Staff

Administration

Pastor/Head of School          Rev. Clark Hausman
High School Principal         Mrs. Deana DiLuggo
Middle/Elementary School Principal  Rev. Mark Cernero
Athletic Director             Mr. Zach Barbieri
Office Secretary              Ms. Kim Blake
TCA Records Secretary         Mrs. Leanne Robinson

Learning Centers

Grades K&1  Supervisor     Mrs. Dorothy Cernero
            Assistants      Ms. Bethany Robinson
            Assistants      Mrs. Lela Rosado
Grades 2&3  Supervisor     Mrs. Tracey Morin
            Monitor        Mrs. Nicole Hodges
Grade 4     Supervisor     Mrs. Wanda Bourgoin
Grade 5     Supervisor     Mrs. Sue Scribner
            Monitor        Mrs. Tlona Hopkins
Grades 6-8  Supervisor     Rev. Mark Cernero
            Monitor        Mrs. Leanne Robinson
Grades 9-12 Supervisor       Mrs. Dean DiLuggo
            Teacher        Mrs. Sharon Miner
            Teacher        Mrs. Lori Spaulding
            Teacher        Mrs. Diana Melendez
            Teacher        Mrs. Deb Christos
            Teacher        Mrs. Lindsay Zampaglione
            Monitor        Mrs. Ashley Zollarcoffer

Kiddie Kollege

Head Teacher     Mrs. Diane Versari
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About TCA

Introduction

Torrington Christian Academy (TCA) is an integral and vital part of the ministries of First Assembly of God in Torrington, CT. It is operated and regulated by the Constitution and By-laws of the Torrington First Assembly of God, Inc. TCA administration reserves the right to change any policy or procedure at any time in its sole discretion after reasonable notice to students and parents.

Mission Statement

TCA exists to assist the family and the church in training Christian leaders for tomorrow. To equip them to stand firm in knowledge, insight, and wisdom while empowering them to impact their culture (world) for Christ.

Vision Statement

TCA will meet the needs of present and future students through the provision of the best curriculum, instruction, and training. That training will include the training of mind, body, and spirit.

Purpose Statement

It is the intention of TCA:

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

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

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

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

To direct each student in the development of skills, concepts, and understandings essential to their progress in becoming a successful Christian citizen.
To help prepare the present generation of Christian youth to provide leadership for the next generation in America's government, educational system, churches, and other key areas.

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

History

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

Accelerated Christian Education (A.C.E.)

Philosophy

Philosophy is a basic foundation of all education: in presuppositions and values. You cannot educate without these. You cannot build absolute presuppositions without “In the beginning God created…” and “Thus saith the Lord.” All life’s values come from absolute or relative presuppositions. How can a child be educated unless he is told “Where he came from,” “Why he is here,” and “Where he is going.” TCA’s philosophy builds values of character, responsibility, and knowledge of right and wrong on the absolute foundation of the truth of God’s Word. The absolutes of God’s Word teach man how to live on this earth in harmony with God, nature, and fallen man. Man finds true success in every area of life where a Biblical worldview is learned and applied.

Theology

Education is not possible without a philosophical and theological base. Presuppositions, beliefs, and values are contained in all curriculums, regardless of the origin historically or geographically. When the “progressive educators” led by John Dewey took over educational leadership in the 30’s, they promised social salvation through the elimination of Biblical presuppositions and traditional values. They signed a humanist creed and proceeded to “liberate” American education from absolute standards and religious values. By World War II the Bible was, by judicial review,
removed from American public education. Within two decades the curriculum took on a statist (absolute authority for government) and humanist (replacing the absolute truths of God with the relative truths of man) set of presuppositions and values. The attempt to liberate education from religion merely changed the religious content from “Biblical theism” to “secular humanism.”

Humanism is a religion. It provides the undisputed philosophical and theological base for modern learning in the American government school classroom. It is the basic cause of declining skills, morals, and culture in education. TCA does not propose to “liberate” the school of liberalism to a neutral position between humanistic and theistic suppositions and values. This is impossible. You cannot build responsible young people of good character without a positive foundation of life-building, character-building presuppositions and values, which help make the child a better person, a better son or daughter, a better citizen, a better potential parent, etc.

**Presuppositions**

1. God created all things.
2. God has communicated to man through the Bible, the written Word, and Jesus Christ, the Living Word.
3. The fear of the Lord is the beginning of knowledge, understanding, and wisdom.
4. The individual must establish a relationship with God.
5. Salvation is through the atonement of Jesus Christ by the grace of God.

**Values**

All moral absolutes and social values flow naturally from Scripture without the unnecessary denominational or disputed ecclesiastical interpretations. The bulk of Biblical theistic values is clear and is accepted by almost everyone in Christendom. This is the source of value content, which enriches and supports our academic material.

**Methodology**

The mastery of basics is the foundation. Mastery of phonics, language, reading, writing, and basic arithmetic skills through heavy use of activities and drills is fundamental. Student materials in the form of PACEs (packets of accelerated Christian education) are:
1. Diagnostically prescribed

If you go to the doctor, he gives you a diagnosis and writes a prescription. The child is given a diagnostic test taken right from the English, Math, Science, and Social Studies curricular content. Test results make it possible for each individual child to bypass material they already know and begin the curriculum where their learning should begin. Then they may progress at their own speed with proper controls and motivation from his supervisor.

2. Self-instructional

PACEs contain sufficient instruction so that students can continue through each chapter at their own ability and speed. Supervisors provide supplementary instruction and assistance to students as needed.

3. Self-contained

Each PACE contains the textual information the child is to read, study, and learn along with the study activities they need to work. The child is required to reread and secure answers from the text material and enter answers in appropriated blanks as they progress. They cannot proceed without a recall or restudy that ensures at least a minimum of learning. Explanations, examples, and drills are contained in the skill subjects, sufficient even for underachievers. A combination of information, examples, illustrations, activities, drills, reviews, chapter reviews, and tests provide maximum learning and achievement.

4. Continuous-progress

Subject grade level content was not written for unrelated grade levels. An editorial staff produced a scope and sequence of curricular content for each subject and grade level and then developed the curricular content from these outlines over a period of four years. The content progresses from skill to skill in sequence from grade level to grade level in a spiral of learning. Each skill is learned, reviewed, and expanded from level to level to secure the broadest scope of real mastery of skills and theory.

5. Requirements

All students’ PACE work must attain at least an 80% or B- grade to fulfill curricular requirements. Students are required to complete prerequisite courses prior to continuing on in that particular subject.
Admissions & Operations

Admissions Policy

This school admits all qualifying students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. It does not discriminate on the basis of race, color, and national and ethnic origin in administration of its educational policies, admissions policies, scholarships, athletics, and other school administered programs.

Admissions Procedures:

1. Receive admissions packet from school office.
2. Read family handbook thoroughly.
3. Complete and return preliminary application for review.
4. Parents and students must have an interview with the principal or designee.
5. Complete and return an application packet for each child accompanied by an application fee of $40 each.
6. Parents will be notified of child’s acceptance status.
7. Registration and testing fees will secure students’ enrollment. Diagnostic testing is administered to students from grades 2-12.
8. Purchase uniforms, if necessary.
9. Attend parent orientation during one evening after school begins.

Church Affiliation

Students and parents are required to regularly attend a Bible-believing church.

Billing

The school will send out billing statements each month. Tuition payments will be due the 1st of each month. PACEs will be billed when they are issued.

Torrington Christian Academy operates with a very small financial margin; the budget is based on the annual tuition with all staff and expenses determined in July and August based on enrollments. When students withdraw, their parents/guardians are obligated to pay the outstanding balances and the following minimum portion of their tuition prior to record release:
September 1 – September 30       1/3 tuition
October 1 – November 30          1/2 tuition
After November 30               Full tuition

**School Session**

School begins at 8:00am and dismisses at 2:00pm. Students may not enter the building before 7:45am (unless given special permission) and should be out of the building by 2:15pm (unless participation in a school-related activity requires otherwise).

Parents and guardians should drop off and pick up students behind the building (by the crosses). Students should not be picked up in the front parking lot or on the other side of the church/school building. Students should exit main hallway doors only.

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

**Delays and Closings**

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

**Parent Information**

**Parental Involvement**

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

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

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

Parent-Teacher Conferences

Parent-teacher conferences are scheduled in November for grades K-12. The November conferences are mandatory. Other parent-teacher meetings may be scheduled during the year.

Parent / Teacher Communications

- Homework Folder or Slips – Grades K-1 – these are sent home every night and list the daily goals not completed that are due the next morning. By signing this form, you communicate to the supervisor that the work has been finished and you have checked it for accuracy.

- Student Planner – Grades 2-12 – contains record of daily goals and any work not completed that is due the next morning (homework). Your signature is required to confirm to the supervisor that you have checked the work due for accuracy and completeness.

- Progress Reports – these are sent home periodically by all learning centers to update parents on their child’s performance.

- OOPS! Slips – these are sent home any time a student receives a grade below 80% on a PACE test or 70% on a non-PACE test. If it is a PACE test, the student will be required to redo the PACE and a fee of $4.40 will be assessed.

Learning center supervisors or subject teachers will communicate with a student’s parent at least three times each marking period if the student is not passing a course.

Late Rides

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

For your child’s safety, please notify the school office or learning center supervisor or designated supervising staff member if there are changes in your child’s travel arrangements to and from school or school-related activities.

School Visitors

Any individual (family member, friend of student, etc.) visiting the school for any reason must report first to the school office. If it should be necessary to speak to a student or teacher directly, the office personnel will make the proper arrangements. Appointments to visit may be arranged through the school office. It is extremely important that learning center/classroom environments be interrupted as seldom as possible.

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

Student Life

Absences

If a student is unable to attend school, a parent or guardian must call the school office by 9:00am.

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

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

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

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

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

Dress Code

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

Clothing Regulations and Personal Appearance

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

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

We accept the premise that the major responsibility for student appearance rests with the parents. Parents have the obligation not only to provide clothing but also to guide the student’s selection in proper wearing of apparel and determining its suitability. Parents should see that their child is dressed in accordance with the school’s regulations prior to their leaving home.

General Clothing Guidelines

Students are expected to comply with the dress code each day of school. Students who do not comply will receive a dress code violation form for their parent/guardian to sign.
This form should be returned the next school day. Repeat dress code offenders will face additional disciplinary action.

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

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

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

**Girl’s Dress Code**

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

**Skirts**

Skirts must be navy, tan, or black and solid color. Skirts should not be tight or form fitting. They must be able to move freely over the hips.

Length should be no shorter than the middle of the knee cap. Slits, if present, should not extend above the knee.

Girls who will be using playground equipment should wear shorts under skirts.

**Pants / Shorts**

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

For samples of acceptable style of pants see:

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

Shirts / Blouses / Sweaters

Polo shirts with TCA logo must be worn and must be purchased through the school office.

Shirts made to be tucked in should be tucked in. Polo shirts may be worn out, but should not look sloppy (too long, baggy, etc.). Regardless of style, all shirts should be neatly pressed.

All shirts must be buttoned, with the exception of the top button.

Sweaters may be worn, but must be navy, tan, white, or black and solid color. Hooded sweatshirts/sweaters and “outside” jackets and coats are not permitted to be worn in the classroom. Hooded sweatshirts may be worn during outside activities such as recess or gym. TCA sweatshirts without a hood may be worn in the classroom during cold-weather months.

Shoes / Socks

Shoes must have a closed toe and heel and may be black, brown, or navy. Casual flats are preferred. Backless shoes, slippers, moccasins, etc. may not be worn.

Shoes should not have a heel higher than two inches.

Boots with heels no higher than two inches are permitted. No Ugg style boots may be worn. Snow boots may not be worn in the classroom.

Socks must be worn and should be navy, tan, or black and solid color. Socks can be knee length or ankle length (no-show socks are not permitted).

Tights may be worn and should be navy, tan, or black and solid color.

Students in grades K-5 are permitted to wear black athletic shoes (mostly solid color; white soles are permitted). For middle and high school students, athletic shoes should only be worn for P.E. classes and sports activities.
Accessories

One set of earrings may be worn and only on the earlobes. No bars or gauges are permitted. Earrings on other parts of the ear are not to be worn in school or at school-related functions.

No face or body piercings are allowed. No ankle bracelets are permitted.

Makeup and jewelry must be conservative and minimal.

Hats are not permitted to be worn in the classroom.

No tattoos, drawings, or other markings on the skin are allowed.

Hair

No spiked or extreme hairstyles are permitted. No unnatural hair colors (dye, bleach, streaks, etc.) or extensions are allowed.

Chapel

No shorts or capris are allowed on chapel days.

Girls in grades K-5 must wear a navy, tan, or black skirt on chapel days. They may wear either a school polo shirt or a solid-color dress blouse that meets dress code standards.

Middle and high school girls must wear either a dress or a skirt and dress blouse on chapel days. Dress pants may be worn during the months of December, January, and February. Skirts, pants, and blouses must meet general dress code standards.

Guy’s Dress Code

Pants / Shorts

Chino / Docker style pants must be worn and must be navy, tan, or black and solid color. No cargo, stretch, skinny or denim pants allowed.

Middle and highs school boys must wear a solid-color brown or black. Belts should not have studs, large buckles, or other decorations on them.

Shorts may be worn during the months of August, September, May, and June and must meet the same color and style criteria as long pants. Shorts must be no shorter than the top of the knee when standing.

Shirts / Sweaters

Polo shirts with TCA logo must be worn and must be purchased through the school office.
All shirts should be neatly pressed and should be buttoned, with the exception of the top button.

Polo shirts do not need to be tucked in, however, dress shirts worn on chapel days must be tucked in.

Cardigans and sweater vests may be worn but must be navy, tan, or black and solid color. Hooded sweatshirts and “outside” jackets and coats are not permitted to be worn in the classroom. Hooded sweatshirts may be worn during outside activities such as recess or gym. TCA sweatshirts without a hood may be worn in the classroom during cold-weather months.

Shoes / Socks

Socks must be worn and must be navy, tan, or black.

Brown or black casual or dress shoes may be worn.

Students in grades K-5 are permitted to wear black athletic shoes (mostly solid color; white soles are permitted). For middle and high school students, athletic shoes are only to be worn for P.E. classes and sports activities.

Accessories

Hats are not permitted to be worn in the classroom.

A single necklace and/or ring may be worn. All other forms of jewelry are not permitted.

No tattoos, drawings, or other markings on the skin are permitted. No piercings of any kind are allowed.

Hair

Hair must be kept neat and combed at all times. Hair must be off the ears, collar, and eyebrows.

Sideburns must not extend beyond the middle of the ear and should be neatly trimmed.

Hairstyle must be conventional. No extreme or faddish hairstyles are permitted (spiked, bowl cut, shaved head, punk styles, unnatural colors, streaks, bleaching, etc.).

Boys must be clean shaven. No facial hair is permitted.

Chapel

No shorts are permitted to be worn on chapel days.

Middle school and high school boys must wear a button-down, collared, solid-color dress shirt (no neon colors) and coordinating tie on chapel days.
Physical Education Dress Code

Students required to change clothes for P.E. classes must wear either the TCA logo gym T-shirt (available for purchase through the school office) or another official TCA spirit-wear shirt.

Plain blue or black athletic shorts must be worn. Shorts should be loose fitting and must be no shorter than the top of the knee when standing. Sweatpants or jogging suit pants may be worn during cold weather months. Pants must be mostly solid-color blue or black, however, they are permitted to have a pin stripe down the side.

Athletic shoes and socks must be worn.

Dress-Down

On special occasions students will be allowed to wear a relaxed dress code. On those days, clothes need to be clean and without tears, holes, or frays. If a skirt or dress is worn, it must be in compliance with the dress code length.

No clothing worn on dress-down days should promote entertainment or products that would contradict Biblical standards or the TCA Mission/Purpose statement.

All clothing should be worn with good taste and modesty in mind and should meet the standards included in the General Clothing Guidelines section of the dress code.

Jeans/denim are permitted, provided they are not stretch, skinny, or low-cut jeans.

No sweatpants, leggings, camouflage, or pajamas may be worn (unless special permission has been given).

Athletic shoes may be worn.

Learning Center General Guidelines

To provide an environment that is conducive to learning, students should avoid all disruptive or distracting behaviors. Students are not permitted to communicate or be out of their office without permission. In learning centers using the flag system, the American flag should be raised for academic guidance from the supervisor, while the Christian flag should be raised for non-academic assistance from the monitor (such as using restroom, sharpening pencils, etc.).
Students who need to leave the learning center for any reason must first ask permission and then sign out according to the learning center procedure. Any individual or group entering a learning center during class times should enter discreetly and quietly.

**Offices & Planners**

In learning centers with offices, offices are assigned and changed only by the supervisor, and students must keep their offices neat and clean. At the end of each school day items must be removed from the top of the student's office and be neatly organized inside their office (unless permission is given otherwise). Anything to be placed in a student's office must be approved by the supervisor.

The student planner is to be kept neat and up-to-date. Pencil should be used when setting goals in planner. Where applicable, student progress cards should be placed in the upper left corner of a student's office.

**Lunch Policies**

Due to health concerns (especially allergy issues) students are not allowed to share foods and/or beverages with one another. Students are responsible for throwing away their trash. Before throwing away left-over beverage, students should empty the container. Students are not permitted to leave the lunch area, unless given permission by a supervisor.

**Cell Phones**

Students may not make/receive calls or send/receive texts from a personal cell phone during the school day. Should there be an urgent message that you need to get to your child, call the school office and the secretary will deliver the message.

Students who bring cell phones to school must keep them turned off and in their pocket, purse, or locker.

Students caught using a cell phone during school hours will be subject to disciplinary action.

**Telephone Calls**

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

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

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

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

Physical Education Classes

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

Student Driver Policy

Students who drive to TCA are to park in the designated student parking area (see high school supervisor for details). Students who will be driving to school on a regular basis must provide a copy of their driver’s license and proof of insurance to the office. TCA is not liable for any damage or theft to student vehicles.

Students are not permitted to drive on field trips or to transport other students to or from school. Students can drive themselves and immediate family members to school sports events, but are not allowed to transport other students. Students are not allowed to go to their vehicles during the school day unless given special permission by their learning center supervisor or other school official.

Borrowing Resource Materials

Students wishing to borrow books or other resource materials from the classroom must check them out with their learning center supervisor. Any materials checked out are the responsibility of the student. Failure to return items may result in the student’s account being charged.
Christian Leadership Training

Morning devotions – Each day begins with pledges, devotions, and recitation of monthly scripture for memorization.

Chapel – Weekly chapel services are held for the spiritual enrichment of students. These services include times of worship and teaching from God’s Word. Speakers in these service may include pastors, staff members, missionaries, and guest speakers.

Bible – Abeka Bible curriculum is taught in grades K-2. Bob Jones curriculum is taught in grades 3-5. Older students are trained from Bible curricula emphasizing Godly standards, Christian-character building, and the ability to understand and defend the Christian faith.

Miscellaneous Guidelines

1. Open food and drink containers are allowed only in designated eating areas except for approved classroom functions. Water is the only beverage students are allowed to have with them throughout the school day.

2. No laser pointers, electronic games, or other such items are permitted in class.

3. Students are not allowed to chew gum during school.

4. Throwing of objects is not permitted, as this could cause injury to another person.

5. All music-playing devices and headphones are prohibited during school, unless special permission is given by learning center supervisor. All music listened to while on campus or at a school-related activity must not contain profanity, crude language, sexually explicit lyrics, or anything else that does not align with TCA’s philosophy and mission.

6. The following items are not to be brought on campus by students: guns, knives, matches/lighters, or any other items that have the potential to harm others or property.

Student Conduct and Discipline

Standards of Conduct

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

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

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

Language

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

Books / Magazines

Any books or magazines brought to school by a student must meet with the approval of their learning center supervisor or teacher.

Cheating

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

Students are expected to answer all questions in their PACEs and other assignments as accurately as possible and score their PACEs and other work in an honest manner. Students must resist the temptation of writing random answers in their PACEs or memorizing or writing down answers from the score keys to avoid doing the required
corrections. Students who cheat in these or other ways will be subject to disciplinary action.

Cheating includes both the components of stealing and lying. Students need to understand the seriousness of these offenses. Learning centers are set up to help minimize the opportunities to cheat, but ultimately, students are responsible for their own actions regarding giving in to this temptation. Students who think they might need extra “controls” as they do their work are encouraged to talk to their learning center supervisor for procedural modifications and prayer support.

Cyber Ethics

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

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

1. Students should pursue wisdom and kindness. Before sending or posting any item, ask yourself if the content will glorify God, reflect Biblical values, build up others, and strengthen your Christian witness. If not, don’t go there!

2. Remember – whatever you send or post can be seen by others. There is no such thing as “private” when it comes to any form of cyber messages!

3. The use of profanity, unkind words, crude language, inappropriate images, threats, etc. is not acceptable and may result in disciplinary action.

4. Negative references or statements about another student or a TCA staff member will not be tolerated and may result in serious consequences.

5. If you feel you have been targeted in some way by a classmate via some form of cyber technology (text, email, social media, etc.), speak to a teacher or supervisor. Your concerns will be taken seriously and investigated.

Discipline

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

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

1. Know that we love your child and that, just as with parenting, there are some difficult decisions that we must make in order to help your child follow Godly principles and build Christian character.

2. Trust that the staff at the school has your child’s best interest at heart and is trying to help him/her understand the corrective process.

3. Realize that your child’s reaction may be emotionally charged and may not include all of the pertinent information.

4. Realize that the school has specific, well-thought-out reason for all of the rules and guidelines. These rules are enforced without partiality.

5. Support the administration and call the school for “the rest of the story.” Please follow the prescribed chain of command – learning center supervisor, principal, head of school – in pursuing issues or seeking to resolve disputes.

6. Pray with your child and ask God for His help in making your child more Christlike.

7. Help your child remain accountable for his/her actions and the consequences of making negative decisions.

The information in this family handbook is largely for the benefit of our students. It outlines the rules and procedures that students need to follow during their time at TCA. When children allow their fleshly attitude to control their actions, they must be disciplined. This discipline varies based on the rule(s) broken and the magnitude of the student’s wrongful behavior. Examples of wrongful behavior include, but are not limited to, lying, cheating, stealing, fighting, disrespecting others, etc. Listed below is an example of the discipline process:

1. Documentation of wrongful behavior on Corrective Action Form
2. Parents are notified of the wrongful behavior (via phone, email, etc.) by teacher or staff person. School and/or home consequences will be discussed.

3. Student and/or parent will be required to sign the Corrective Action form.

4. Student gets a school consequence - such as loss of privilege, detention, in-school or out-of-school suspension - depending on the seriousness of the wrongful behavior. In extreme cases of wrongdoing, the student may be expelled from the school.

5. Subsequent offenses require 1-4 above and a meeting with learning center supervisor, principal and/or Head of School.

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

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

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

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

“Obey them that have the rule over you, and submit yourselves…” (Hebrews 13:7)

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

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

TCA reserves the right to inspect student’s desks, lockers, backpacks, bags, and cars. When deemed necessary, drug tests may be implemented.

**Detention**

To deal with a student’s willful disregard for established school policies, rules or regulations, TCA has established a program of correction through detention
assignment. Once a detention has been assigned, the student must serve that detention. Students having extracurricular commitments or employment obligations may serve their detention on another day. They will be granted a minimum twenty-four hours advanced notice, however, to address such commitments or obligations and to arrange for alternative transportation. After-school detention will be held as needed.

Academics

Accreditation

Accreditation by a state governmental agency is an administrative mechanism designed as an attempt to attain uniform education for all children in government schools. It was established as a governmental means of causing local public school districts to meet what the state educational agencies determined to be minimum academic and facility standards for government schools. However, in our Christian academy, we strive for more than a minimum standard. The criteria developed by our school are based on Scriptural principles and concepts. Since these are not always the aim of secular education, we do not seek secular approval. Our objective is found in the Scriptures – “Study to show yourselves approved unto God.”

We endeavor to maintain the highest standard in our facilities and curriculum. To this end, we use a mastery philosophy and system of education. Students must achieve a minimum grade of 80% for PACE courses in order to receive credit for their efforts. In non-PACE classes, students are required to achieve a minimum final grade of 70% to receive credit for their efforts. Students not meeting these minimum requirements must retake the course. Our school has been awarded “Model School” status by the ACE ministries in recognition of excellence in high academics, curricula, and spiritual achievement.

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

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

PACEs

The PACE system has been designed to allow the student to learn academic material in small, manageable amounts. Each PACE is set up so that the student reads, answers questions, and scores small sections of material. It is important that students read, answer, and score each section prior to going on to the next one. Students must have all work scored and corrected prior to beginning the check-up. Check-ups require a supervisor’s or monitor’s initials prior to taking. Check-ups may not be skipped. All work in the PACE must be read, answered, scored, and corrected prior to taking the Self-test. Students who do not follow the approved procedure will be required to re-PACE.

PACEs are the personal property of a student and information in PACEs or the content of tests is not to be shared with other students. All PACEs should be filled out in pencil unless specifically directed to do otherwise by a supervisor. The supervisor or monitor must initial PACEs before a student scores them. Some PACEs require students to do additional activities or other relevant writing assignments. Students must have a notebook with lined paper to work on the additional activities or assignments.

Students are not allowed to use calculators unless directed by the supervisor. Students who share/receive PACE content or tests with/from other students will be required to re-PACE. The student will be charged a re-PACE fee.

PACEs may not be completed in less than three days. Self-tests and tests may not be taken during the same day.

When shortcuts and modified procedures are used, students become cheated on two levels. First, they do not follow directions and that sends a message that not following directions is acceptable when it is convenient. Second, the “technical content” is learned only in short-term memory as the student crams for the test – which, over the long term, produces holes in the student’s learning.

While it is good for students to get through their work at a rate that may be accelerated, it causes problems when students are not academically balanced. Students who are going past their grade level in one subject should be academically balanced in other subjects. So, in order to help students be well-rounded and balanced academically, the following procedures will be followed:

1. Students should complete all the material in PACEs – memory passages, projects, and activities. Puzzles, activities, projects, and ‘fun stuff’ should
be used for students who complete PACEs in less than three weeks or are ahead of their grade level.

2. Students must read the entire PACE section before filling in any answers. If students are ‘hunting and pecking’ to get answers, and they don’t read the entire section, they get fragmented information. It then becomes hard for them to remember the content and do well on the PACE test. A story is easier to remember than random facts.

3. Supervisor scoring – Some PACEs have sections where supervisors need to score an outline, story, or some other non-score-key item. Students must complete that work prior to doing the check-up.

4. When students are doing the check-ups and Self-tests, they should not look back for answers.

5. Students who are able to go ahead in their work are welcome to do so; however, they must be academically balanced. This means that the student must be within two PACEs in the rest of their PACE subjects in order to work ahead. Students in high school may go faster (more than two PACEs ahead) in any PACE subject as long as they are “on track” with the rest of their work.

6. Supervisors will be quizzing students as needed prior to check-ups and Self-tests as prescribe by ACE. Doing this helps the students to know that they must know the information well enough to do the check-up without looking back for answers. Students who have difficulty answering these questions may be required to find and highlight answers in the PACE prior to taking the check-up.

Testing Table
After a PACE is completed, scored, re-studied, and turned in, the test is administered. Tests are administered at the testing table. Students who score 80% or higher on the test are issued a new PACE to begin working on. Elementary and middle school students scoring below 80% must re-PACE. High school students who score below 80% will receive the grade earned. There will be no talking allowed at the testing table. Students who talk may have their test taken away and would have to retest.

Scoring Station
Students should follow these procedures when scoring a PACE:
1. Score keys are to be handled carefully. No writing, drawing, or marking score keys.
2. Mark red ‘X’ at the beginning of the line where a wrong answer is.
3. Use only red pen supplied at score table.
4. Correct wrong answers in pencil at your office.
5. Rescore – circle each red ‘X’ in red when answer is correct.
6. Circle in red each PACE page number when all answers are correct on the page.
7. Replace key when finished scoring.

Note: Intentional scoring violations (cheating) will result in a student having to re-PACE and may have other consequences such as loss of scoring privileges, detention, suspension, etc.

**Computer Courses**

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

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

**College Level Courses**

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

**Requirements for Taking College Courses**

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

**F.A.S.T.**

FAST (Focused After School Time) – This is an opportunity for students who do not complete their goals or who need additional help with course work to stay after school on any Monday through Thursday from 2:00 – 3:00pm. (unless notified that FAST will not be held) to complete their work or get the needed help. All tests must be taken during regular school hours, however, make-up tests (as a result of absence) may be taken during FAST. The work assigned to students during FAST will be determined by the learning center supervisor and/or the student’s teachers.

**Homework**

Homework is an important part of the educational process. Students must complete the planned homework to be successful. They should not change homework goals without prior permission from their learning center staff. Homework allows:

1. students to get their required coursework completed on time,
2. students to practice new skills and work on special projects and other assigned activities,
3. students to strengthen weak areas of learning.

An estimate of the average amount of homework per night is 10-15 minutes per grade level. For example, a kindergartener and first grade student should have around 10-15 minutes of homework, a second grader should have 20-30 minutes of homework, a fifth grader should have approximately 50 minutes of homework, and a twelfth grader should have about 2 to 2.5 hours of homework.

If your child consistently has more homework than the estimates above, or never has homework, please contact the learning center supervisor to discuss this matter.

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

- For students in grades K-1, check their homework folder each day.
- For students in grades 2-12, check their student planner each day.

These are our daily communication between school and home.

- Check for any written correspondence from your child’s teacher or supervisor.
- Parents are required to check a student’s planner and sign it daily.
- Take note of any upcoming checkups, quizzes or tests and, if possible, assist them with studying for these.

- Pray with your child daily and give him/her encouragement to do their best.

**Sequences**

Every effort is made to help students complete their work at school and minimize homework. However, at times students will not be able to complete all their goals or assignments in class and will need to do so at home. Tests will also require study time at home.

Students are required to take their planners home daily. The planner is the daily communication vehicle between the school and home. Parents need to check their student’s planner each night, taking note of any homework or upcoming tests/quizzes.

Parents of elementary and middle school students are required to sign the planner each night. Students who do not get their planner signed will lose daily learning center privileges. Repeatedly failing to get their planner signed may result in a student receiving a 30-minute detention.

In the event that a student does not do their assigned homework they will be issued a “sequence.” This is a notification to the parent that an omission in homework has been made. Repeat offenses will result in additional sequences, with consequences becoming more severe as sequences “pile up.” The following is an outline of the sequence process used here at TCA:

1. First offense - sequence will be recorded by the monitor or learning center supervisor and will be indicated in the student’s planner. PACE goals will be reset. Assignments other than PACEs will need to be completed for the next school day.

2. Second offense – same as #1 above. In addition, the student will be required to call a parent and notify them about having received a second sequence and explain the reason for it.

3. Third offense – same as #2 above

4. Fourth offense – same as #2 above. In addition, parents will be called by the learning center supervisor to alert them to the fact that the next sequence will result in in-school suspension (ISS).

   Students receiving in-school suspension will have no extra-curricular (sports, clubs, etc.) privileges on the day of the ISS.

5. Fifth offense – same as #4 above. In addition, the student will have to serve an in-school suspension (ISS) the following day. The student will have no extra-curricular (sports, clubs, etc.) privileges that day.
6. Sixth offense – same as #5 above. In addition, a conference will be held with the principal, learning center supervisor, teachers (where necessary), parent(s), and student for the purpose of helping the student and making clear that a 7th sequence will result in out-of-school suspension.

7. Seventh offense – student will receive out-of-school suspension for a period of time set by the principal. During that time, the student must do schoolwork at home and must come into the school daily after 2pm to score PACEs, turn in assignments, and/or take any necessary tests or quizzes.

At any time, should there be a disagreement between parents and the learning center supervisor, the principal should be consulted. In the event that the principal is also the learning center supervisor, the senior pastor of First Assembly will be consulted.

As a means of teaching grace and mercy to students, we have established a “jubilee provision” for students that receive sequences. This provision works as follows:

If a student goes seven consecutive school days without receiving a sequence, they are back to a “clean slate” and, should they receive another sequence, it will be treated as a first offense.

At the beginning of each academic quarter, all students experience “jubilee” and begin the quarter with a clean slate as far as sequences are concerned.

Report Cards

Report cards are given out following each 9-week period. The first one will be given to parents/guardians at the November parent-teacher conferences. Subsequent reports will be either be given to students to take home or will be mailed.

Honor Roll

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

High School Courses of Study

High school students should establish their course of study prior to their sophomore year. The following options are currently offered: General, Vocational, College Prep, and Honors. All students must carry at least six credit hours per year. For a complete list of required credits for each course of study, see pages 36-39.
Graduation Requirements (see also pages 35-38)

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

Students must complete the required credits for their course of study, passing each PACE subject with a final grade of at least 80% and each non-PACE subject with a final grade of at least 70%. If a student does not meet these requirements, they will be required to repeat the course.

In an effort to keep high school students on track toward graduation, students who fail to complete or pass a PACE course or taught class will be required to finish or redo that course during the summer. Unfinished PACEs are not to be “rolled over” to the following school year, as this causes the student to be operating from a deficit when the next year begins. An extra fee will be charged for students required to attend the summer session.

Athletics

Team Sports

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

Crusader sports are offered on two different levels at varying times:

- Intervarsity (grades 6-12) – consists of competition between other schools on the Junior Varsity and Varsity levels. In some cases, there is also tournament play offered.

- Junior Crusaders (elementary) – introduces students to the basic rules and skills of a sport. Students participate in inter-school competition.

Participation Policy

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

Students on steps 5 or 6 of the sequence process (see “Sequences” section on page 38 of this handbook) will be ineligible to participate in practices or games until they return to level one of that process.
Dress Code for Sports Practices

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

- clothing worn should conform to standards set forth in the General Clothing Guidelines section and Dress Down section of this handbook, with the following exceptions:
  
  - sweatpants are permitted to be worn
  
  - sleeveless shirts and tank tops may be worn (the upper sides of girls’ torso must still be covered)

- shirts, warm-ups, etc. containing sports team names or logos, professional athlete’s name, etc. may be worn provided they meet all other dress code guidelines mentioned above

- shorts must be no shorter than mid-thigh

- soccer or baseball/softball cleats are never to be worn inside the school building; players should remove cleats before entering the building

Gymnasium

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

Sports Awards

Students who participate in the intervarsity sports program will be recognized and honored at our annual sports awards night. There are a variety of awards that can be earned by student athletes. For a complete list and descriptions, contact the athletic director.

Extra-curricular Activities

After-school Activities

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

**Eligibility**

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

**Special Events**

**Special Programs and Events**

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

**Annual Awards Night**

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

**Sports Awards Night**

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

**Miscellaneous**

**Rights and Responsibilities**

Student’s Rights and Responsibilities:

All students of TCA have the right to be treated with fundamental fairness, dignity, compassion, and Christian love. Each student, in turn, is expected to respect the rights and privileges of other students, teachers, and staff members.
Students are then obligated to exercise their own rights and responsibilities in compliance with the rules established for the orderly conduct of the school's mission. Some of the specific responsibilities for achieving a positive and productive learning environment at the school or school-related activities shall include the following:

- attending and participating in all PACE times and classes daily and on time
- being prepared for each subject with appropriate material and assignments (homework)
- being properly attired and groomed (within dress code)
- exhibiting respect toward others, their property, and toward church and school property
- adhering to all expectations of the family handbook
- obeying all rules of conduct and safety
- cooperating with staff in the investigation of disciplinary cases and volunteering information related to serious offenses
- taking all school-related communications home

Parent’s Rights and Responsibilities:

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

- actively support the philosophy and mission of the school
- actively help your student take responsibility for their actions and become a responsible and godly Christian
- teach your child to pay attention, obey the rules, and respect their authorities
- encourage and lead your child to develop proper study habits at home
- pay required tuition, fees, and late charges in full
- participate in parent/supervisor conferences
- be sure your child is dressed appropriately for school and school-related activities
- bring to the attention of your child’s learning center supervisor any learning problem or condition relating to your child’s education
- follow the prescribed “chain of command” – learning center supervisor, principal, head of school – in pursuing issues or seeking to resolve disputes

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

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

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

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

Fire Drills
Fire drills will be held several times throughout the school year. These can be announced or unannounced.

At the sound of the fire alarm bell students are to stand and walk out of the building in an orderly manner to a designated place. Students in the gym or location other than their assigned classroom should go out the nearest exit. Once outside, student should go to their designated fire drill location. It is also important that students always sign the Sign-Out Sheet when leaving their learning center for any reason.

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

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

Lost and Found

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

Accident / Injury Insurance

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

Christian Americanism

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

Pledge of Allegiance to the American Flag

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

Pledge of Allegiance to the Christian Flag

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

Pledge of Allegiance to the Bible

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

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

**Humanities (12 total credits required)**

Bible – 3 credits required, to include:
- Old Testament Survey
- New Testament Survey
- Apologetics I

English – 4 credits required, to include:
- English I
- English II
- English III
- English IV

Social Studies – 3 credits required, to include:
- American Government (½ credit)
- American History
- Economics (½ credit)
- World History

Literature – 1 credit required, to include:
- World Literature (½ credit)
- American Literature (½ credit)

Fine Arts – 1 credit required

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

Math – 4 credits required, to include:
- Algebra I
- Geometry
- Algebra II or Probability & Statistics
- Math elective

Science – 3 credits required, to include:
- Life Science (Biology)
- Physical Science
- Science Elective

Computer Skills – 1 credit required

**Career & Life Skills (3½ total credits required)**

Physical Education (P.E.) – 1 credit required

Speech – ½ credit required

Health – ½ credit required

Electives – 1½ credits required

**Foreign Language (2 total credits required)**

Spanish – 1 credit required

Elective – 1 credit required

**Senior Project (1 total credit required)**

**Total Minimum Credits – 26½**
Vocational Course of Study

This course of study is appropriate for those students who do not plan to attend college but will pursue work in a trade.

**Humanities** (12 total credits required)

- Bible – 3 credits required, to include:
  - Old Testament Survey
  - New Testament Survey
  - Apologetics I

- English – 4 credits required, to include:
  - English I
  - English II
  - English III
  - English IV

- Social Studies – 3 credits required, to include:
  - American Government (½ credit)
  - American History
  - Economics (½ credit)
  - World History

- Literature – 1 credit required, to include:
  - World Literature (½ credit)
  - American Literature (½ credit)

- Fine Arts – 1 credit required

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

- Math – 4 credits required, to include:
  - Algebra I
  - Geometry
  - Algebra II or Probability & Statistics
  - Math elective

- Science – 3 credits required, to include:
  - Life Science (Biology)
  - Physical Science
  - Science Elective

- Computer Skills – 1 credit required

**Career & Life Skills** (3½ total credits required)

- Physical Education (P.E.) – 1 credit required
- Speech – ½ credit required
- Health – ½ credit required
- Electives – 1½ credits required

**Foreign Language** (2 total credits required)

- Spanish – 1 credit required
- Elective – 1 credit required

**Vocational Training** (1 total credit required)

**Total Minimum Credits – 26½**
College Preparatory Course of Study

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

**Humanities** (14 total credits required)

- **Bible** – 4 credits required, to include:
  - Old Testament Survey
  - New Testament Survey
  - Apologetics I
  - Apologetics II

- **English** – 4 credits required, to include:
  - English I
  - English II
  - English III
  - English IV

- **Social Studies** – 4 credits required, to include:
  - American Government (½ credit)
  - American History
  - Economics (½ credit)
  - World History
  - Social Studies Elective

- **Literature** – 1 credits required, to include:
  - World Literature (½ credit)
  - American Literature (½ credit)

- **Fine Arts** – 1 credit required

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

- **Math** – 4 credits required, to include:
  - Algebra I
  - Geometry
  - Algebra II or Probability & Statistics
  - Math elective

- **Science** – 3 credits required, to include:
  - Life Science (Biology)
  - Physical Science
  - Chemistry
  - Computer Skills – 1 credit required

**Career & Life Skills** (3½ total credits required)

- **Physical Education (P.E.)** – 1 credit required
- **Health** – ½ credit required
- **Speech** – ½ credit required
- **Electives** – 1½ credits required

**Foreign Language** (2 total credits required)

- **Spanish** – 1 credit required
- **Elective** – 1 credit required

**Senior Project** (1 total credit required)

**Total Minimum Credits** – 28½
Honors Course of Study

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

**Humanities (15 total credits required)**
- Bible – 4 credits required, to include:
  - Old Testament Survey
  - Apologetics I
  - Bible Elective
- English – 4 credits required, to include:
  - English I
  - English II
  - English III
  - English IV
- Social Studies – 4 credits required, to include:
  - American Government (½ credit)
  - Economics (½ credit)
- Literature – 2 credit required, to include:
  - World Literature
  - American Literature
- Fine Arts – 1 credit required

**S.T.E.M. (Science, Technology, Engineering, Math) (9 total credits required)**
- Math – 4 credits required, to include:
  - Algebra I
  - Algebra II or Probability & Statistics
  - Math elective
- Science – 4 credits required, to include:
  - Life Science (Biology)
  - Chemistry
  - Physical Science
  - Physics
- Computer Skills – 1 credit required

**Career & Life Skills (3½ total credits required)**
- Physical Education (P.E.) – 1 credit required
- Speech – ½ credit required
- Health – ½ credit required
- Electives – 1½ credits required

**Foreign Language (2 total credits required)**
- Spanish – 1 credit required
- Elective – 1 credit required

**Senior Project (1 total credit required)**

**Total Minimum Credits – 30½**
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