policy</u>	23
<u>Credit Recovery</u>	24
<u>Eligibility and Probation</u>	24
<u>Grading System</u>	25
<u>Graduation and Promotion</u>	25
<u>Homework and Test Days</u>	26
<u>Quarterly Honor Roll</u>	27

<a href="#"><u>Math Academic Standard</u></a>	27
<a href="#"><u>Semester Exams</u></a>	27
<a href="#"><u>Standardized Testing</u></a>	27
<a href="#"><u>Valedictorian and Salutatorian Eligibility</u></a>	28
<b><u>GENERAL INFORMATION</u></b>	28
<a href="#"><u>Absences</u></a>	28
<a href="#"><u>Accreditations and Memberships</u></a>	29
<a href="#"><u>Administrative Decision for Dismissal</u></a>	29
<a href="#"><u>Bible Version</u></a>	29
<a href="#"><u>Backpacks</u></a>	29
<a href="#"><u>Cafeteria</u></a>	29
<a href="#"><u>Concussion Policy</u></a>	30
<a href="#"><u>Conflict Resolution</u></a>	31
<a href="#"><u>Custody Issues</u></a>	32
<a href="#"><u>Emergency School Closings and Delays</u></a>	32
<a href="#"><u>Extracurricular Event Conduct</u></a>	32
<a href="#"><u>FERPA</u></a>	32
<a href="#"><u>Guest/Visitor on Campus</u></a>	33
<a href="#"><u>Life Threatening Allergies</u></a>	33
<a href="#"><u>Medical Emergency Procedures</u></a>	34
<a href="#"><u>Medication</u></a>	34
<a href="#"><u>Parent/Guardian and Volunteer Code of Conduct</u></a>	35
<a href="#"><u>Parent/Teacher Conferences</u></a>	36
<a href="#"><u>School Office Hours</u></a>	36
<a href="#"><u>Social Functions</u></a>	36
<a href="#"><u>Social Media</u></a>	36
<a href="#"><u>Uber, Lyft and Taxi Services</u></a>	37
<a href="#"><u>Volunteers</u></a>	37

# 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 genders 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 genders 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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The Christian Academy admits students of any race, biological 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, biological 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.

# STUDENT CONDUCT

## KEY PRINCIPLES

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Following are the guiding disciplinary principles at TCA.

### *Key Principles*

**#1 MOTIVATION** All attitudes, actions, and thoughts bring glory to God (Colossians 3:17, 23; Ephesians 6:5-8).

**#2 CHARACTER** Take ownership of your actions by being a person of character.

- Follow through on your commitments (Matthew 5:37).
- Be a person of integrity even when no one is watching (Daniel 6).
- Be responsible in repairing relationships (I John 4:19-21; Romans 12:18).
- Hold others accountable (Proverbs 27:17; James 5:16)
- Take initiative (Proverbs 16:3; James 4:17)

The student will be honest and not lie.

The student will be honest and not cheat. This includes but is not limited to plagiarism.

The student will be content with what he or she has and not steal.

The student will be responsible and not damage or destroy personal or school property.

The student will not skip classes, detentions and/or silent lunches and will not leave school without permission.

The student may be held responsible for actions done outside of school whether it be bullying on social media (see social media policy), criminal/illegal activities, sexual activities, or any other activity that hinders the Gospel, damages the school's reputation, or creates a negative or disruptive atmosphere.

**#3 RESPECT** Submit to authority with a good attitude (Romans 13:1-5).

The student will be respectful and submit to authority.

The student will exercise prompt and cheerful obedience. Request from teachers should not have to be repeated.

The student will not disrupt class.

The student will resolve conflicts after class by speaking to the teacher privately, respectfully, and directly.

**#4 CONVICTION** Stand up for what is right even if you are standing alone (Romans 12:1-2).

- Confront in love those in sin (Matthew 5:23-34; Galatians 6: 1-2).
- Avoid/resist negative peer pressure. Be a positive influence on others (Daniel 3:17-18).

The student will lovingly confront other students to help with their weaknesses or sin.

The student will separate himself or herself from wrong and/or sinful actions.

The student will place other's needs before his/her own.

The student will actively seek to help others.

#6 ENCOURAGEMENT      Build others up through positive and uplifting speech and interactions with others (Ephesians 4:29).

The student will encourage through words and deeds.  
The student will not fight, be involved in harassment, use profanity, or take the Lord's name in vain.  
The student will not mock, scorn, or behave in a demeaning manner toward others.  
The student will not cause dissension by gossiping or threatening anyone.

#7 PURITY      You were created by God in a beautiful and purposeful way. Remain sexually pure until marriage (Psalm 139:13-14).

The student will use restrooms, locker rooms, and changing facilities according to one's biological sex.  
The student will dress in conformance with one's biological sex.  
The student will abstain from intimate sexual conduct outside the marital union of one man and one woman.  
The student will not bring inappropriate or obscene material to school.  
The student will not engage in acts of intimacy with one another.  
The student will not inappropriately use technology for obscene materials including sexting.  
The student will not openly display homosexual actions or intentions either in school, out of school, and/or on social media.

Typical consequences for a violation of a key principle will be a detention; however, consequences will be determined by the principals and/or the head of school. Some behaviors, depending upon severity, may receive greater consequences such as loss of privileges, suspension, or expulsion. For any offense not listed, the administration reserves the right to assign consequences.

### UNIFORM CODE

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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.

#### *Physical Education*

All students in grades 6<sup>th</sup>-12<sup>th</sup> must wear a TCA gym uniform (shirt and shorts) for physical education classes. Failure to "dress" for class will result in the student not being able to participate in gym class and the student will receive a zero for the day.

### *Female Dress Code*

Shirts and sweaters must be purchased from the TCA school store. Skirts/Shorts/Skorts can be no more than 2 inches above the knee while standing and must sit at/close to the natural waist. If there is a question as to the appropriate length of apparel, girls will be sent to the school office to be checked. If apparel is too short or immodest, parents will be contacted to bring clothing that aligns with TCA's dress code. Leggings in solid colors may be worn underneath regulation length skirts and skorts. Cotton, twill, and corduroy dress slacks may be worn and must sit at the natural waist or close to it (no low rise). No denim. No cargo style pants are permissible.

Skirts/Shorts/Skorts (no shorter than 2 inches above the knee)

- 6<sup>th</sup>-12<sup>th</sup> grade: Navy, Khaki or Black

Dress Slacks (cotton, twill, or corduroy is acceptable, no denim)

- 6<sup>th</sup>-12<sup>th</sup> grade: Navy, Khaki or Black

Shoes

- Regular school shoes or athletic footwear
- Sandals are allowable for 9<sup>th</sup>-12<sup>th</sup> grade

Hair and Piercings

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

### *Male Dress Code*

Shirts and sweaters must be purchased from the TCA school store. Shorts and pants must sit at the natural waist. If apparel is sagging or immodest, parents will be contacted to bring clothing that aligns with TCA's dress code. Cotton, twill, and corduroy dress slacks may be worn. No denim. Cargo pants are not permissible.

Shorts

- 6<sup>th</sup>-12<sup>th</sup> grade: Navy, Khaki or Black

Dress Slacks (cotton, twill, or corduroy is acceptable, no denim)

- 6<sup>th</sup>-12<sup>th</sup> grade: Navy, Khaki or Black

Shoes

- Regular school shoes or athletic footwear
- Sandals are allowable for 9<sup>th</sup>-12<sup>th</sup> grade

## Hair and Piercings

- Hair must be kept neat and clean
- No extreme hairstyles or unnatural colors
- Hair must be kept above the eyes and off the collar
- Facial hair is permitted but must be well trimmed and nicely groomed
- No visible piercings are permissible including gauges

## 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

## DRESS DOWN POLICY

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A “Dress Down” day is intended to give the student more freedom and to allow them to dress more casually.

### Dress Down Day

- No low-cut shirts.
- No tank-tops, sleeveless shirts or spaghetti straps.
- Shorts must be no shorter than two inches above the knee
- Skirts must be no shorter than two inches above the knee (even if leggings/yoga pants are worn)
- Cutouts in pants/shorts can be no higher than two inches above the knee
- No hats are permitted
- No earrings for boys, no facial piercings for girls or boys
- Clothes will have no messages, slogans, or pictures that are inappropriate, divisive or racially/politically motivated as determined by the Head of School or his/her designee
- No secular musical groups/artists

**Consequence for violation:** 1 demerit and a student may have to wait in the office until appropriate clothing is delivered. Students may also forfeit the privilege to participate in dress down events.

## 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 for bullying or bullying on social media (see social media policy).

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

## HARASSMENT

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TCA is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect, free from intimidation, exploitation and harassment including sexual harassment. Unwelcome conduct of any type can include a wide range of verbal, visual, or physical conduct. Specifically related to sexual harassment, the following is strictly prohibited:

- unwanted sexual advances or propositions;
- offering academic benefits in exchange for sexual favors;
- making or threatening reprisals after a negative response to sexual advances;
- visual conduct such as leering, making sexual gestures, displaying sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters;
- making or using derogatory comments, epithets, slurs, and jokes;
- verbal abuse of a sexual nature, graphic verbal commentaries about an individual’s body, sexually degrading words used to describe an individual, suggestive or obscene letter, notes or invitations;
- viewing, posting inappropriate images on social media, or sharing pornography;
- asking for someone to send you pictures of a sexual nature, including asking others to send nude or partially nude photographs and
- physical conduct such as touching, assaulting, impeding, or blocking movements.

**Consequence for violation:** Suspension, expulsion, and/or arrest

## CELL PHONE/SMART WATCH USE

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Cell phone and smartwatch 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.

### ***Consequence(s) for violation:***

- 1<sup>st</sup> Offense: Detention
- 2<sup>nd</sup> Offense: Detention
- 3<sup>rd</sup> Offense: Suspension
- Subsequent offenses: Minimum of a suspension

## CHAPELS

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Chapel will be held weekly and *may* alternate between large group chapels and discipleship groups. Students are expected to participate in chapel through active singing and worship and respectful attention during the service. There is to be no talking, sleeping, slouching, or eating in chapel.

## CLASSROOM EXPECTATIONS

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The classroom should be a peaceful, interactive environment in which the teacher guides the learning process. Each child should 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 or she received a consequence.
- record demerits.
- parent notified if 4 demerits are accumulated within a 30-day period.
- parent notified if a student is dismissed from the classroom and sent to the office for excessive behavior violations in the classroom setting.

### *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 or her hand and receive permission from the teacher before talking.
- ask for permission before getting out of his or her seat.

- not being 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.

***Consequences(s) for violation:***

- 1 demerit will be given for any of the rules broken listed above
- All demerits from a particular teacher will be accumulated together within any given 30 days. If a student receives 4 demerits within 30 days from one teacher, the student will receive an after-school detention.

**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.

**EXPULSION AND RE-ADMISSION**

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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.

***Readmission after Expulsion***

A student who has been expelled, or given the option to withdraw, 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.

## DISCIPLINE COMMITTEE

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The discipline committee will meet when a student has accumulated a combination of five (5) detentions and/or suspensions, two (2) suspensions within a given academic year, or by recommendation of the principal.

## DISCIPLINARY PROBATION

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The purpose of the discipline committee is to determine probation and a student's terms of probation. Probation gives the student an opportunity to correct his or 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 or she may be expelled. Administration will meet at the end of an academic year to determine the student's probationary status or dismissal.

## DRIVING/PARKING PRIVILEGES

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High school students 16 years or older who have a valid driver's license and liability insurance may park on campus. Driving to school is a privilege. The following rules apply to any student driving on campus:

- Loitering in the parking lot before school is not permitted. Upon arrival, students should enter the school and report to the appropriate designated area.
- Reckless behavior in or around cars may result in the student losing the privilege of driving to school.
- Reckless driving in the school parking lot before, during, or after school hours may result in losing the privilege of driving to school.
- Students are not to give rides to other students unless there is written permission from their parents/guardian (driver and passengers) on file in the office.
- Students are not to go to their cars during the school day unless they have checked out of school to leave campus or have been given written permission by an administrator or teacher.

## ELECTRONIC DEVICES

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### *BYOD Privilege (9<sup>th</sup> – 12<sup>th</sup> only)*

BYOD usage is only permitted when instructed by a teacher to do so.

- Students are only allowed to use their devices during class time, with teacher permission, and before school starts
- Students are never allowed to use headsets/ear buds unless they are directly needed for academic purposes. This includes the computer lab and study halls.
- Students may use their devices during study halls, but they are not permitted to play any online games.
- Students are not allowed to use any devices in homeroom, hallways, or lunch

### ***Consequence(s) for violation:***

- 1<sup>st</sup> offense: Key principle write-up and loss of privilege for one week
- 2<sup>nd</sup> offense: Key principle write-up and loss of privilege for one month
- 3<sup>rd</sup> offense: Key principle write-up and loss of privilege for the remainder of the school year

## LATE TO CLASS (OTHER THAN HOMEROOM)

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Students should be seated at their desks when the bell rings.

## LATE TO HOMEROOM

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Students must be in their homeroom by 8:10 or they will be marked tardy. If the student thinks his tardy is excused or if the student comes in after 8:20, he or she must report to the office. Acceptable excuses for being late to homeroom would include 1) busing problems and 2) medical appointment (doctor/dentist note will be required). If a student accumulates 3 unexcused tardies in a calendar month, he or she will receive a detention. If a student is tardy for a reason that is not excused and misses all of first period, any assignment due or assessment given will receive a 0.

## MIDDLE SCHOOL ONLY – ADDITIONAL EXPECTATIONS

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### *Morning Arrival*

Students will remain in the auditorium from the moment they arrive in the morning until dismissed by the teacher on duty to their homeroom. In order to maintain an orderly, clean environment in the auditorium, the following rules apply.

- Upon arrival to school, students will report directly to the auditorium
- Students may only leave the auditorium one at a time and with permission
- Students will remain seated with their grade level
- No food or drink permitted

### *Cafeteria and Recess*

- Be in the cafeteria or at recess by the scheduled time
- Remain seated with your grade while eating
- Students will be quiet and listen when the whistle is blown
- Do not throw food

### *Hallway/Classrooms*

- Students will not run or rough house in the hallways or the classrooms
- Students will remain in class unless a pass is issued
- Students will keep their voices at a respectable level in the hallway/classrooms (no yelling, screaming, etc.)

### *Miscellaneous*

- No chewing gum
- Each student will have the opportunity to eat a **healthy**, mid-morning snack
- Only water during snack time
- Clear water bottles with water only are allowable during the school day
- No remaining after school without a parent or guardian present

## PERMISSION SLIPS AND REQUIRED FORMS

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Any form that needs to be submitted to the office or to a teacher must be turned in the day assigned. If the form, slip, fine, book, uniform, etc. is not turned in by the assigned due date, the student will receive a house rule violation every day until it is turned in.

## PHYSICAL CONTACT

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No physical contact (public displays of affection) are permitted from the time of arrival until off school-property

### ***Consequence(s) for violation:***

- 1<sup>st</sup> offense: Key principle write-up
- 2<sup>nd</sup> offense: Key principle write-up & detention

## POSSESSION, OF DISTRIBUTION OF OR USE OF ILLICIT DRUGS OR ALCOHOL

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This policy, including its rules, regulations, and guidelines, is an effort by The Christian Academy to openly and effectively respond to the potential and current uses and abuses of drugs, alcohol, and mood altering substances by young people in today's society. The following rules, regulations, and guidelines shall be used by all Academy personnel when situations involve students' unlawful use, abuse, sale, distribution and/or possession of drugs, alcohol, any mood-altering substance, or paraphernalia.

### *Definitions*

“Drug/Mood Altering Substance/Alcohol”: Alcohol, drugs, narcotics and/or other health endangering compounds which include but are not limited to alcohol, alcoholic beverages, tranquilizers, amphetamines, synthetic opiates, marijuana, LSD and other hallucinogens, glue solvent – containing substances "look-alike" drugs, and includes all controlled substances identified in the following laws: Public Law 91-513

Comprehensive Drug Abuse Prevention and Control Act of 1970 (Federal Law The Controlled Substance Drug, Device and Cosmetic Act of April 14, 1972 (P.L. 233, No. 64) and Amendments.

“Look-Alike Drugs”: Substances manufactured or designed to resemble drugs, mood altering substance, narcotics, or other health endangering compounds.

“Anabolic Steroids”: The use of anabolic steroids, except for a valid medical purpose by any pupil is prohibited. Since anabolic steroids can be incorrectly used and abused in body-building, muscle enhancement, increasing bulk or strength, and the overall enhancement of athletic ability, and therefore these uses are not considered valid medical purposes, anabolic steroids are prohibited.

“Distribution”: to deliver, sell, pass, share, or give to another person, or to assist distribution of any alcohol, drug, or mood-altering illegal substance.

“Active Possession”: to possess or hold without attempt to distribute, any alcohol, drug or mood altering illegal substance.

“Constructive Possession”: is a person's knowing joint control and access with other persons to any alcohol, drug, or mood-altering illegal substance.

“Cooperative Behavior”: is the student's willingness to reasonably and helpfully work with staff and school personnel, and to comply with their requests and recommendations.

“Uncooperative Behavior”: is the student's resistance or refusal, either verbal, physical, or passive, to comply with reasonable school personnel requests or recommendations. Defiance, assault, deceit, and flight are examples of uncooperative student behavior.

“Uncooperative behavior”: includes refusal to comply with requests and recommendations made by staff and school personnel.

“Drug Paraphernalia”: means all equipment, products, and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance in violation of this act.

In determining whether an object is drug paraphernalia, school authorities shall consider, in addition to all other logically relevant factors, statements by an owner or by anyone in control of the object concerning its use, the proximity of the object, in time and space, to a direct violation of this policy, the proximity of the object to controlled substances, the existence of any residue of controlled substances, the existence of any residue of controlled substances on the object, direct or circumstantial evidence of the intent of an owner, or of anyone in control of the object, to deliver it to persons whom he knows, or should reasonably know, intend to use the object to facilitate a violation of this act, the innocence of an owner or of anyone in control of the object, as to a direct violation of this act would not prevent a finding that the object is intended for use or designed for use as drug paraphernalia, instructions, oral or written, provided with the object concerning its use, national and local advertising concerning its use, the manner in which the object is displayed for sale, whether the owner, or anyone in control of the object, is a legitimate supplier of like or related items to the community, such as a licensed distributor or dealer of tobacco products, direct or circumstantial evidence of the ratio of sales of the objects to the total sales of the business enterprise, the existence and scope of legitimate uses for the object in the community, and expert testimony concerning its use.

“Immediate precursor”: means a substance which is designated as being a principal compound commonly used or produced primarily for use, and which is an immediate chemical intermediary used or likely to be used in the manufacture of a controlled substance.

“Manufacture”: means the production, preparation, propagation, compounding, conversion, or processing of a controlled substance, other drug or device or the packaging or repackaging of such substance or article, but does not include the activities of a practitioner who, as an incident to his administration or dispensing such substance or article in the course of his professional practice, prepares, compounds, packages or labels such substance or article. The term "manufacturer" means a person who manufactures a controlled substance, other drug or device.

“Marijuana”: consists of all forms, species and/or varieties of the genus *Cannabis sativa* L., whether growing or not; the seeds thereof; other resin extracted from any part of such plant; and every compound, manufacture, salt, derivative, mixture, or preparation of such plant, its seeds or resin.<sup>7</sup>

“Narcotic”: means any of the following, whether produced directly or indirectly by extraction from substances of vegetable origin, or independently by means of chemical synthesis or by a combination of extraction and chemical synthesis: (a.) opium, (b.) any opiate having an addiction-forming or addiction sustaining capacity similar to morphine, but not including the insoquinoline alkaloids of opium, (c.) any compound, manufacture, salt, derivative, mixture, or preparation of opium or any opiate, and (d.) any substance, compound, manufacture, salt, derivative, or preparation thereof, which is chemically identical with any of the substances referred to in (a), (b), or (c).

### *Authorization*

The Head of School or his/her designee is authorized to prevent any person from entering The Christian Academy premises, who possesses or attempts to distribute, or is under the influence of drugs, alcohol, or mood-altering substances. The privileged confidentiality between students and school nurses, principals, Head of School, and other school employees shall be respected. Confidential communication made to school employees will not be revealed without student or parent consent unless the student's best interests are served or the safety of the individual and others is in jeopardy.

### *Policy Violation*

This policy is violated when any student, visitor, guest, or any other person unlawfully manufactures, uses, abuses, possesses, constructively possesses, distributes, or attempts to distribute drugs, alcohol, or any mood-altering substance, or drug paraphernalia on school premises, or at any school sponsored activity anywhere, or while traveling to and from school or school related activities, or who conspires, aids or abets the use, abuse, active possession, constructive possession, or distribution of drugs, alcohol, or any mood altering substances. An individual will be considered in violation of this policy if he/she is involved in any of the activities described herein at any time while enrolled as a student.

### *Incidents and Reporting*

Any student, parent, faculty member, staff member, or administrator with knowledge of possession, use, or distribution of drugs or alcohol 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, if parent/guardian cannot be reached, the decision to get medical attention for the student or to isolate the student from other students shall be made by the school administration.
- suspend student from school pending full investigation by school administration and local authorities
- expel student, if applicable.

Any student who is self-referred, who is voluntarily referred by anyone else and who seeks help with a chemical use/abuse and/or dependency, and who is not under the immediate influence of a chemical substance may not be subject to this policy's provisions and will be dealt with on an individual case by case basis.

***Consequence for violation:*** Suspension, expulsion, and/or arrest

### [POSSESSION, THREAT, OR USE OF WEAPONS](#)

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The Christian Academy considers student possession of, use of, treat of use of weapons as defined in PA Title 18 ([PA Statue](#)) as a serious offense (level IV infraction – see “discipline”) on school property, at school events, or any other time while a student is enrolled at TCA. Students claiming or boasting of a weapon at school or school events will carry the same disciplinary infraction (Level IV). Students who possess a weapon, carry, exhibit, display, draw, or threaten manifesting an intent to intimidate another or warrant 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 at a school function;
- access to weapons.

“Weapon” includes but is not limited to 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, a 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 students from school pending full investigation by school administration and local authorities
- expel student if applicable

**Consequence for violation:** Suspension, expulsion, and/or arrest

## 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. As an example, inspections for drugs, narcotics, liquor, weapons, poisons and missing property are matters relating to the health, safety and welfare of the school community and may be regarded as providing a reasonable suspicion for the inspection by school authorities of lockers and desks. 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.

## 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 may be accessible via the Internet containing 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 their 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 post 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 (according to the level of infraction – see *discipline*)
- 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

### COURSE SELECTION GUIDELINES

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TCA reserves the right to place a student in the appropriate class depending on student grades.

**English** - 4 credits from: English/Rhetoric 9, English/Rhetoric 10, English 11 or AP English, English 12 or Honors English 12

**Mathematics** – 4 credits from: Algebra I, Geometry, Algebra II, Precalculus, AP Calculus or Topics in Math

**History** – 4 credits from: Ancient History, Medieval-Renaissance History, American History or AP American History, European History or AP European History.

**Science** – 4 credits from: Physical Science, Biology, Chemistry, Coordinated Science, Physics or Honors Biology II

**Foreign Language** – 2 credits from: Spanish/French I, Spanish/French II

**Bible** – 4 credits from: Christian Worldview, Bible Doctrine, Christian Lifestyles/World Religions, Ethics

Some colleges and majors require the completion of additional courses. Please consult the catalog of your college of choice to see if this applies to you.

### COURSE DROP POLICY

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Students may drop a course if it is not required and if the annual required minimum number of credits and electives is still met. Here are the guidelines for dropping a class.

#### Students may drop core courses

- without penalty or transcript record if it is dropped *within* the first 25 full school days after the *beginning* of a course.
- without penalty but with transcript record if it is dropped *within* the first 10 full school days of *any quarter* after the first quarter. The transcript will show a WP or WF (withdrew passing or withdrew failing) depending upon the cumulative course average up to the most recently completed quarter. No credit is given for an incomplete course.
- with penalty and transcript record if it is dropped *after* the first 25 full school days of the first quarter and 10 days after any other quarter. It will be listed as WF. An F grade will be used for that course to calculate eligibility and honor roll status for the quarter in which the course was dropped. No credit will be given for the course.

#### Students may drop elective courses

- without penalty or transcript record if it is dropped *within* the first 4 class periods the elective course meets after the *beginning* of a course.
- without penalty but with transcript record if it is dropped *within* the first 4 class periods the elective course meets for *any quarter* after the first quarter. The transcript will show a WP or WF (withdrawn passing or withdrawn failing) depending upon the cumulative course average up to the most recently completed quarter. No credit is given for an incomplete course.
- with penalty and transcript record if it is dropped *after* the first 4 class periods the elective course meets for any quarter. It will be listed as WF. An F grade will be used for that course to calculate

eligibility and honor roll status for the quarter in which the course was dropped. No credit will be given for the course.

## CREDIT RECOVERY

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If a student's final average for the year is an F, he/she will be required to retake the course at their own expense. Students may take the required course through an online organization we partner with called Seven Stars Academy, their local school district, a community college or another similar institution. Credit recovery grades below a D- will not be accepted for credit.

## ELIGIBILITY AND PROBATION

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The purpose of the eligibility standard is to communicate to students our concern for *excellence* in the classroom as well as *excellence* in extracurricular activities. Our Christian testimony as a school is bound up in our motto, "*All for Him.*" We believe that this includes a balanced emphasis on studies and activities.

### *Academic Probation*

All students who have a weighted grade point average of below 1.9 based on quarterly grades will be placed on academic probation. Students who are on academic probation for more than one (1) quarter in a school year or students who end the school year with lower than a 1.7 GPA will be subject to administrative review regarding their continuance at The Christian Academy. Continued academic probation constitutes reason for dismissal from The Christian Academy.

Students on academic probation are not eligible to participate in student government, senior privilege, National Honor Society or other extracurricular activities not covered in the section on eligibility. Curricular activities and their extensions such as choir concerts, choir tour, field trips, etc. are not subject to eligibility requirements.

### *Athletic Eligibility*

Students may only participate on teams specific to their biological sex. TCA offers the following athletic options for students:

Male: Soccer, Basketball, and Baseball

Female: Soccer, Basketball, and Softball

A student becomes ineligible for sports if he or she is receiving a combination of the following:

- 2 F's in any core subject
- 2 D's and 1 F in any core subject
- 3 D's in any core subject

In addition, students have to meet any additional PIAA eligibility requirements.

A student becomes ineligible the day the actual determination of ineligibility takes place; typically, the first day of the week. Eligibility will be checked every week. When a student is ineligible at the end of a quarter, he/she will remain ineligible for at least two weeks at the start of the new quarter.

All athletes in season will be subject to eligibility requirements.

An ineligible student remains part of the team. The student will not be excused from class and will not attend away games. The student will attend home games but will not dress. The student is required to participate in all scheduled practices.

### *Drama Eligibility*

Eligibility for the spring drama production will be based on a one-time check in the second quarter. A student who is ineligible at that time will not be permitted to audition.

## GRADING SYSTEM

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A system of weighted grading will be used for determining grade point average and class rank for use on college applications. Level 3 courses add 1.00 point to Advanced Placement and Dual Credit courses. The Level 3 courses that we offer are AP Calculus, AP European History, AP American History, AP English and Honors English (Dual Credit). No points are added to an F.

Level 2 courses add .5 points to Honors Classes. The difficulty level of these classes is higher than the College Prep and they require more work. These classes are Honors Algebra II, Honors Geometry, Honors Precalculus, Spanish 3 and 4, French 3 and 4 and Honors Biology II. No points are added to an F.

Level 1 courses have no weight factor.

Letter Grade	Number Grade	College Prep (1)	Honors (2)	AP (3)
A+	98-100	4.00	4.50	5.00
A	94-97	4.00	4.50	5.00
A-	91-93	3.67	4.17	4.67
B+	88-90	3.33	3.83	4.33
B	84-87	3.00	3.50	4.00
B-	81-83	2.67	3.17	3.67
C+	78-80	2.33	2.83	3.33
C	73-77	2.00	2.50	3.00
C-	70-72	1.67	2.17	2.67
D+	68-69	1.33	1.83	2.33
D	66-67	1.00	1.50	2.00
D-	64-65	0.67	1.17	1.67
F	0-63	0.00	0.00	0.00

## GRADUATION AND PROMOTION

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Graduation will be based on satisfactory completion of the academic requirements at TCA. Twenty units of credit above the eighth grade, and one (1) unit of Bible for every year at TCA, as a minimum are required for graduation. Twenty- four and one-half (24.5) units of credit in the following subjects are required:

4.0 credit in Bible (1 credit per year of attendance)

4.0 credits in English/Language Arts

2.0 credits in Foreign Language  
4.0 credits in History/Social Studies  
4.0 credits in Science  
4.0 credits in Mathematics  
1.5 credits in Physical Education and Wellness  
1.0 credits in electives

A diploma will be issued to any TCA student successfully completing the TCA curriculum and having fulfilled all required responsibilities (including financial).

Credits earned outside the normal school-day/school year must be approved by the academic advisor. Forms are available and *required* when applying for this request. Summer school may be used to make up credits needed for graduation.

### HOMEWORK AND TEST DAYS

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#### *Homework*

Homework is an integral part of the school program in aiding students to advance in their studies. Therefore, students are required to complete homework assignments.

Homework is given for drill, practice or special projects.

Student should expect to spend the following on homework:

6<sup>th</sup>- 8<sup>th</sup> Grade: 60 - 80 minutes                      9<sup>th</sup> - 12<sup>th</sup> grade: 90 – 120 minutes

These time frames are guidelines only and for the typical TCA student. Honors/AP students may have an additional time commitment. Also, it is expected that students will plan accordingly and work ahead on assignments, not waiting until the last minute, thus adding an unrealistic time commitment the night before an assignment is due.

All students are required to have their homework in class and ready to be turned in at the time designated by their teachers. Assignments turned in one (1) day after the due date will be eligible for only seventy (70) percent of the grade earned. Homework assignments turned in later than one (1) day after the due date will receive NO credit.

#### *Test Days (high school only)*

To balance students' workload and support them in their test preparation efforts, TCA has designated 'test days' to ensure that too many tests are not given on any one day. Test days are as follows:

Monday – Free  
Tuesday – Math/Bible  
Wednesday - Science  
Thursday - History  
Friday - English/Foreign Language

Quizzes can be given on any day for any subject.

*\*Courses and their assigned days are subject to change by the administration.*

### *Make-up Work*

#### 1. Homework

- For excused absences, students who missed assignments on the days they were absent will have one day for every day missed to make up the work without a penalty. Assignments not made up in that time may result in no credit.
- Missed work may be obtained through the classroom teacher and/or the Plus Portal student information system. **It is the student's responsibility to see the teacher about make-up work.**

#### 2. Quizzes and Tests

- Students who miss the day of a quiz or test will be required to make up the quiz or test the day they return to school. Students who miss multiple days prior to a test or quiz will have one day for every day they missed before making up the assessment.

### QUARTERLY HONOR ROLL

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All of a student's courses are averaged together according to grade and units of credit on the 4-point scale. A 3.0 average will qualify a student for Honor Roll and a 3.67 average will qualify a student for High Honors.

### MATH ACADEMIC STANDARD

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#### *Expectations for Honors Track*

Students with a B- or higher will advance to the next level math class. Students with a C or lower will not be allowed to continue on the honors track. Students with a C+ grade will be handled on a case by case basis in order to continue to the next honors class. Continuation for a C+ will be based upon the following information:

- Proficiency Test
- Teacher Recommendation
- Administrative Decision

### SEMESTER EXAMS

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Examination schedules are announced sufficiently in advance before the end of each semester in order to allow students adequate preparation time. Semester exams may not be taken prior to exam days without administrative approval. Students who miss final exams due to illness must make up the exam(s) on the scheduled make-up exam day or within one week of the semester exam dates. Other than documented illnesses, there are no make-up exams. All freshmen, sophomores, juniors, and first semester seniors are required to take semester exams in every class except electives.

### STANDARDIZED TESTING

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Middle school students at TCA will take the ITBS in the fall of each school year. 9<sup>th</sup> and 10<sup>th</sup> grade students take the PSAT 8/9 or PSAT 10 in the spring at school and 11<sup>th</sup> grade students take the PSAT NMSQT in October at school. Juniors and Seniors are encouraged to take the SAT in the fall/spring of their junior year and then

again in the fall of their senior year. Students may register for the SAT at [www.collegeboard.org](http://www.collegeboard.org). Low income students may be eligible for vouchers. More details can be found at the College Board website.

Please keep in close contact with the academic advisor regarding the tests offered, times and dates of tests, and associated costs. Any questions regarding any of these standardized tests should be directed to the academic advisor.

### VALEDICTORIAN AND SALUTATORIAN ELIGIBILITY

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Valedictorian and salutarian eligibility are based upon the student's freshman, sophomore, junior and first three quarters of his or her senior year. Transfer students may be eligible if they are enrolled for seven consecutive quarters beginning the junior year. The graduation committee will review the GPA's of all transfer students and compare them to other students over the same time period.

The Valedictorian and Salutarian do not automatically give speeches at graduation. The graduation committee will decide graduation speakers.

### GENERAL INFORMATION

#### ABSENCES

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School attendance is a legal requirement not a parental option. A note or email needs to be submitted for each absence. The note is due within two days upon the student's return to school; this includes the 1<sup>st</sup> day returning to school.

- Students who are out for 1.5 hours will be recorded as 1/4 day absent.
- If a student has been absent from school three (3) or more consecutive days, a doctor's note will be required upon returning.

#### *Unexcused Absences*

An absence will be considered unexcused if a note is not received from a parent within 2 days after the absence. Students who are absent without proper excuse receive a zero for any graded assignment on the unexcused day.

#### *Excessive Absences (total absences)*

After a student has accumulated 15 absences in a school year, a doctor's note will be required for EACH day a student is absent thereafter.

*All absences over 20 will be considered unexcused and a zero will be received for any graded assignment on that day.*

## 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 classroom use for the purpose of study, quotation and memorization, is the English Standard Version.

## 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

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

The cafeteria operates with a computer program where students enter their student ID's using a keypad system. A student must have a student ID number, which is located on their student ID card, in order to receive lunch. Parents may 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 loaded 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.

Lunch is \$3.00 each day. 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 either 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 periods. We offer a variety of healthy snacks and beverages, as well as some fresh treats to add to a purchased lunch. Snacks may be purchased with cash.

## 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 or faculty sponsor should complete the Incident Report form, available in the teacher workroom or and 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 counselor 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 counselor 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.
- Middle School and High School Athletes - Before a student can participate in a sports activity (tryouts, practices, or games) there must be written documentation clearing the student for physical activity. TCA 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 athletic director, principal, academic advisor, and teachers.
- Other School Activities – Before a student can participate in school sponsored mission trips, retreats, or other events requiring physical activity, there must be written documentation clearing the students for Extra-curricular 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 a 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 in, first and foremost, legal matters. 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 AND DELAYS

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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. Your child's transportation will be decided by each individual district.

### EXTRACURRICULAR EVENT CONDUCT

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TCA expects its students to be examples for Jesus Christ at all extracurricular activities, including athletic events, club meetings, fine arts productions, mission projects and ceremonies of various kinds. As an extension of the classroom, students are expected to model responsible and mature behavior during these events. Students who display foul language, or crude or inappropriate gestures/dancing at events will be asked to leave and may be subject to further disciplinary action.

### 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 their 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. This is for their protection.

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 the 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 student knows his/her life-threatening allergy triggers and 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 it 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 at TCA.

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 effectively 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 school clinic. 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 of 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:

- 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 not 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 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 email 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 FUNCTIONS

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The school will not be held responsible for any party or other social function that is not officially approved or sponsored by the school.

### 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, AND TAXI SERVICES

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It is not permissible for a student to be picked up from TCA by an Uber, Lyft, 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.

