

**The Christian Academy
Elementary School
2017-2018**



Student Handbook

THE CHRISTIAN ACADEMY

Acquiring a Biblical Worldview through a Classical Education

Dr. Tim Sierer, Headmaster

Kevin Skaer, Principal

Debbie Dutton, Elementary School Dean

Ashley MacNeel, Middle School Dean

Jon Thompson, High School Dean

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SCHOOL MISSION

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.

SCHOOL VISION

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 they will radically influence their communities for Christ and His glory.

The Christian Academy is committed to:

- **The Authority of Scripture:** God's Word is recognized as inspired, inerrant and authoritative.
- **Truth:** All truth is God's truth, and all knowledge and every discipline is recognized as created by Him.
- **Community:** What drives our education comes from the interpersonal relationships that are fostered in the educational process.
- **Excellence:** We want to do everything to the glory of God. The relentless pursuit of excellence in all aspects of the school must remain a priority.
- **The Faculty:** Our teachers are the hallmark and backbone of our school.
- **A Biblical Worldview:** Every area of knowledge is presented from a biblical perspective so that teachers and students may live lives to the glory of God.
- **Diversity:** The character and breadth of our school comes from our families' cultural heritage, economic ability and denominational differences and similarities.

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

1. We believe the Bible to be the 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 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, as delineated in Scripture. (Genesis 2:18-25) Please see TCA’s Statement on Marriage, Gender, and Sexuality for further information.

ELEMENTARY ACADEMICS

General Curriculum

The Christian Academy will use traditional classical methods of instruction in our elementary school. Students will study the fundamental and basic facts (grammar stage) in the following curricular areas: Bible, reading, math, language arts, spelling, social studies and science. Instruction in physical education, music, art, library skills and Latin will complete the elementary curriculum.

Grading Scale

98-100	A+	88-90	B+	78-80	C+	68-69	D+	0-63	F
94-97	A	84-87	B	73-77	C	66-67	D		
91-93	A-	81-83	B-	70-72	C-	64-65	D-		

Homework

Review, recitation and reinforcement are essential aspects of the learning process for the elementary student. Therefore, on a daily basis, students should focus on academic growth as part of the routine at home. Whether or not specific assignments are given, students should spend time reciting math facts, memorizing Scripture and reading each evening. This practice will help excellent academic growth.

Homework will be given to:

1. Reinforce concepts, skills and facts that have been taught in class.
2. Enhance the academic program through varied projects.

Even if assignments do not fill the full amount of time listed below please encourage your child to read or study the full allotted time. The amount of time needed to complete homework will vary from student to student; however, these approximate times will be followed:

First grade:	10 minutes
Second grade:	20 minutes
Third grade:	30 minutes
Fourth grade:	40 minutes
Fifth grade:	50 minutes

Math Facts

Students will be required to master arithmetic facts. Written drills will be given to determine the student's memorization mastery. The following chart shows the desired goal per minute at each grade level.

MATH FACTS MEMORIZATION

First Grade

Function	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Addition (+)	10	10	15	15
Subtraction (-)	10	10	15	15

Second Grade

Function	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Addition (+)	12	12	16	16
Subtraction (-)	12	12	16	16

Third Grade

Function	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Addition (+)	16	16	20	20
Subtraction (-)	16	16	20	20
Multiplication (x)	NA	NA	16	16
Division (÷)	NA	NA	16	16

Fourth Grade

Function	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Addition (+)	20	20	25	25
Subtraction (-)	20	20	25	25
Multiplication (x)	20	20	25	25
Division (÷)	20	20	25	25

Fifth Grade

Function	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Addition (+)	25	25	30	30
Subtraction (-)	25	25	30	30
Multiplication (x)	25	25	30	30
Division (÷)	25	25	30	30

Parent-Teacher Conferences

A parent-teacher conference will be scheduled at the end of the first marking period. This takes place in November. The purpose of the conference is two-fold:

1. To discuss student's academic progress and character development
2. To develop a relationship between home and school so that effective communication will take place throughout the school year.

Further conferences may be scheduled at the request of the parent, teacher or administrator.

Promotion

Students that make satisfactory academic and maturational progress in their grade level will be promoted to the next grade.

Teachers will carefully observe and assess each student throughout the year. If after this observation a teacher believes retention is a possibility, parents will be notified.

Report Cards

Report cards are issued four times a year in first to fifth grade. Report cards are issued twice in kindergarten.

Standardized Testing

The school utilizes the Iowa Testing instrument for standardized testing every fall in first through fifth grades. This testing is designed to assess students' academic progress. Students in kindergarten are given the Metropolitan Readiness Test in March of each year. This test assesses a student's readiness to handle reading and mathematics in the first grade.

In first and fourth grade, students take the Otis Lennon Ability Test every fall which assesses students learning aptitude.

Absences

School attendance is a legal requirement not a parental option. A note or email is due within two days upon the student's return to school; this includes the 1st day returning to school.

Example: Student is out Monday and Tuesday; returns to school on Wednesday, absent note is due to the office either on the day of return (Wednesday) or the next day.

Students who are out for 1.5 hours will be recorded as 1/4 day absent. Students will be recorded as 1/4, 1/2, and 3/4 day absent.

If a student has been absent from school 3 or more consecutive days, a doctor's note will be required upon returning.

Illegal/Unexcused Absences:

School attendance is a legal requirement not a parental option. An absence will be considered illegal if a note is not received from a parent within 2 days after the absence. Students who are absent without proper excuse, are considered illegally absent.

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. If a student is absent more than 20 absences, excused or unexcused, the student may be required to repeat the grade since they would have missed more than 10% of overall instruction.

Make-Up Work

When a student returns from being absent, the classroom teacher will explain what work must be made-up. Most of the work will need to be made up during recesses and at home.

Medical Appointments

The teacher should be notified in writing if a child arrives late or leaves early for a doctor/dentist appointment. Parents must report to the office to drop off or pick up their child. Upon leaving and/or returning, a child must be signed in and/or out in the school's main office.

MISCELLANEOUS

Arrival and Dismissal Procedure

Arrival:

Elementary students are supervised outside on the playground beginning at 7:45 am each morning. Students are to be let out by the entrance on Gray Street and not on the playground area. Please do not drop off elementary students upstairs as they are not to be in the building unsupervised. After 8:20, students should be dropped off at the Main Entrance.

Dismissal:

Bus students will be dismissed to their bus room. Car line students will go directly to the cafeteria. Drivers are to enter the lower parking lot by way of Gray Street. Students will be walked to their cars by the teachers on duty. Drivers cannot park on Gray Street and walk over to the car line to pick up children.

Contacting Teachers

During the school year it may be necessary to speak with your child's teacher over concerns and questions. The teacher is always willing to discuss issues with you. During the school day, please call the school office and leave a message with the school secretary or e-mail the teacher directly. Teachers will attempt to return your call or e-mail within 24 hours.

Electronic Devices

No radios, portable game systems, mp3s, cell phones or any other electrical device are to be seen or heard during the school day which is 7:45-3:30 PM (which would include field trips). These items may be confiscated and only returned to parents.

Field Trips

Field trips are planned to enhance classroom curriculum and to promote class unity. A permission form will be sent home explaining the details of the trip. The signed permission form must be returned and any student without a signed form will not be permitted to go on the trip. For most trips, school uniforms will be worn; however, some trips may warrant different dress. In this case approval will come from the principal.

If chaperones are needed, only parents/grandparents will be able to attend. Chaperoning a group of children requires great attention. Therefore, parents will not be permitted to bring other children on the trip. Chaperones will be approved in accordance with state mandated clearances.

Fire Drill

Fire drills are held regularly throughout the school year. Silence must be maintained during the entire drill. Students will practice leaving the building with blocked exits.

Lateness

All bags, coats, etc. are to be placed in lockers prior to 8:25 a.m. Students entering the classroom after 8:25 a.m. are recorded as tardy with the exception of bus lateness and medical appointments (a doctor's note must be present). Necessary morning activities take place at this time so it is important that students be on time and in their classroom to start the day.

Medicine

Any medications that are to be taken during the school day **MUST** be sent to the nurse's office with a doctor's note describing dosage and time medication is to be taken. Teachers are not permitted to dispense medication.

Movie/Video Policy

PG-13 and rated R movies are not allowed to be viewed at the elementary level. Every effort will be made to ensure G movies, but at times a PG movie may be warranted. In these cases a permission form will be sent home and a child will only be allowed to view PG movies with parental approval.

Parents / Visitors

It is important that TCA be a safe place for students and faculty. For this reason, parents and all other visitors are asked to report to the security desk upon entering the building. Classroom visits are welcomed, but there needs to be prior approval from the teacher and principal.

Snacks

Each elementary student will have the opportunity to eat a snack mid-morning or mid-afternoon. These snacks are to be of a healthy nature. Snacks of a "junk food" nature such as cakes, cookies or candy are not to be eaten for this snack time.

Clear water bottles, with water in them, are allowed throughout the day in August, September, October, April, May and June only.

School Closings

School closings will be announced on the radio (KYW - AM/1060). The school's code is 506. When there is bad weather, listen for information on TCA closing. Your child's transportation will be decided by each individual district. The school will also use an automated school closing via One Call Now directly to a phone number the parents provide for the school.

School Nurse

The nurse's office is open during school hours for emergencies and students who are ill. The Penn Delco District Nurses are 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.

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.

Medication Policy

1. No student is allowed to carry ANY medication: This includes all prescription and over the counter medicine. All medication needs to be kept in the nurse's office with a Doctor's note, stating that this medication needs to be taken during school hours. Then the student will come to the nurse's office for his/her medication.
2. If it is absolutely necessary for the student to carry his/her medicine (example: epi pen or inhaler) a Doctor's note will be required stating this need and that student will be responsible for his/her medication.

Please remember parents/guardians need to have current numbers where they can be reached during the school day.

Weapons

Absolutely no weapons, whether pretend or real, are permitted on the school grounds at any time. Possession of such is grounds for expulsion. Please see Board Policy regarding possession of, threat of, or use of weapons at the end of this handbook.

DISCIPLINE- Core Values

The purpose of discipline is to help the student glorify God and not self. Thus, at the time discipline is not thought of as pleasant in the eyes of the child, yet it reaps the peaceful fruit of righteousness once a child is trained in the way he/she should go. The kind and amount of discipline will be determined by the teacher, and if necessary, the administrator(s).

These four key Core Values are expected of our elementary students:

1. *Obedience- Colossians 3:20 "Children, obey your parents in everything, for this pleases the Lord."*
We expect obedience to be immediate, complete, without complaint, and without challenge.
2. *Respect- Colossians 3:17 "And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him."*
We expect the children to respond to authority in a way that would demonstrate a listening ear to correction, in how they respond and interact with one another.
3. *Self-control- I Peter 1:13 "Therefore, preparing your minds for action, and being sober-minded, set your hope fully on the grace that will be brought to you at the revelation of Jesus Christ."*

We expect the children to demonstrate that they are in control of their own actions, without having to seek revenge or placing their hands excessively on one another. Self-control should also be evident in the way students talk to one another and in the way they control their body.

4. *Consideration of Others- Philippians 2:4 "Let each of you look not only to his own interests, but also to the interests of others."*

The children should seek ways to serve others instead of focusing upon self. This would include compassion and kindness one to another.

5. *Purity-* The student will agree to use restrooms, locker rooms and changing facilities conforming to one's biological sex.

Though some of these core values listed above are not always enforceable it is our goal to train young people to serve God in these ways. Teachers will deal with each student on an individual basis and follow the discipline pattern below. However, wisdom must always be taken into account when handling each student. Sometimes the consequence will be more severe or sometimes the child will just be spoken to depending upon the severity of situation and the frequency of the offense. Below you will find a guideline for discipline for your child and the teachers. The severity or frequency of the offense will be determined by the classroom teacher and/or Elementary Dean.

Handled by the teacher:

1st Infraction – Teacher will meet with the student individually and may give the child a loss of privilege. Parent *may* be notified.

2nd Infraction – Teacher will give the child a loss of recess, silent lunch, and/or loss of activity. Parent may be notified via e-mail, phone call or note.

3rd Infraction – Teacher will give the child a loss of recess, silent lunch, and/or loss of activity. Parent will be notified phone call. Student will meet with the dean

Handled by the Dean:

4th Infraction – Out of School Suspension. Parent will be notified.

5th Infraction – Out of School Suspension. Parent conference required upon return.

6th Infraction – Out of School Suspension. Parent conference required upon return.
Potential for a disciplinary probation review for the student.

SUSPENSION

For any offense not listed, the administration may assign a suspension as the appropriate consequence. The duration of the suspension will be determined by the Dean of Students and/or principal 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.

DISCIPLINE COMMITTEE

The Discipline Committee will meet when a student has accumulated two (2) suspensions within a given academic year, or by recommendation of the Dean of Students. The purpose of the discipline committee is to determine probation and a student's terms of probation. The administration will make decisions whether a student will be dismissed or expelled from The Christian Academy.

DISCIPLINARY PROBATION

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

ADMINISTRATION DECISION CONCERNING DISMISSAL

A student completing an academic year may not be allowed to return for the following year due to administrative decision, regardless if the student was placed upon probation or not. There may be times administration will choose not to allow a student to return for various discipline issues, negative impact upon the student body or a combination of poor attitude and poor academics. These decisions will usually be made near the end of the 4th quarter or after the conclusion of the school year.

A student who has been dismissed will 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).

EXPULSION

A student will be expelled from The Christian Academy for failing to meet the stated expectations or a single incident determined by the dean or principal. A student who has been expelled will be considered for readmission after a minimum of one year and can only re-enter during a new academic year (August) from the time of expulsion and upon the approval of Board policies. Please see the end of this document for the board's policy on weapon, drug and alcohol situations.

DISCIPLINE- School Wide Rules (House Rules or training rules)

Classroom Rules

The classroom should be a peaceful, interactive environment by which the teacher guides the learning process. Each child must hear quality instruction, participate in learning activities, ask questions, and contribute to others learning. To make the classroom this kind of learning place there will be a few simple rules we will enforce.

The purpose for classroom rules is simple...

- Ensure learning is taking place.
- Accomplish all that God has planned for his/her life.

- Accept responsibility for actions.
- Have fun in a controlled, peaceful environment instead of conflict and strife.
- Godly behavior from a godly heart pleases Jesus Christ.

Proverbs 5:21-23

“For a man’s ways are in full view of the Lord, and he examines all his paths. The evil deeds of a wicked man ensnare him, the cords of his sin hold him fast. He will die for lack of discipline, led astray by his own great folly.”

1. The student must not talk while the teacher or another student is talking.
2. The student must raise his hand before speaking.
3. The student must ask for permission before getting out of his seat.
4. The student must not be disruptive in class. Disruptive behavior includes, but is not limited to...putting head down on desk, laughing loudly or annoyingly, screaming, yelling, and generally being a distraction.

Consequence: Please see your child’s teacher’s consequence list.

CONFLICT RESOLUTION

Conflict will happen. Conflict helps us learn much about ourselves and our own selfishness. In the midst of conflict we must follow principles from Matthew 18:15-17. Admonishment, confrontation, reconciliation and forgiveness may take time. This is a monumental task to attempt to address the heart of each person including student and teacher.

There will be times when the teacher will need to discipline the child publicly just to address the behavior. When the teacher speaks to the student about something he/she is doing wrong, the student is to never talk back or argue with the teacher. The teacher will try to be as fair as possible. However, teachers are human and can make mistakes. If the student feels that a teacher has made a mistake, or the student has something to say to the teacher, the teacher will be willing to discuss anything or “hear you out” after class or after school.

If this has not resolved the situation the elementary dean would then speak to both parties involved, as well seek parental input and/or involvement.

Bus Behavior

Students are expected to obey all the rules each district requires. This is for each child’s safety. TCA requires of each of our students who ride busses to and from school to remain seated at all times, to speak in soft tones to the person beside them, to refrain from calling out windows or placing hands/arms out of the windows and to give respect to the driver in action and word. If a student is reported by the bus driver for misbehavior the following discipline will be imposed:

1. The dean will meet with the student to discuss reported behavior. A notice will be sent to the parents.
2. Any following report may warrant suspension from the bus.

Dress Code

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.

Only items listed may be worn.

Physical Education

All students in grades K-12 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.

Elementary students may wear only TCA sweatsuits or their regular uniform over their gym uniform on the day of their physical education classes. Sweatsuits are not considered a part of the gym uniform. Students may wear their gym shorts and T-shirts in August, September, October, April, May and June.

Sneakers are required for gym. Sneakers must either be tied or velcro; no slip-on or zippered shoes (such as Sketchers) will be permitted.

GIRLS' DRESS - ALL ITEMS LISTED ARE SOLID COLORS

UNIFORM COMPANY:

Jumpers (no shorter than 2 inches above the knee)

Grades K-5: Navy

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

Grades K-5: Navy

Walking Shorts/Skorts (no more than 2 inches above the knee) (may only be worn in August, September, October, April, May and June):

Grades K-5: Navy

Dress Slacks

Grades K-5: Navy

Shirts, turtle necks, sweaters are to be purchased from TCA school store.

* Pants and shorts may have no more than 4 pockets, 2 side pockets and 2 slit pockets in the back. No cargo pockets or outer/patch pockets. No footless tights or leggings of any kind may be worn.

Shoes

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

Hair

- Must be kept neat and clean
- May not be worn in extreme styles or colors. If dyed, color must be a natural color.
- Headbands may be worn; however, scarves and bandanas are not permitted.

Coats / Jackets are not to be worn during the school day beginning at homeroom and ending at 3:00.

Miscellaneous: Other piercings are not to be worn at all.

BOY'S DRESS- ALL ITEMS LISTED ARE SOLID COLORS

UNIFORM COMPANY:

Walking Shorts - no shorter than two inches above the knee (may only be worn in August, September, October, April, May and June):

Grades K-5: Navy

Dress Slacks

Grades K-5: Navy

Shirts, Turtle necks and sweaters are to be purchased from TCA school store.

* Pants and shorts may have no more than 4 pockets, 2 side pockets and 2 slit pockets in the back. No cargo pockets or outer/patch pockets.

Shoes

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

Hair

- Must be kept neat and clean
- May not be worn in extreme styles or colors. If dyed, color must be a natural color.
- Must be cut so that it does not cover the eyebrows, completely cover the ear, or rest on the collar
- Ponytails are not permitted

Coats / Jackets are not to be worn during the school day beginning at homeroom and ending at 3:00.

Miscellaneous: Earrings and other piercings are not to be worn at all

TCA - Dress Down Policy

Permission to dress down needs to be obtained from the principal.

We have two different levels of casual dress at TCA.

1. A "Non-Uniform" day is intended to allow a student the luxury of not wearing the traditional uniform, while still maintaining a neat and orderly appearance.
2. A "Dress Down" day is intended to give the student more freedom and to allow them to dress more casually.

If a student dresses immodestly he/she will sit in the office until a suitable outfit is brought from home.

Non-Uniform Day (will be used for some field trips)

- Bottoms
 1. Jeans or slacks are allowed but must not be excessively tight. (Cargo pants are allowed)
 2. Skirts are permitted but they still may be no shorter than two inches above the knee (same rules only different colors are allowed). If girls wear leggings/yoga pants a skirt or shorts must be worn that are no shorter than two inches above the knee.
 3. Uniform style shorts may be worn but they still must not be shorter than two inches above the knee (same rules only different colors are allowed)

- Tops
 1. Boys – Must wear a shirt with a collar, a turtleneck or a sweater.
 2. Girls – Must wear a nice shirt. Shirt should not be t-shirt style and should not be excessively tight.
- Footwear

No sandals, flip flops, open toed or open heeled footwear are to be worn.
- **All rules listed below for Dress Down Day apply to Non-Uniform Day as well.**

Dress Down Day (primarily used for in school activities)

- 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 when leggings are worn)
- Footless tights and leggings/yoga pants are never to be worn without shorts or a skirt.
- No sandals, flip flops, open toed or open heeled footwear are to be worn
- No hats are permitted
- No earrings for boys, no nose piercings for girls or boys
- Clothes should contain no inappropriate messages, slogans or pictures.
- No secular musical groups/artists
- Shorts are only allowed during Aug., Sept., Oct., Apr., May, and June.

*Parents will be called and appropriate attire must be brought in. The student will remain in the office until he/she has appropriate attire.

Miscellaneous School Rules

1. Tuck shirt in.
2. Line up immediately when whistle blows outside.
3. Silence is expected after the whistle blows in the cafeteria.
4. Silence is expected when walking in a line in the hallway.
5. Silence is expected during fire drills.
6. Trading cards are not allowed in school
7. Items of any kind are not to be sold, nor should services be rendered for a fee.

Cafeteria

School Lunch

Lunch is \$3.00 each day. We serve seven daily options: pizza, cheeseburger, hamburger, chicken patty sandwich, grilled cheese, garden salad, and chef salad. In addition to our 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:

- Vegetable
- Fruit or Apple/Orange Juice
- Side Salad
- Dinner Roll
- Carrot Sticks and Ranch Dressing Dip
- Drink (White, Chocolate, Strawberry Milk)

Students order their lunch each morning in homeroom. Students arriving late to school may order directly in the cafeteria as soon as they arrive. We strive to make sure that all students get what they order. We ask that your child talk to the cafeteria staff before taking something he did not order. Students ordering grilled cheese or a garden/chef salad must take these items.

Lunch Accounts

The cafeteria operates with a computer program where students enter their Student ID numbers through a key pad system. These Student ID numbers, located on their Student ID cards, are required in order to receive lunch.

Parents may load their child's lunch account through Payforit.net, or they may bring money into the cafeteria between 8:00-9:00 a.m. to have the money loaded onto a student account.

If there are circumstances requiring your child to charge lunch for the day, he/she may do so, but the parent must notify the cafeteria by 11:00 a.m. Charging lunch is a privilege and should only be used in an emergency. Charges need to be paid the following day. If your student charges five lunches (\$15.00), he will not be able to charge again until the balance is paid.

Snack Line

Our snack line is open every day during lunch periods. We offer a variety of healthy snacks, beverages, as well as some fresh treats to add to your child's lunch.

Possession of, Threat of or Use of Weapons

I. Introduction

The Christian Academy considers student possession of, use of, or the threat of the use of weapons as a serious offense and will not tolerate such by students on school property or at school-sponsored events. Statements made by a student claiming or boasting of a weapon at school or school-sponsored events will be dealt with in the same manner as a "threat" below.

II. Student Action

Students who possess a weapon or who carry, exhibit, display, draw, or threaten the use of any of these items apparently capable of producing bodily harm in a manner which, under the circumstances, manifests an intent to intimidate another or warrants alarm for the safety of others shall be subject to discipline up to and including expulsion.

III. Definition

"Possession" includes, but is not limited to, having a weapon on school property or at a school-sponsored event located:

- a. in a space assigned to a student such as a locker or desk;
- b. on the student's person or property (such as on the student's body, in his/her clothing, purse, backpack, gym bag or vehicle);
- c. under the student's control or accessible or available, such as hidden by the student.

"Threat" includes, but is not limited to:

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

A "weapon" includes, but is not limited to:

- a. a firearm, which is a weapon or device from which a projectile may be fired by an explosive;
- b. an air gun, which includes any air pistol or air rifle, designed to propel a BB, pellet, or

- other projectile by discharge of compressed air, carbon dioxide or other gas, or any items which appear to be realistic firearms or air guns;
- c. any knife which is a cutting or stabbing instrument with a sharp blade;
 - d. a stun-gun;
 - e. any explosive device including fireworks;
 - f. a sling shot, which is a forked piece of wood, metal, plastic or similar substance having an elastic band fastened to the prongs for shooting small stones and pebbles;
 - g. chains, brass or metal knuckles;
 - h. any device commonly known as "nun-chu-ka sticks" consisting of two or more lengths of wood, metal, plastic or similar substance connected with wire, rope or other means;
 - i. any other tool, instrument or implement capable of inflicting serious bodily injury.

IV. Incident Reporting and Action

As a mandatory reporter, any faculty member, staff member, or administrator with knowledge of "possession," "threat," or "use of weapons" as described above shall immediately report to the building principal, who shall:

- a. submit a report to the appropriate jurisdictional police authority;
- b. suspend the involved student(s) from school pending full investigation by school and/or law enforcement authorities;

At the conclusion of the investigation, a recommendation shall be made by the administration that the student be reinstated as a full-time student or be removed from the school.

ADOPTED: December 16, 1994

REVISED: July 21, 2009

Bullying/Cyber-Bullying

I. Introduction

The Christian Academy is committed to providing a safe, positive learning environment for all students. We recognize that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, any form of bullying by TCA students is prohibited.

II. Definition

Bullying means an electronic, written, verbal, non-verbal or physical act or series of acts directed at another student or students, which occurs either in school or outside of school that is severe, persistent or pervasive and where the student is exposed, repeatedly and over time, to negative actions on the part of one or more students. Bullying is further defined as harming of another person where the bully has more power than the victim. Bullying has the effect of doing any of the following:

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyber-bullying. Cyber-bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs) which has the effect of:

1. Placing a student in reasonable fear of physical, emotional or mental harm;
2. Placing a student in reasonable fear of damage to or loss of personal property; or
3. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

III. Authority

The Christian Academy prohibits all forms of bullying by its students. The administration encourages students who have been bullied to promptly report such incidents to the principal or designee.

All complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the school's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

IV. Consequences for Violations

Each student shall be responsible to respect the right of others and to ensure an atmosphere free from bullying.

A student who violates this policy shall be subject to appropriate disciplinary action which may include:

Parental conference

Loss of school privileges

Exclusion from school-sponsored activities

Detention

Suspension

Expulsion

Referral to law enforcement officials

ADOPTED: July 21, 2009

REVISED: June 14, 2011

**BOARD POLICY REGARDING
ACCEPTABLE USE OF ON-LINE SERVICES
The Christian Academy - Internet Usage**

INTRODUCTION

The Internet links thousands of computers around the world giving The Christian Academy students access to a wide variety of libraries, databases, museums and other repositories of information to exchange personal communication with other Internet users. In general, electronic traffic passes freely in a trusting atmosphere with a minimum of constraints.

The Christian Academy does not control the information on the Internet. Therefore, some sites accessible via the Internet may contain material that is inappropriate for educational use in a K-12 setting. While The Christian Academy utilizes both internal and external filtering systems, we cannot guarantee that your child will not gain access to inappropriate material. The Christian Academy, the administration, faculty and staff do not condone the use of such materials and will not permit usage of such materials in the school environment. As a Christian school it is our desire to see our students grow in their ability to discern between what is wholesome and fitting for a Christian to use. Application of the principles found in Philippians 4:8 need to be paramount in our use of a learning tool such as the Internet.

The Christian Academy specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.

PRIVILEGES

Use of technology devices within The Christian Academy is a privilege, not a right. While using a technology device for any educational activity especially the Internet, the following must be adhered to:

1. The devices are to be treated with respect and care.
2. While on the Internet, students are to be focused on the topic they are researching. The Internet is a great educational resource. It is to be used in a responsible way.
3. If a student is unsure of what to do in any application, they are to seek help from the instructor.
4. Proper behavior must be modeled around the devices. The area is to be kept clean and free of all food and drink.

PERSONAL SAFETY

1. Students will not post personal contact information about themselves or other people. Personal contact information includes your address, telephone, school address, etc.
2. Students will not agree to meet with someone they may have met on-line.
3. Students will immediately inform their teacher or staff member of any message they receive that is inappropriate or makes them feel uncomfortable.

Acceptable Use Policy

STUDENT REGULATIONS

1. Students are restricted from using inappropriate language in public or private messages or any material posted on Web sites.
2. Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language.
3. Students will not engage in personal attack, including prejudicial or discriminatory attacks.
4. Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person.
5. Students will not knowingly or recklessly post false information about a person or organization.
6. Students will not use the Internet to engage in any illegal act, such as arranging for a drug sale or the purchase of alcohol or threatening the safety of another person.
7. Students will not plagiarize works they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were their own.
8. Students will not access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate mail).
9. Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
10. Students will not use the Internet for political lobbying, but may use the system to communicate with elected representatives and to express their own opinions on political issues.
11. Students will not use information from the Internet to create devices that may cause bodily harm.
12. The illegal downloading of copyrighted software for use on home and school computers is prohibited.
13. No use of the network shall serve to disrupt the use of the network by others; hardware or software shall not be destroyed, modified, or abused in any way.

Any action by a student that is determined by an administrator, faculty or staff member to constitute an inappropriate use of the Internet at The Christian Academy or to improperly restrict or inhibit others from enjoying the Internet is a violation of the AUP.

Violating the Acceptable Use Policy (AUP) may result in:

- restricted network access
- loss of network access
- disciplinary or legal action, including, but not limited to criminal prosecution under local, state or federal laws.

Acceptable Use Policy

PERSONAL RESPONSIBILITY

When you are using The Christian Academy's technology devices, especially the Internet, it may feel like you can more easily break a rule and not get caught. This is not really true because whenever you do something on a network you may leave "electronic footprints" you are unaware of, therefore the odds of getting caught are high.

The fact that you can do something or think you can do something without being caught does not make it right to do so. Even if you do not get caught, there is always one person who will know whether you have done wrong -- and that person is you. Your use of the Internet can be a mirror that will show what kind of a person you are.

"Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable -- if anything is excellent or praiseworthy -- think about such things." Philippians 4:8 (NIV)

STUDENT ACCESS CONTRACT

I understand that when I am using the Internet or any other telecommunications environment, I must adhere to all rules of courtesy, etiquette and laws regarding access and copying of information as prescribed by either Federal, State or local laws and The Christian Academy.

PARENT OR GUARDIAN: We ask you to review this policy with your child and to sign the consent form.

I hereby release the school, its personnel and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the Internet Access, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing materials that are in addition to the restrictions set forth in The Christian Academy Acceptable Use Policy. I will emphasize to my child the importance of following the rules for personal safety.

CREATED: April 17, 1997
ADOPTED: July 14, 1997
REVISED: June 10, 2014