



2019-2020
Parent/Student Handbook

434 Conyers Rd.
Loganville, Ga. 30052
770-299-9760

www.truepca.org

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

Table of Contents

Core Values	1		
Mission/Vision	2		
Statement of Faith	3		
Educational Focus	4		
Welcome	5		
Letter from principal	6		
New enrollment fees	7		
Attendance info.	8-9		
Homework requirement	10		
Grading scale	11		
Incomplete grade	11		
Principal's honors roll	11		
Progress reports/ Report cards	11		
Honors Program			
Testing	12		
Conferences	12		
Tutoring	12		
Classroom visits	11		
Chapel services	11		
Arrival/dismissal	11-12		
Campus policies	12		
Unauthorized materials	13		
Cell phones	13		
Lost and Found	13		
Lunch	13		
Individual parties	14		
Student conduct	15		
Philosophy	15		
Bible guidelines for Student conduct	15-16		
Parent expectations	16		
Student behavior Expectations	16		
Discipline	17		
Student behavior	17-18		
Identification of disci- plinary responses	18		
Demerit/merit program	18-20		
Detention	21		
		In-school suspension	22
		Disciplinary probation	22
		New student condition Status	22
		Expulsion	22-23
		Cheating	23-24
		Public display affection	24
		Off campus conduct	25
		Grievance Procedure	26
		Harassment	26
		Bullying	27
		Student dress code	28-30
		Student activities/ Field trips	30
		Medical policies	31-33
		Friday folders	33
		Emergency drills	34
		Emergency closing	34
		Food and Drink	34
		Peanuts	34
		School property	34
		Financial policy	35
		Fines and Fees	35
		Withdrawal	35
		Records	35
		Network use policy	35
		Searches/seizures of Property	36
		Re-enrollment	36
		Parent involvement	37
		Student's rights	38
		Promotion requirements	39-40
		GSNS fee schedule	42
		Acknowledgement form	45

CORE VALUES

The Bible/Christian Living

The ability to discern between truth and untruth and knowledge. (John 1, Colossians 2:3)

Truth

“Thy Word is truth” (John 1:17, 8:32, 14:6, 16:3, Proverbs 2:1-7, 2 Timothy 3:15-16, Psalm 25:5)

Partnership/ Service/Stewardship

Bridging home, community and all people from varying backgrounds together (Proverbs 2:2, Deuteronomy 6:4-8, Proverbs 22:6)

Academic Excellence

“Whatever you do, work at it with all your heart, as working for the Lord, not for human masters....” (Colossians 3:23-24, Genesis 1:4, Ephesians 5:1, 1 Corinthians 12:31)

Love

Without love, we are nothing (1 Corinthians 13, 1 Corinthians 12:31, Colossians 3:14)

Mission

To build up exceptional students with high academic aptitude, moral and spiritual standards based on a foundation of a true Christian partnership between parents, students and the community at large.

Vision Statement

To inspire future generations in the pursuit of academic excellence, artistic expression and cultural diversity while growing in knowledge and wisdom of God's Purpose.

Motto

Soaring to New Dimensions!

Accreditation

TPCA is fully accredited with "Quality" by the Georgia Accrediting Commission (GAC), and is also a member of the Association of Christian Schools International (ACSI). TPCA aims to provide our students with a unique Christ centered education with emphasis on the Performing Arts, STEM Enrichment, International & Biblical Studies which prepares students for the profound and competitive challenges which lie ahead. *TPCA's kindergarten through 12th grade program is exempted from state licensure and is committed to ongoing self-monitoring for compliance.*

Statement of Faith

We believe that the Bible, consisting of the Old and New Testament is the inerrant and infallible word of God. It was given by inspiration and it is the guideline by which Christians should live their lives.

We believe that there is only one God, creator of heaven and earth, and in His Son Jesus Christ, who gave His life for us that we may have eternal life.

We believe that the Holy Spirit of God is divine and convicts us of our sins, of righteousness and judgment, and allows us to understand God's truth as it is revealed in scripture. We believe that the Holy Spirit lives in us, and empowers us for service and worship.

We believe that we are created in God's image, but as humans we are sinners who fell from grace, and are therefore under God's condemnation. We understand that the only remedy for our sins is salvation through faith in Jesus, and "If we confess our sins, he is faithful and just to forgive us our sins, and to cleanse us from all unrighteousness." We believe that salvation is a gift to all who accept Jesus as their Lord and Savior.

We believe that as Christians our character and conduct should be consistent with the Bible, as it is our supreme authority that provides us ethical and moral principles for conduct in and outside of our academic community.

Family Lifestyle Statement

By enrolling my child at True Partnership Christian Academy, I/we understand that the curriculum and core value of the school supports and will emphasize a biblical family, which is comprised of one man and one woman, who are married. (Matthew 19:4-5)

EDUCATIONAL FOCUS

We seek to introduce each student to God and the totality of His character. This aim includes the desire to see every student born again into a personal relationship with Jesus Christ.

We seek to provide an atmosphere that challenges the hearts and minds of students to consider all that is true and edifying and to contrast these ideas, values, and beliefs to those that are false and lead to ruin.

We seek to lead students to an understanding of the heights that can be reached and the accomplishments possible by a life fully yielded to Jesus Christ. This includes challenging the body and spirit.

We seek to guide each student in the disciplines of life and in the formation of productive habits that will help them to be godly individuals.

We seek to encourage students to live a Christ filled life.

We seek to equip each student to take his or her place in the world as a servant of Jesus Christ.

Welcome

True Partnership Christian Academy of Loganville, Georgia was founded based on true Christian partnership by four experienced educators. TPCA opened its doors in the fall of 2014 and it aims to provide our students with a unique Christ centered education with emphasis on the Performing Arts, STEM Enrichment, International and Biblical Studies which prepares students for the profound and competitive challenges which lie ahead.

TPCA is fully accredited by the Georgia Accrediting Commission (GAC), and is also a member of the Association of Christian Schools International (ACSI).

TPCA is dedicated to serving Christ while pursuing academic excellence and instilling high spiritual and moral values that are aligned with God's will and purpose. We also offer broad and exciting spectrum of cultural and extracurricular activities that are God centered.

TPCA takes pride in developing a culture that values exceptional academic standards. Our faculty comprises of experienced and dedicated teachers who have expertise in subject knowledge and are extremely passionate about developing our students' spirituality as they nurture each child to individually excel in body, mind, and spirit.

Our rigorous curriculum allows for every student of TPCA to feel and experience the difference that TPCA teachers have made in their pursuit of academic excellence, development of their inherent dignity and worth as a person, and their inspiration of faith.

True Partnership Christian Academy is a non-denominational Christian School that welcomes kindergarten through twelfth grade students to experience a unique and exceptional education in a nurturing Christian environment.

Welcome to the home of the Eagles!!

In True Partnership,

Carolyn Odom, Co-Founder/Principal Middle/High School

Chantel Stevens, Co-Founder/Director of Performing Arts & Health Education

Julie Williams, Co-Founder/Elementary Principal & Biblical Studies Linda

Misaki, Co-Founder/Director of Curriculum & International Studies

Dear Parents,

Welcome to True Partnership Christian Academy. It is a privilege to partner with your family in the education of your child. It is our mission to build up exceptional students with high academic aptitude, moral and spiritual standards based on a foundation of a true Christian partnership between parents, students and the community at large. We believe that each of our students is equipped with God given gifts, and we offer a variety of opportunities for students to discover and develop their potential. We provide a rigorous academic curriculum that includes core content areas of Bible, reading, language arts, science, social studies, and mathematics. We are committed to providing a learning program that builds each year, exceeding normal standards while fulfilling our call to ministry. Performing arts, foreign language, technology, and physical education completes our program by providing each student with the opportunity to develop areas of competency and proficiency. Character development and serving in missions are also emphasized as students yield to the Lord's will. Students will embrace Christian principles as they honor God through their character, leadership, gifts, and service.

We invite and encourage you to join us for future school activities, field trips, and special school events. The importance of parent commitment to our school is exemplified through your willingness to volunteer. Your commitment is vital to our success. We have witnessed at TPCA when there is a strong partnership between families and ourselves student achievement is also strengthened. Join us throughout this exciting year as we embark upon Christian education together. You will help with establishing support for our teachers and a lasting God-First relationship with our school community.

TPCA is a place where children and parents alike, can feel safe, loved and confident in the educational experience they will receive. We are committed to Proverbs 22:6, "Train up a child in the way he should go, and when he is old he will not turn from it."

If you have any questions, please do not hesitate to contact us. I look forward to working with you and our students throughout the school year to provide a productive and safe learning environment that supports student success and bring glory to God.

In true partnership,

Carolyn E. Odom, Principal

Support Staff Contact Information

Carolyn E. Odom, Middle/High School Principal

Email: ceodom@truepca.org

Chantel Perry Stevens, Director of Performing Arts & Health Education

Email: cstevens@truepca.org

Julie Williams, Elementary Principal & Director of Biblical Studies

Email: jwilliams@truepca.org

Linda Misaki, Director of Curriculum & International Studies Email:

lmisaki@truepca.org

Registration for Both New and Current Students

Upon acceptance to the school, the following elements are required to secure your child's position:

- A certified copy of the child's birth certificate (one identified with a state number)
- A certificate of immunization Form 3231
- A certificate of Eye, Ear, Dental Exam Form 3300
- Parent legal guardian identification (photo identification)
- Custody documents (if applicable)
- Previous school records: report card/transcripts, discipline records, withdrawal form from previous school
- Online application enrollment
- New enrollment paperwork

New Student Registration Fees

Enrollment fee: \$50 Registration fee (includes testing fee): \$200.00

*Book fee/Matriculation fee: \$360.00 Summer school fee: \$400.00

School Hours of Operation:

8:15am to 4pm

Tuition 2019-2020

	Annually
6 th grade through 12 th grade	7000.00
3 rd grade through 5 th grade	6000.00
Kindergarten through 2 nd grade	5500.00
1 st grade – 12 th grade AES tuition	9000.00

*Tuition is calculated on a yearly basis, with holidays and school closures included in the annual tuition rate. For your convenience, we offer a 12-month payment plan. Therefore, credits are not issued for holidays and/or special unplanned/emergency closures as listed in the Parent/Student Handbook.

- Book fee or matriculation fee – The book and matriculation fee include student textbooks, online licensing for each book edition, ACSI membership, GAC accreditation, gradelink membership, software memberships and student workbooks. Book/matriculation fees must be paid by the orientation date before the 1st day of school to secure acceptance in the school and remain on the school's roster.

ATTENDANCE INFORMATION

SCHOOL HOURS

Drop-off **7:00-8:15 am (before care 7am – 8am)**

Regular Hours **8:15 am-3:20 pm for elementary**
8:15 am-4:00 pm for middle/high school

Before care: Before care will be available upon request. All students that are dropped off between the hours of 7am and 7:45am will be considered before care students.

After Care: After care will be available upon request. All students that are at the school after 4:00pm will be considered an aftercare student.

Elementary aftercare

Daily plan: 4:00 to 6pm

Middle and High school aftercare

4:00 to 6pm

Aftercare: \$70 a week (flat rate)

Drop in rate: \$20 per day

Before care: \$30 a week (flat rate)

Drop in rate: \$10 per day

ATTENDANCE REQUIREMENTS

Attendance is an essential component to a student's academic success. TPCA has a legal and ethical responsibility to require the faithful attendance of its enrolled students. Academic problems will occur when students continually miss school. We have an obligation to report all excessive absences to the county truancy officer. It is also a policy of TPCA to release students only to their parent, guardian, or previously designated individual. This is for the protection of our students. Written notice must be sent to the office to notify the school concerning the release of your student.

A student who must leave school before 10:00 a.m. and does not return that day will be counted absent for the school day. Students who leave after 10:00 a.m. but before 1:00 p.m. will be counted present for one-half day.

ATTENDANCE REQUIREMENTS FOR EXTRA CURRICULAR ACTIVITIES

Students must be in school by 10:00 a.m. and remain for the entire day to participate in any extracurricular activities. Students must be in school by 10:00 a.m. and remain for the entire day on Friday to participate in any extracurricular activity over the weekend.

EXCUSED ABSENCE

Students may not miss more than ten (10) days (excused or unexcused) per semester and still receive credit. The principal may exempt exceptional cases such as extended illness; however, in such cases a doctor's note or other supporting evidence must be submitted.

The following are excused absences:

1. Personal illness (3 or more days with a doctor's note)
2. Illness or death in the family
3. Quarantine

Upon returning to school, all students are to bring a written note, signed by a parent, explaining the absence. This note will determine if the student receives an excused absence on his or her record.

UNEXCUSED ABSENCE

Attendance is an essential component to a student's academic success. Often, the numbers of days that students are absent accumulate without parents realizing how many days have been missed. Students cannot make up work; zeros will be given in each subject for any absence that does not follow the guidelines for excused absences. Five or more absences will result in truancy letter mailed to home.

PRE-PLANNED ABSENCE

Pre-planned vacations or absences during the school year are discouraged. However, if such an absence is unavoidable, the student must obtain permission from the principal. A signed note from the parent explaining the absence is required at least two weeks prior to the days missed. Students are responsible for obtaining and completing any homework or taking any tests missed.

TARDINESS

Students are considered tardy if they are not in class by 8:20 am. Students arriving to school after 8:20 am must report to the school office for a tardy slip to be admitted to class. Three tardies during any quarter will equal one absence, and five consecutive tardies will result in a \$25.00 charge to be paid immediately on the day of the fifth consecutive tardy. This fee will automatically be charged to the student's monthly tuition account.

An accumulation of tardies can prevent a student from receiving perfect attendance recognition.

MEDICAL APPOINTMENTS

Academic problems often develop when students continually leave school for medical purposes. Parents should make every effort to schedule medical appointments before or after regular school hours. If that can be accomplished, it will eliminate many of the problems associated with absenteeism and the requirements to do make-up work. A doctor's excuse will be required for all appointments.

SIGN IN / SIGN OUT PROCEDURE

Before leaving school during the school day, a student's parent must sign him or her out at the office. Parents must pick up their child at the front office and present the checkout slip to the front office clerk. Upon returning to school during the school day, parent/guardian must sign him or her in at the school office. The sign-in slip must be presented to front office clerk.

HOMEWORK

Homework is given to teach students responsibility and independence in learning. Further, homework reinforces skills and concepts taught in school, and it affords parents a natural opportunity to be involved in their student's education. The amount of time a student needs to do homework varies from day to day and from student to student. Teachers attempt to keep all homework assignments reasonable.

LATE ASSIGNMENTS

Refer to individual teacher for policy on late assignments.

MAKE-UP WORK

Refer to individual teacher for policy on make-up assignments.

Pre-approved Absences

Refer to individual teacher for policy on make-up assignments.

Extracurricular Activities

The due date for all assignments will not be extended due to extracurricular activities. It is the student's responsibility to get their assignments turned in on time.

ACADEMIC GRADES

TPCA utilizes a numerically based percentage system for reporting grades. Report cards are issued twice yearly at the end of each semester. This is the only scale utilized for the reporting of these grades. Extracurricular eligibility, probation and semester averages are based on percentages.

The following grading scale is used throughout the school:

<u>Percentage</u>	<u>Letter Grade</u>	<u>Meaning</u>
90-100	A	far exceeds minimum standards
80-89	B	exceeds minimum standards
75-79	C	meets minimum standards
70-74	D	Failure to meet some of the minimum standards
69 & Below	F	Failure to meet minimum standards
---	I	Incomplete

PRINCIPAL'S HONOR ROLL

Academic recognition is given on a semester basis to those students in grades K-12 who receive straight A's on their report card. Students with an unsatisfactory conduct grade are not eligible for Principal's Honor Roll recognition.

INCOMPLETE GRADES

In some extreme cases, as designated by the teacher and approved by the principal, an Incomplete (I) will be given on a report card. At that time, a make-up work schedule or —Incomplete Contract will be put into effect, giving the student set due dates to turn in all missing work. Failure to turn in the work by the due date will result in a grade of zero (0) for all assignments not received.

PROGRESS REPORTS

Parents can track their student's academic progress through the online grade book called Grade link which is accessible to every parent. The online grade book will list all assignments, quizzes and test grades for each student allowing parents to see up-to-date information on their student's performance.

NOTE: Family accounts must be current to access this information.

REPORT CARDS

Report cards are sent home at the end of each semester. Report cards are a communication to parents indicating the level of each student's achievement. Final report cards will be mailed at the end of the school year.

NOTE: Only those families whose accounts are current will receive report cards. Final report cards and/or records will not be released until ten (10) working days after receipt of payment of final account balances.

STANDARDIZED TESTING

Achievement tests are administered each spring. The school participates in the ACSI testing program which employs the TerraNova 3rd edition standardized test. This assessment is published by CTB/McGraw-Hill, and, through its partnership with ACSI, is being made available to Christian schools across the nation and around the globe. Be assured that the TerraNova 3 is a technically sound and up-to-date assessment program and provides the most recent national comparisons. Out of the three major national achievement tests available, the TerraNova 3 is used by 42% of the schools testing in the United States, which is a conclusive majority of the testing demographic. The tests are sent to a testing agency, and the school receives narrative reports that are distributed to the parents.

TUTORING

All teachers will make every reasonable effort to assist students when they fall behind or encounter academic difficulties. In such a situation, the student and or parent should approach the appropriate teacher and inform him/her of the difficulty so the teacher can arrange a time during the classroom or other school time to give occasional extra help. It is important that such help not be looked upon as a detention or form of discipline. A positive, healthy attitude must prevail. If additional help is needed, please consult with the teacher for a list of available tutors.

PARENT/TEACHER CONFERENCES

Mandatory Parent/Teacher conferences are held twice a year. Notification of dates and times will be sent home prior to the event. Additional conferences may be scheduled at other times during the year at the request of the parent or teacher. Contact the school office at least 24 hours before your desired conference. The office staff will arrange a time convenient for both you and the teacher. Please do not conference with a teacher without prior arrangements.

CLASSROOM VISITS

We encourage parents to visit their child's classroom throughout the year. Please contact the school office at least 24 hours before your visit. The office staff will arrange a time for the visit which should be a maximum of 30 minutes.

Honors Program Policy:

Introduction: TPCA recognizes that we serve students of a wide range of academic abilities, many of whom would benefit and welcome the challenges of an honors curriculum. To address this need, we offer an honors tracks in our core subjects. Entrance and continued participation into honors must be earned by current performance and is not solely dependent upon past grades.

Students looking to accelerate past grade level over the summer need to have an A in honors as well as teacher recommendation.

Expectations: Students in the honors program will be strong academically, highly motivated and be able to work independently. Extra emphasis will be placed on the honors students to learn on their own and to initiate the process of getting extra help when required. Many problems will be more conceptual in nature.

Structure: All students are together in the same class covering the same topics. Honors students will be given a more challenging daily homework and test/quiz regime. They may also be given additional material to cover on their own. Questions on honors topics are welcome during the class work time of the class and after school. Extra help is available daily for any student during office hours.

Admission: Students are invited to join the honors track in the following way: Students with an A average after the first 9 weeks (progress report) have the option of choosing to enter the honors program on a trial basis for the next 9 weeks (end of 1st semester). A student may continue in the honors program if they maintain a B average.

STUDENT LIFE

CHAPEL SERVICES

Chapel is part of the total philosophy and curriculum of *TPCA*. It is a weekly opportunity for all students and faculty members to experience worship, praise and fellowship. Every effort is made to provide chapel speakers who will be relevant, motivational, and challenging to our students. Speakers typically are local pastors, youth pastors, faculty members, or other Christian speakers. Student participation is strongly encouraged. Parents are welcome to attend chapel services.

ARRIVAL AND DISMISSAL OF STUDENTS

At the beginning of each school year, parents are given written instructions on where and when to drop off and pick up their child. Parents are asked to follow these procedures and not to make other arrangements to drop off or pick up their child elsewhere on campus. If parents are on campus working, they may come to the area where the students are waiting and pick up their child.

Arrival

Students may arrive at school no earlier than 7:00 a.m.

Dismissal

Students may not stay after school unless they are involved in a school sanctioned activity. Please ensure students are picked up promptly. All students not picked up by 4:00 p.m. will be placed in Extended Care and parents will be billed at a rate of \$10 per day.

DELIVERY OF MESSAGES OR OTHER STUDENT ITEMS

Students will not be called out of class or have class interrupted for phone calls or messages. Please do not ask school personnel to deliver messages, lunches, books, packages, gifts, or forgotten assignments to your student's classroom. When possible, these items may be delivered between classes, during lunch or at the end of the day.

CLOSED CAMPUS POLICY

TPCA operates a closed campus. Students are to remain on campus until the final dismissal. Students may only leave campus if picked up by a parent or guardian.

CAMPUS VISITORS

Students are not permitted to have visitors on campus during regular school hours unless it is a parent who has checked in through the school office.

CAMPUS CARE

Students will be held responsible for deliberate damage to the buildings or property. Accounts will be billed.

LUNCH PROGRAM

Students at *TPCA* must bring lunches from home or purchase a lunch at school with the catering service for \$5. Teachers/staff do not leave the premises to purchase lunch for students who forget their lunch. The students will be provided with a supplemental lunch. NOTE: Due to the high number of Peanut Allergies, *TPCA* is a peanut free school.

If you wish to bring a special snack or lunch for holidays, birthdays, etc., for your child's class, it must be approved by a member of support staff.

Parents of children with severe allergies will be asked to provide their own morning and afternoon snacks and lunch. It is necessary for all children with allergies, to have an Allergy Action Plan on file. This form is filled out by your child's physician and kept on file at the school.

Please refrain from packing candy or excessive junk food in your child's lunch. These items may not be served to your child.

Please keep in mind that the catered lunch is optional. We are not required to offer a lunch program. We thought it would be a great opportunity to offer convenience to our parents. If not satisfied with the lunch program, please continue to pack your child's lunch.

HALL PASSES

All students shall be in an assigned classroom and under supervision always during the school day. Students who are moving through the halls or campus at any time of the day without direct supervision of teachers will be required to have a written hall pass from a teacher. Teachers are instructed to issue a minimum of hall passes and to be very strict with this policy. Any student found in the hallways or campus without an authorized pass will be subject to disciplinary action. (See demerit program)

UNAUTHORIZED MATERIALS

Students must not bring recreational reading material (i.e. teen magazines, comics, sports magazines, beauty magazines) or other non-required books, magazines, or periodicals on campus. The teacher will collect such items. Pornographic items of any type shall not be allowed on school property at any time. While this is aimed specifically at books, magazines, posters or pictures, it also includes any printed, drawn or Internet material which is deemed obscene, pornographic, or otherwise not in the best interest of the students or not in keeping with the spirit of Christian education.

CELL PHONES/ PERSONAL ITEMS

As a rule, the only items brought to school should be those that serve the educational purposes of the school. Personal items such as cell phones, iPod, tablets may be used only with teacher's permission for educational purposes. Playing cards, games and toys should be left at home. These items, if brought to school, will be confiscated. If an item is questionable, please ask the Teacher about its appropriateness in the school setting. Failure to receive permission from the teacher will result in the item being confiscated. Confiscated items may only be retrieved by the parent or guardian of the student. **NOTE:** Cellphones are confiscated at the beginning of the school day and returned at the end of the school day. If you are caught with a phone during the day it will be confiscated until the end of the school year.

LOST AND FOUND

The school maintains a Lost and Found. Items considered valuable will be taken there and kept secure. Items not claimed by the end of each month will be donated to charity. The school suggests that all items of clothing be marked with the student's name or initials for easy identification.

INDIVIDUAL PARTIES (Outside of School)

Invitations (written and/or verbal) to individual parties held outside of school may only be distributed at school or at school functions if every class member (or all one gender) is included. This simply means that if you are not inviting every class member (or all one gender), then your written/verbal invitations should be mailed to the student's direct mailing address, email, social media, etc. and not distributed at school. Parents are asked to be sensitive to the effect exclusion can have on students. Where possible, parents should refrain from picking up multiple students in carpool to transport to parties.

STUDENT CONDUCT PHILOSOPHY AND GUIDING PRINCIPLES OF CONDUCT

As I Timothy 1:5 states, —The goal of our instruction is love. We want to teach and exhort students to love God and obey Him out of that love. It is our desire to see our students learn to love others with the selflessness of Christ. Discipline is inseparably linked with the process of discipleship. The goal of our disciplinary procedures is to teach personal responsibility for one's actions, obedience to authority, and dependence on God and His Word. The biblical model we follow comes from II Timothy 3:16, —All scripture is given by inspiration of God and is profitable for doctrine, reproof, correction and instruction in righteousness. The model we derive from this text revolves around a three-fold pattern of parental guidance:

- *Instruction of God's commands and right ways of thinking and behaving
- *Warning concerning natural and parent/teacher imposed consequences
- *Correction of misbehavior

While *TPCA* acknowledges that the education of the child is ultimately the responsibility of the home, maintaining academic standards and standards of conduct are the obligation of *TPCA*. Therefore, in adherence to the *TPCA* Mission Statement, Statement of Faith, and Philosophy, *TPCA* does not hesitate to require appropriate behavioral and academic discipline from each student.

The *TPCA* Student Handbook is not intended to be or can be all inclusive or define all types and aspects of student management standards. The administration reserves the right and assumes the authority to declare rules and regulations in all matters of student management not otherwise specified.

BIBLICAL GUIDELINES FOR STUDENT CONDUCT

Respect Authority: "Everyone must submit himself to the governing authorities, for there is not authority except that which God has established. The authorities that exist have been established by God. Consequently, he who rebels against the authority is rebelling against what God has instituted, and those who do so will bring judgment on themselves. For rules hold no terror to those who do right, but for those who do wrong. Do you want to be free from fear of the one in authority? Then do what is right, and He will commend you. For he is God's servant to do you good. Romans 13:14

Respect and Esteem: —Consider one another as better than ourselves. Philippians 2:3 protecting the dignity of all students is our aim. Malicious talk can do more harm than physical wounds.

Be an Example: "Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith, and in purity. I Timothy 4:12

Seek Excellence: —I can do everything through Christ who gives me strength. Philippians 4:13

Be Honest: "Providing for honest things not only in the sight of the Lord, but also in the sight of man. II Corinthians 8:21

Be Truthful: "Therefore each of you must put off falsehood and speak truthfully to his neighbor, for we are all members of one body. Ephesians 4:25

Practice Clean Speech: "Do not let any unwholesome talk come out of your mouth, but only what is helpful for building others up according to their needs, that it may benefit those who listen. Ephesians 4:32

Reflect Jesus: "Finally, brethren, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is admirable – if anything is excellent or praiseworthy - think about such things. Philippians 4:8

PARENT EXPECTATIONS

The mission of *TPCA* is — to build a true Christian partnership aligned through parent, student and a community cooperative to produce students with exceptional academic capability, high moral and spiritual standards.

We strive to follow biblical principles in all areas. Cooperation from the home is assumed. By enrolling their child (ren) in *TPCA*, parents agree to support the school in its financial policies, parental support expectations, and the school's student behavior/discipline policies as articulated.

STUDENT BEHAVIOR EXPECTATIONS

A high standard of conduct is required of each student at *TPCA*, at school or off campus for maintaining order and building Christ-like character.

Students must:

1. Attend all classes daily and be on time;
2. Be properly dressed;
3. Be prepared for each class with appropriate materials and assignments;
4. Turn in assignments on time;
5. Exhibit an attitude of respect toward all individuals and property;
6. Speak in such a way as to lift others;
7. Bring only teacher-required materials and supplies and approved personal items to school;
8. Be obedient to all rules;
9. Be honest and trustworthy;
10. Cooperate with administration in the investigation of disciplinary cases, volunteering information related to serious offenses;
11. Take home all school-related communications.

When an offense is committed, repentance and reconciliation will be sought in a biblical manner. (Matthew 18:21) Education must be the product of a joint enterprise between the school and the home. The importance of open and responsive lines of communication is then obvious. The school also encourages face-to-face parent/teacher conferences. To this end, parent/teacher conferences will be held for any student not maintaining passing grades, or achieving expected levels of performance, or consistently not adhering to *TPCA* behavioral rules and regulations. Parent/teacher conferences may be initiated by either the teacher or the parents.

CONDUCT GRADING FOR ELEMENTARY SCHOOL

Conduct grades may be reported on each report card and represent the student's overall classroom behavior for that period. The following codes are used to report conduct:

E = Excellent

G = Good

S = Satisfactory

N = Needs Improvement U

= Unsatisfactory

DISCIPLINE

To guarantee a good social and educational climate, it is important for students to understand that acceptable standards of behavior will be expected always. Discipline will be administered when any individual's actions interfere with the right of the teachers to teach and students to learn. Students are reminded that any faculty or staff member in the school has the authority to correct unruly individuals at any place and at any time. Please see our demerit/merit program for detailed information of consequences.

STUDENT BEHAVIOR

The following are some examples of student behavior which violate school policy when they occur at school or during school activities. This list is not intended to be all-inclusive. Students may be disciplined, suspended, or dismissed from school for any of the following: (also see demerit program)

1. The possession, transmission, and/or use of tobacco, drugs, alcohol, knives, fireworks, firearms (or any item that is used as a weapon)
2. Insolence, disrespect, or insubordination
3. The use of improper language
4. Fighting
5. Profanity
6. Inappropriate displays of affection

7. Rowdy behavior: running, pushing, shoving, yelling, etc.
8. Leaving a classroom or leaving the school campus without permission
9. Class tardiness or truancy
10. Threatening, intimidating, or causing bodily harm to any person
11. Tattoos, body piercing or other dress code violations
12. Walking on campus unattended.

IDENTIFICATION OF DISCIPLINARY RESPONSES

The following disciplinary options, as defined, constitute an array of responses available to teachers and administrators at *TPCA*. It is obvious that nearly all these responses are, if they are to be effective tools of discipline, heavily dependent on school and home communication and cooperation. It should also be obvious that certain Code of Conduct violations, including but not limited to tardiness, trancies, and cheating, carry inevitable academic consequences as well as the disciplinary consequences imposed by *TPCA* personnel. Please see the Demerit system and a list of its codes.

Demerit/merit program

We want to help all our students learn in the best possible environment. To do this, the following rules and regulations have been established through the implementation of the Merit and Demerit program.

MERIT/DEMERIT SYSTEM

The merit/demerit system is a guide of discipline for all grade levels K4-12th grade students at True Partnership Christian Academy. The positive side of discipline is stressed according to Proverbs 22:6. The administration expects students at *TPCA* to be well disciplined and to maintain the highest standards of behavior always. Failure to comply with the codes and regulations will result in the issuing of demerits or other disciplinary actions. The goal of any outside disciplinary action is to bring about self-discipline.

DEMERIT CODE

A student will receive a demerit for any disrespectful, rebellious, or disruptive behavior. If a student receives a demerit, the teacher will fill out a Student Demerit Form which documents the incident. Demerits accrue throughout the school year (August-May). *Demerits are not a punishment.* They serve as a record of the student's conduct and as a communication tool to parents that their help is needed to correct their behavior. Students will be given varying number of demerits depending upon the type and severity of the infraction. Demerits may also be assigned at the discretion of the administration in certain irregular cases not covered by the list. The number of demerits for a specific offense may be doubled, tripled, or otherwise increased for successive violations or when the offense is deliberate and/or defiant.

MERIT CODE

As a REWARD for successful conduct, students who do not accrue more than 10 Demerits in an entire school year will be eligible to attend and participate in our Annual Merit Trip/Activity held at the end of the school year :-).

A LIST OF OFFENSES AND THEIR DEMERIT PENALTIES ARE AS FOLLOWS:

LEVELS OF DISCIPLINE

Every 10 Demerits = 1 hour of detention (Lunch or After-School); notice to parent(s).

30 Demerits = 1-week extracurricular probation and 3 Days of In-School Suspension (ISS); Campus Cleanup & Community Service (5 hrs.); Notice to parent(s), copy to Principal and student file.

Students on Disciplinary Probation (50+ Demerits) Students on probation may not participate in any extracurricular activities. (i.e. sports, field trips, Free-Style Friday and Clubs)

50 Demerits = 5 Day In-School suspension (ISS), Campus Cleanup & Community Service (10 hrs.), notice to parent(s), copy to Principal and student file, meeting with parent(s), teacher(s), and Principal.

75 Demerits = 5 Day Suspension, Campus Cleanup & Community Service (20 hrs.) notice to parent(s), copy to Principal and student file, meeting with parent(s) and Principal.

90 Demerits = Possible Expulsion, 5 Day Suspension, 5 Day In-School Suspension (ISS, Campus Cleanup & Community Service (40hrs), notice to parent(s), copy to Principal and student file, meeting with parent(s) and Principal. *Students that reach or surpass 90 demerits are not eligible to re-enroll for the upcoming school year.*

100 Demerits = Expulsion; entered in student file. The parent & student may appeal the expulsion, if the appeal is granted; the student may finish the school year but will not be able to re-enroll for the next school year.

INFRACTION DEMERIT POINT SYSTEM

<u>Chewing gum (<i>Demerits are doubled after various warnings</i>)</u>	<u>2</u>
<u>Dress code violation (<i>Demerits are doubled after various warnings</i>)</u>	<u>2</u>
<u>Eating where prohibited</u>	<u>2</u>
<u>Lack of classroom materials (<i>Demerits are doubled after various warnings</i>)</u>	<u>2</u>
<u>Littering/Loitering</u>	<u>2</u>
<u>Papers sent home for signature not returned</u>	<u>2</u>
<u>Running, loud talking in halls</u>	<u>2</u>
<u>Unexcused tardy to class (<i>Demerits are doubled after various warnings</i>)</u>	<u>2</u>
<u>Not keeping hands to-self</u>	<u>5</u>
<u>Possession of unauthorized electronic equipment</u>	<u>5</u>
<u>Public display of affection</u>	<u>5</u>
<u>Rowdy behavior (Horseplay)</u>	<u>5</u>
<u>Improper conduct</u>	<u>5</u>
<u>Classroom disruption</u>	<u>5</u>
<u>Disrespecting peers (verbal or written)</u>	<u>5</u>
<u>Lack of cooperation</u>	<u>5</u>

Failure to follow instructions	5
Direct disobedience	5
Failure to serve detention	5
Using the Lord's name in vain	5
Talking or playing in Chapel	5
Singing/Writing inappropriate lyrics	5
Appearance of cheating	5
Misuse of cellular phone	5
Failure to report misconduct	5
Entering off-limit areas	10
Inappropriate pictures/words on personal belongings or school property	10
Cheating (homework, class work) (See Note)	10
Offensive or vulgar speech	10
Skipping class/Not reporting to class	15
Profanity	15
Insubordination (disrespect of authority)	20
Plagiarism	20
Unauthorized class walkout	20
Forging parent/guardian signature	20
Instigating	20
Purposefully damaging school property	20
Vulgarity (obscene gestures, etc.)	20
Lying	20
Use or possession of stink bombs, harmful materials, etc.	30
Cheating on quiz, test or exam (See Note)	20
Bullying	30
Harassment	30
Occult activity, including possession of materials and literature	30
Gambling or possession of gambling paraphernalia	30
Possession or use of matches, lighters, etc.	30
Fighting	50
Stealing	50
Improper use of fire alarm	75
Leaving campus without permission	Immediate Expulsion
Possession of pornographic material	Immediate Expulsion
Possession of any weapons	Immediate Expulsion
Sexual activity	Immediate Expulsion
Smoking	Immediate Expulsion
Use or possession of alcohol	Immediate Expulsion
Use or possession of illegal Non-Prescribed drugs	Immediate Expulsion

NOTE: CHEATING: cheating incidents will be recorded on the student's permanent record.

DETENTION

To deal with willful student disregard for established school policies, or when the management system does not appear to be correcting the problem, further options are open to the administration to address a pattern of disregard for regulations. Detentions may be initiated by the teacher, and/or principal and will be used to address student misconduct and is based on the number of demerits.

Detentions earned will be processed in the following manner:

1. A detention 'within' the school day may be given without notice. Students may be detained during their social time i.e. break or lunchtime but will of course be given sufficient time to eat lunch.
2. In school suspension (ISS)
3. Meeting with parents and administration (Saturday detention recommended).
4. Suspension

Please keep in mind that the length of your detention is based on your number of demerits.

TEACHER-PARENT or PRINCIPAL-PARENT CONFERENCE

A conference may be requested by the school or by the parent. The purpose of such a conference is to provide an opportunity to correct what has become a serious discipline problem.

IN-SCHOOL SUSPENSION (ISS)

This may be assigned only by the teacher or principal. The student must report to a designated, supervised area and remain in this area, apart from regular classes and activities. The parent will be notified by the principal as to the following provisions:

1. The term of suspension will be no less than one school day.
2. All daily work may be made up for a maximum allowable grade of 70%.
3. Students receiving ISS will not be permitted to participate in extra-curricular competition or performance on the day of the suspension.
4. Disciplinary probation may be initiated.

DISCIPLINARY PROBATION

A student placed on disciplinary probation is in imminent danger of losing the privilege to remain at *TPCA*. When a student is placed on probation, the principal will notify the parents immediately. The probationary status of a student will be reviewed at the end of the quarter by the administration. If sufficient correction of behavior is evident at that time, the student may be removed from probationary status. If not, the administration will determine if the student will continue to attend *TPCA*. Further disciplinary actions placing a student on probation for the second time within a year's time may eliminate an offer of reenrollment for the next school year or continued enrollment for the following semester.

NEW STUDENT CONDITIONAL STATUS

Students new to *TPCA* will be on New Student Academic and Disciplinary Status for 90 days. A new student must pass all classes and have acceptable conduct and a cooperative attitude to continue at *TPCA*.

EXPULSION

If extensive documented attempts to correct a student's misbehavior have failed, if the misbehavior persists, or if the offense is so serious as to warrant *TPCA*'s most drastic sanction, the student maybe expelled. Students who are under **expulsion** will not be allowed on campus, will not participate in any school-sponsored activities or academic programs. Expelled students must receive permission from the Principal or a Director to visit the school for any purpose.

The following serious offenses, though not inclusive, are potential grounds for expulsion:

1. Defiance or direct confrontation with school faculty, staff, or administration;
2. A second suspension;
3. Cheating;
4. Chronic violations of *TPCA* rules not corrected by lesser measures;
5. Activities outside the school which call for law enforcement intervention;
6. Any off-campus misconduct seriously detrimental to the reputation of *TPCA*;
7. Assault of a teacher or other individual;
8. Intentional destruction of school property;
9. Possessing, delivering, using, or being under the influence of any of the following:
 - A. alcoholic beverage, controlled substance or dangerous drug
 - B. abuse of glue, paint, or other chemical substance
 - C. mood-changing, mind-altering, or behavior-altering drugs;
10. Possession of a lethal weapon; or
11. Other serious infractions deemed appropriate by the administration for expulsion.

CHEATING

Cheating is a serious offense. It involves taking and/or giving information from some source other than the student's own mind and presenting it as if it came from his own mind. Thus, it involves both the components of stealing and lying.

Therefore, students must come to understand the seriousness of an act of cheating. Teachers are required to take precautions in terms of test security and the structure of the classroom testing environment to protect students from unnecessary temptation. Students should always be reminded by the teacher of the consequences of cheating. Cheating is a violation of honor, and leadership is a matter of honor. Cheating and leadership do not go together. If it is determined that a student has indeed cheated, the following actions will be taken:

1. The student will receive a zero on the assignment/test.
2. The principal will be notified.
3. The student will confer with the principal.
4. The parents will be called.
6. Cheating, in any form, properly established, may make the student ineligible for all academic honors or awards in all subjects.

Cheating on an assignment (homework) – If a student is inappropriately copying the work of another student the teacher is to collect assignments from both students. They are to be given to the principal with a note stating his/her reason for such action. The teacher of the course is expected to inform the parent(s). (10 demerits)

Cheating on a classroom test – This includes the use or possession of cheat notes or comparable material on a quiz, test or major exam (includes a verbal exchange between students, looking on another student’s paper or offering his own to another student). Certainly, included is obtaining or passing advance copies of test items/information. Teacher test instructions should include a reminder to put away all materials not used for the test. Those items may be placed in a common location away from the students’ desks or all items may be placed under the student’s desk. (20 demerits)

Cheating on a final exam – The student will receive an automatic —0 for the final exam and 20 demerits.

Cheating on a project – This involves students/individuals sharing information on an assignment or project where specific instructions are given to receive no help from any other source than those approved by the teacher. (20 demerits)

Plagiarism – This is also a form of cheating. It may include knowingly repeating another’s sentences as your own; adopting a phrase as your own; or expressing someone else’s line of thinking in the development of a thesis as though it were your own. In short, to plagiarize is to give the impression that you have written or thought something that you have in fact, borrowed from another. In this case a student will be given a —F for the term paper or essay with no opportunity to change or remove the failing grade with another make-up assignment.

PUBLIC DISPLAY OF AFFECTION (PDA)

In its desire to provide a learning environment for all students which is both safe and spiritually wholesome, *TPCA* does not allow public display of affection (PDA) among any students regardless of gender during school or school sponsored activities. Public display of affection is defined as physical contact between students, including holding hands, embracing, leaning on, walking arm-in-arm, or any other form of physical contact. In I Corinthians 6:19, Paul states that —Don't you realize that your body is the temple of the Holy Spirit, who lives in you and was given to you by God? You do not belong to yourself, (NLT). . . . *TPCA* desires to maintain a high standard in moral and sexual purity among its student body and encourages each student to be an example of sexual purity to others. Leviticus 18:22 states that any form of homosexual activity is an abomination to the Lord, and *TPCA* will not tolerate any act or display of homosexuality. Such activity shall constitute grounds for immediate expulsion from *TPCA*.

OFF CAMPUS CONDUCT

Students of *TPCA* represent their school, their parents, and their Lord at all times. Therefore, there are certain guidelines that go beyond the school setting.

The following constitute serious breaches of discipline and make the student subject to disciplinary review and possible action, including expulsion, even if the event occurred away from school:

1. Stealing or shoplifting
2. Use of alcoholic beverages
3. Sexual immorality
4. Smoking or possession of cigarettes
5. Possession or use of illegal drugs
6. Vandalism
7. Malicious prank against a school representative (e.g. teacher, coach, administrator, etc.)
8. Involvement in unlawful activity
9. Shameful behavior (e.g. mooning)
10. Involvement with the occult
11. Inappropriate dress at school functions, or
12. Other serious infractions deemed inappropriate by the administration. Violations will be documented and parents notified.

GRIEVANCE PROCEDURE

If a student, parent, or staff member has questions or concerns regarding the behavior of another (including disciplinary action by teacher or administrator or the policy under which an action is taken), he/she ought to follow the principles given in Scripture as stated below:

1. Go directly to the person involved and discuss the matter. Be straightforward and forgiving (Do not bring a grievance to others.); —. . . first be reconciled to your brother . . . (Matthew 5:24) —Moreover, if your brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou have gained thy brother. . . . (Matthew 18:15)
2. If the matter is not resolved in discussion with the other, take the matter to the next higher authority (Principal). —. . . take with thee one or two more, that in the mouth of two or three witnesses every word may be established. (Matthew 18:16) See also Romans 13:1.
3. If the matter cannot be resolved at other levels, a hearing before the Board may be requested. The decision reached at this level is final —. . . take with thee one or two more, that in the mouth of two or three witnesses every word may be established. (Matthew 18:16)

HUMAN DIGNITY/HARASSMENT

TPCA intends to provide its students an environment that is free of offensive kinds of behavior. Conduct, whether intentional or not, that subjects another person to unwanted attention, comments, or actions because of race, national origin, age, gender, physical characteristics, or disability is not permitted.

Instead, we expect all persons to treat each other with respect because they are made to reflect God Himself.

- All students are expected to conduct themselves with respect for the dignity of all others.
- We do not condone or allow harassment of others by teachers, administration, support staff, students, or other persons present in our facilities.
- Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive learning or work environment.
- Any form of ridicule of others based on but not limited to race, gender, physical characteristics, ability, family background or similar feature is harassment; persons engaging in this misbehavior will be disciplined.
- Any person who believes he or she has been the subject of harassment should report it immediately to an appropriate superior. Students may report to a teacher or the principal.
- Reports of harassment and subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report or a person who may be unjustly accused.
- Any person who is determined to have violated this policy will be subject to corrective action and discipline, including the possibility of expulsion.

PRACTICAL JOKES AND PRANKS

It is not uncommon for the teenage community to engage in humorous pranks, all individuals and groups are expected to ensure that such activities never exceed the bounds of good humor and respect for others. Such activities must never infringe on a student's rights, inflict physical or psychological pain, causes personal humiliation or damage to the school, its reputation or personal property. Any action that gives rise to such consequences will be subject to immediate expulsion.

Proverbs 26:18-19 ¹⁸Like a maniac shooting flaming arrows of death ¹⁹is one who deceives their neighbor and says, "I was only joking!"

BULLYING

Bullying is a deliberate or intentional behavior using words or actions intended to cause fear, intimidation, or harm. It can be physical, verbal, or indirect (rumors, cyber bullying, etc.) While we rely on parents to monitor the student's social media accounts, if TPCA has a reasonable cause to believe that a student's account contains evidence of inappropriate use of social media, TPCA will require the student's account password. This type of behavior will not be tolerated at TPCA, because it has harmful effects on all persons involved, and interferes with the learning process of all students. Any bullying behavior should be reported by victims or witnesses immediately to the principal or other responsible adult, in which case it will be thoroughly investigated. Disciplinary action may result.

STUDENT DRESS CODE

The purpose of the uniform dress code is to clarify a standard of appearance that reflects biblical principles of modesty, appropriateness, gender distinctiveness, and stewardship which will encourage students to bring glory to God (I Corinthians 10:31). There are several other important reasons why a uniform is required at TPCA:

1. To eliminate competition due to outward appearance and affluence.
2. To de-emphasize outward appearance and stress.
3. To limit the distractions and focus on learning.
4. To enhance school spirit.
5. To allow students to demonstrate a submission to authorities placed over them.

Popular culture mandates that we bow to fashion. It insists that we keep up with rapidly changing trends. At TPCA, we are training students to think differently about dress. By wearing a simple uniform, students step out of popular culture and into a world of serious learning. With limited outward distinctions, students identify with the student body and respect one another for who they are in Christ. The cooperation of the student and the parent is necessary in maintaining the standards of the uniform dress code. Adherence to the Uniform Dress Code is a family responsibility. Dress code violations will be recorded. Repeated violations may result in disciplinary action. Therefore, any actions taken by TPCA to enforce the uniform dress code will be primarily directed toward the parent(s), though such actions will, by necessity, impact the student himself/herself. Parents shall assume this important responsibility and leave the school free to focus on its primary goal - building Godly character and academic competence.

Dress Code Guidelines (including dress down Fridays and after school activities) We take pride in the appearance of our students. Any type of attire which may cause a physical hazard or attracts undue attention to the wearer and thus creates a disturbance in the school is not acceptable. Students should always be reasonably neat, clean and appropriately dressed for school activities. Coats, jackets, sunglasses, and other forms of outside wearing apparel, including hats, caps, and other forms of head coverings such as bandanas, or hoods are prohibited in the building during the school day, except for heating emergencies as defined by administration. Make-up should be worn appropriately and face painting is not allowed.

Clothing with any word(s), picture, logo, or representation, classified by the principal as vulgar, obscene, racial, disruptive, depicting drugs, alcohol, and/or numbers with a sexual connotation or otherwise socially unacceptable clothing in a school setting, will not be allowed. Clothing that allows the exposure of navels, undergarments, bra straps, or underwear is not acceptable. No bare shoulders, due to strapless tops, exposed midribs or backs will be allowed, and straps on tops must be at least one-inch wide. Shorts, skirts, and skorts must reach half-way to the knee and/or at teacher's discretion. Lower garments must stay up unassisted at the top of the student's hip bone or above. Students will be asked to cover any inappropriate clothing or body parts. **Pants must be worn with belt always.**

There will be no sagging pants at TPCA. Failure to follow these rules may result in disciplinary action, such as suspension. (See demerit program)

GIRLS

Monday, Tuesday, Thursday Purple, gray, or gold short sleeve polo shirt with logo; Khaki skirt, skorts or pants; White, black, gray or purple knee-high socks or tights.

Plain black or white sneakers or shoes

Black belt.

Jackets/coats: During the winter period school color coats should be worn at all times. (Black, gray, and school color purple (Laker purple)

Sweater should be school colors only. (Gray, black, purple)

Chapel (Wednesday)

White Peter Pan or Princess cut blouse with school logo

Gray skirt

Purple cross tie

Purple blazer with school logo

Optional: gray or purple sweater vest with school logo

White, black, or gray knee-high socks or

tights Black Mary Jane or Penny Loafer shoes

Dress Down Friday

No uniform required if student pays \$1 on the day of dress down to homeroom teacher.

Dress down privileges can be revoked at the discretion of the teacher.

P.E

Gray T shirt (TPCA logo)

Black mesh shorts

White or black socks

Tennis shoes

Extras:

Plain gray long-sleeved sweaters may be worn. Light
Jackets, coats or zip-ups need to be plain black, gray or purple

BOYS

Monday, Tuesday, Thursday

Purple, gray or gold polo shirt with school logo

Khaki shorts or pants

White or black socks

Plain black **or** white sneakers or shoes

Black belt

Jackets/coats: During the winter period school color coats should be worn always.
(Black, gray, and school color purple (Laker purple))

Chapel (Wednesday)

White long sleeve oxford button down shirt with school logo

Purple tie

Charcoal gray pants

Purple blazer with school logo

Optional: Gray Sweater Vest with school logo

Black socks

Black Penny Loafer or lace-up shoes

Dress Down Friday

No uniform required if student pays \$1 on the day of dress down to homeroom teacher.

Dress down privileges can be revoked at the discretion of the teacher.

P.E

Gray T shirt with TPCA logo

Black mesh shorts

White or black socks

Tennis shoes

Extras:

Plain gray long-sleeved sweaters may be worn. Light
Jackets, coats or zip-ups need to be plain black, gray or purple

STUDENT ACTIVITIES / FIELD TRIPS

Students are taken on educational field trips relating to regular class work. Participation in school field trips is restricted to students currently enrolled at *TPCA*. A permission slip must be filled out and signed by a parent/guardian for each field trip outside the school and returned to the teacher organizing the trip. Students will receive a questionnaire after each field trip to be graded by their homeroom teacher as a quiz grade.

MEDICAL POLICIES AND INFORMATION

HEALTH SERVICES

If your child has any serious allergies, (i.e. food, dyes, insect stings) or any chronic conditions (i.e. asthma, diabetes, seizures), please indicate this on the student emergency sheet and alert the teacher and the school office. All school medical records are maintained by the office. Be sure the school always has current phone numbers where you can be contacted during the school day.

WHEN TO STAY HOME

Many students and families are frequently concerned about when a student should stay home or attend school.

The following information is intended to help with this decision.

1. If a student has a fever of 100 degrees or more, the student should stay home for 24 hours after the temperature returns to normal.
2. If a student has vomited or had diarrhea two (2) times in a day, the student should stay home for 24 hours after the last episode.
3. If a student has any rash that may be disease-related or the cause is unknown, check with your family physician before sending the student to school.
4. If a student's eyes are red with watery or pus drainage, check with your family physician to rule out pink eye.

If your student is ill at home, please call the school office to report the reason for the absence. It is helpful if specific symptoms and/or diagnosis are reported; teachers can then be alerted to refer early, similar symptoms in other students.

EMERGENCIES AND/OR ILLNESS

If your child becomes ill or injured at school, you will be notified and a first aid procedure will be provided. Administration will call the parents/guardian whenever the student has a fever over 100.4, is vomiting, has significant pain, repeatedly complains or anything else that is out of the ordinary. If the office is unable to reach the parent/guardian or if the situation does not warrant a phone call but is something that should be brought to the parent's/guardian's attention, a note or electronic communication will be sent home describing any concerns.

MEDICATION POLICY

Medical Authorization

If a student requires medication at school, the administration of such medication shall, whenever possible, be under the supervision of the *TPCA* designated staff. The school must have a WRITTEN authorization from the student's parent or legal guardian to administer any medications.

Over-The-Counter Medications

For *TPCA* to give any over-the-counter medications the parent/ guardian must complete the permission form. No medication will be given unless there is written permission on file.

Guidelines for Dispensing Prescription Medication

ALL prescription medications must be brought to school by the parent or legal guardian in the original container and properly labeled. Any changes to dosage or type of medication must be in writing by the parent or legal guardian and given to the school office. Verbal authorization by the student will not be accepted and every effort will be made to contact the parent/legal guardian for the verification in an emergency-type situation. Medications will be dispensed in the office and must be taken in the presence of the designated staff. Medication, if required, will be sent on field trips for designated personnel to dispense. There must be a permission form on file with the *TPCA* office before any medication will be given.

NOTE: The first dose of any new medication should always be administered at home to ensure close observation of any adverse reaction. No *TPCA* employee may be held responsible if the child does not receive his/her scheduled dose of medicine. If the daily dose of medicine is spilled, or if the child refuses to take it or spits it out, a reasonable attempt shall be made to reach the parent or legal guardian. If the parent /legal guardian cannot be reached, the school personnel shall not be held responsible.

Original Container

A properly labeled original prescription container shall be dispensed from a pharmacist and shall contain a clear and legible label with the following information:

1. Name and address of the pharmacy;
2. Name of the patient (student);
3. Name of the prescribing practitioner;
4. Generic or brand name of the drug;
5. Strength of the drug;
6. Date the prescription is dispensed;
7. Instructions for use; and
8. Expiration date of the medication

NOTE: Please request an extra labeled bottle from the pharmacist so there is no need for transporting medication from school to home.

Inhalers

Students in grades K-5 will keep their inhalers in the school office to monitor frequency of use.

Students in grades 6-12 may carry their inhalers if there is a permission to carry Inhaler form signed by both student and parent/legal guardian and physician on file in the office. It is recommended that an inhaler with spacer be kept at school always.

EpiPen's

It shall be the responsibility of the student's parent or legal guardian to supply *TPCA* with an EpiPen for anaphylactic reactions. The EpiPen will be stored in the office and administered according to the following provision: The parent/legal guardian gives written permission for its use, releasing *TPCA* from all responsibility involved in its use.

Medical Equipment

Any medical equipment that is needed by a student (i.e. glucose testing, nebulizer tubing etc.) must be provided by the parent or legal guardian and will be kept in the office. Written instructions for the equipment's use and parental permission are required; both will be kept on file in the office.

Disposition of Medication at the End of the School Year

All medication and medical equipment is kept in the office and must be picked up by a parent/legal guardian before the last day of the school year. ALL prescription medication will be destroyed after this date.

IMMUNIZATION REQUIREMENTS

By law all students attending school in Georgia are required to have been immunized against several diseases. Upon enrollment parents will be asked to provide a cumulative record of required immunizations before beginning classes. Only GA Form 3231 will be the only accepted form of proof of immunizations. Please share documentation of ongoing immunizations with the school so that our records may be updated, as required by law. Initial attendance and/or continued enrollment may be denied without this record on file with the school.

COMMUNICABLE DISEASE POLICY

To protect the health of all children, it may be necessary to exclude from school, children that are suffering from a communicable disease. Common illnesses:

Chickenpox

Common Cold

Influenza Impetigo

Pink Eye (Conjunctivitis)

Strep Throat

Cold Sores (Herpes Simplex)

VISION, HEARING, AND DENTAL SCREENING

All students must have vision, hearing and dental screenings on file (GA Form 3300)

GENERAL POLICIES AND PROCEDURES

FRIDAY FOLDER (elementary)

Each Friday, the Friday folder will be sent home with information for parents. Each folder may contain information from administration, teachers, and/or PTF (Parent Teacher Fellowship). In addition, elementary school parents may receive a report that gives concepts to be covered for the week, review and test schedules, special activities taking place during the week (field trips, programs, etc.) and other classroom information. It also may include the student's work from the previous week. All parents will receive updated information each week via email or Friday Folder.

EMERGENCY DRILLS

Fire and other emergency drills are conducted according to prescribed guidelines. Fire drills will be conducted once a month during the school year. Each student should acquaint themselves with procedures to be used in leaving the building when a fire alarm sounds. When the alarm sounds, everyone is to leave the building immediately. Please, walk rapidly, do not run. No one is to stop for coats, books or personal effects. After leaving the building, everyone is to proceed out to the closest exit and gather with their teachers, who will take roll. There will be a signal for re-entering the building. Any student who sets off a false fire alarm or misuses fire extinguishers placed throughout the building will be prosecuted in accordance with school policy and the state law.

EMERGENCY CLOSING

TPCA will follow the emergency closing of the Gwinnett County Public Schools. If the local Superintendent announces a closing, *TPCA* will also be closed. Such closings will be communicated over all major television networks. We suggest that if you are uncertain, please call the school office.

FOOD AND DRINK

If you wish to bring a special snack or lunch for holidays, birthdays, etc., for your child's class, it must be approved by a member of support staff.

Parents of children with severe allergies will be asked to provide their own morning and afternoon snacks and lunch. It is necessary for all children with allergies, to have an Allergy Action Plan on file. This form is filled out by your child's physician and kept on file at the school.

Please refrain from packing candy or excessive junk food in your child's lunch. These items may not be served to your child.

Students will be allowed to have water in a clear, capped bottle in class if their individual teacher approves. No soda, juice, or food or any kind is allowed in class.

No chewing gum. There will be disciplinary action if caught chewing gum.

PEANUTS

To ensure that all students are safe at school, please read labels and refrain from sending treats made with peanuts or peanut oil. Treats with peanuts, peanut butter, or made on the same equipment where peanut oil may be present will not be shared.

SCHOOL PROPERTY

Students should take pride in their school building and make every attempt to keep it and the grounds as clean and neat as possible. Students who damage, disturb, or destroy property will be dealt with on an individual basis. Restitution will be expected from any student primarily or partially involved in any damage. Students may be required to cooperate and work with custodians to help clean up (cafeteria duty).

FINANCIAL POLICIES

Prompt payment of fees is essential to the operation of our school's own financial obligations. Tuition is due on the first of each month. A late fee of 10% of monthly tuition cost will be assessed after the fifth of the month. If payment of tuition is not received within 30 days of when it is due, parents are contacted by the business office. If payment becomes more than 40 days delinquent, the parents will be notified that their student(s) will not be allowed to continue to attend class. Only those families whose accounts are current can reenroll, access the online grade book and receive report cards. Final report cards and/or records will not be released until ten (10) working days after receipt of payment of final account balances; however, such report cards/records may be released immediately upon payment by cashier's check, money order, cash or credit card. **All paid registration fees are non-refundable.**

FINES

Students who lose or damage text/library books or damage school property or material will have fines levied against them. Fines will be determined by the teacher and the principal and must be paid prior to receiving final report card.

Returned checks: A fee of \$50 will be charged to the family tuition account for any items returned by the bank unpaid (checks or drafts). In the event a family has 2 returned items by the bank unpaid, *TPCA* will require that any further payments be made by cash, cashier's check or money order. It is never the desire that any True Partnership Christian Academy child be kept from attending the program due to financial situations; however, Non-Sufficient Funds are not tolerated. Your child will be dismissed due to the parent's negligence concerning multiple NSF's. For further questions, please contact the office at (770) 299-9760.

Withdrawal from school: It is assumed that your child is enrolled for the entire year; therefore, our budget is set accordingly. If you withdraw before the end of the school term, a 60-day written notice is required, and a \$700 withdrawal fee. Records will not be released until ten (10) working days after receipt of payment of final account balances by personal checks; however, records will be released immediately upon payment by cash, cashier's check or money order.

Discounts and Refunds

We offer a 10% discount for the 2nd child and 20% for the 3rd child enrolled in the school. A 10% discount will be given if the year is paid in full by the first day of school, along with the five-step registration process. A 5% discount is given for six-month tuition payments. Field trip fees are non-refundable unless the parent notifies the teacher prior to final payment that the student will not be able to attend such field trip .Enrollment fees, application fees and registration fees are non-refundable.

AFTERNOON LATE CHARGES

Since students must be supervised at all times when they are on the *TPCA* campus, it is necessary parents cover the expense of that supervision on to the parents. Students remaining on campus after 4:00 p.m. will be sent to extended care. You will be billed \$15.00 per day.

RECORDS AND TRANSCRIPTS

Records and transcripts will be forwarded to another school for students whose family account is current. If a check is written to cover final fees, records are released once the check clears the bank. Transcripts are \$7.00 after the 1st initial transcript.

NETWORK/INTERNET ACCEPTABLE USE POLICY

Technology resources (hardware and software) are the property of *TPCA* or staff members and are to be used for educational purposes. Misuse of technology resources will lead to disciplinary action, which may include denial of access to technology resources and/or expulsion. All students must provide a flash drive to save documents.

SEARCHES/SEIZURES OF PROPERTY

School personnel (principal or designee) are authorized to search student's personal property, including school bags, backpacks, purses, and the like, and motor vehicles on school property, whenever there is reasonable suspicion that a student has dangerous or illegal items in his/her possession. Searches of a student's person will be limited to clothing or items being carried. Any unauthorized item found may be removed and given to parent/guardian(s), returned to its rightful owner, or forwarded to law enforcement officials.

REENROLLMENT OF CURRENT STUDENTS

The school reviews the records to ensure the student achieved sufficient academic progress to qualify for advancement to the next grade level. Any student making less than expected progress will require a meeting between the principal and classroom teacher as a support system to bring the student to a greater level of success. The school reviews the financial records to ensure there are no delinquent accounts. No student shall be reenrolled with a delinquent account. Reenrollment of the student is finalized upon the:

- return of the signed family contract;
- payment of the reenrollment fee; and
- payment of the next year's student fee.

A completed emergency information card and updated immunization record for the new school year must be returned as indicated at the beginning of the school year. After the

due date, students may not attend classes without these forms on file in the school office.

PARENT INVOLVEMENT

Mandatory

Our school relies on faithful volunteers to make a difference in the lives of all those who are involved in the ministry of *TPCA*. From Board members, administration, faculty, staff, students and families, volunteers have positively affected many lives. In short, we are who we are because of the time and talent committed to *TPCA* by so many volunteers. Each year there will be several opportunities to volunteer both on and off campus. The VIP (Volunteers in Partnership) Program offers individuals and families the opportunity to serve in a constructive and positive way. School-wide and section volunteer forms are distributed to give everyone an opportunity to sign up to make a difference in one or more of the many areas of need. In addition, volunteer information is made available at various school wide events, via Friday folders, email, and our *TPCA* Website.

NOTE: School policy requires all volunteers to sign-in and sign-out in school office when volunteering during school hours.

EACH FAMILY IS REQUIRED TO VOLUNTEER 10 HOURS PER SCHOOL YEAR OR PAY \$200

ROOM PARENT

Teachers select a homeroom parent as their main contact and helper for the year. Homeroom parents then seek to find other parents to fill volunteer positions needed by the class. Some of the needs of the class may include individuals to plan parties, make phone calls, coordinate fundraisers, provide classroom assistance, coordinate drivers/chaperones for field trips, etc.

PARENT VOLUNTEERS

TPCA recruit parents to assist them with fundraisers, field trips, communication and other needs. Depending on the need, one or more volunteer may fill these roles.

NOTE: All class activities must be approved by the principal. A minimum of two weeks' notice is necessary to gain approval.

FIELD TRIP CHAPERONE

All parent volunteers who assist on field trips by driving and/or chaperoning must sign and abide by the rules of *TPCA*. Copies of the driver's current driver's license and insurance card must be on file in the school office prior to each trip.

STUDENT'S RIGHTS AND RESPONSIBILITIES

TPCA strives to work cooperatively with parents in the student's development. Teachers want all students to learn. When students do not follow the rules of proper conduct, the school has a responsibility to act in the interest of those students and the other students in the school. To meet his/her shared responsibility for the maintenance of good behavior...

Parents should:

- Keep in regular communication with the school concerning their child's conduct and progress, by contacting teachers, attending parent teacher conferences, and checking Grade link online.
- Ensure that their child is in daily attendance and promptly report and explain in writing and absence, or tardiness to the school.
- Provide their child with the resources needed to complete class work.
- Assist their child in being healthy, well groomed, and clean.
- Bring to the attention of school authorities any problem or condition which affects their child or other children of the school community.
- Discuss report cards and work assignments with their child.
- Maintain up to date home, work, and emergency telephone numbers at the school.

Requirements for Promotion

True Partnership Christian Academy Elementary Promotion Criteria	
Pre-K	A child enrolled in Pre-K must successfully master the current grade-level to earn promotion to kindergarten. The child must be mature enough to handle structured curriculum and know the basics of Pre-K reading. Readiness for kindergarten will be determined by the child's classroom grades and/or input from the school's Principal.
Kindergarten	A child enrolled in kindergarten must successfully master the current grade-level to earn promotion to the next level. Readiness for the 1 st grade will be determined by the child's classroom grades and/or input from the school's Principal.
1 st grade thru 5 th grade.	A child enrolled in 1 st – 5 th grade must successfully master the current grade-level to earn promotion to the next grade. All core subjects (Math, Science, Social Studies, LA, and Bible) must be passed to be promoted. Should a child not pass the required core courses to earn promotion, he or she will have the opportunity to attend summer school to learn the academic knowledge not demonstrated during the school year. A student who does not meet requirements after summer school will not be promoted.

True Partnership Christian Academy Promotion criteria

6 th grade	<p><u>Promotion to 7th grade</u></p> <p>A student enrolled in 6th grade must pass five of six subjects for the school year, with performing arts being averaged as one grade each semester. All five core courses (Math, LA, Science, History, and Bible) must be included in the six subjects passed. Should a student not earn promotion to the 7th grade, he or she will have the opportunity to attend summer school to learn the academic knowledge not demonstrated during the school year. A student who does not meet all promotion requirements after summer school will not be promoted to the 7th grade.</p>
7 th grade	<p><u>Promotion to 8th grade</u></p> <p>To earn promotion to the 8th grade, TPCA 7th graders must pass five of the six subjects for the school year, with performing arts being averaged as one grade each semester. All five core courses (Math, LA, Science, History, and Bible) must be included in the six subjects passed. Should a student not earn promotion to the 8th grade, he or she will have the opportunity to attend summer school to learn the academic knowledge not demonstrated during the school year. A student who does not meet all promotion requirements after summer school will not be promoted to the 8th grade.</p>
8 th grade	<p><u>Promotion to 9th grade</u></p> <p>To earn promotion to the 9th grade, TPCA 8th graders must pass six of the six subjects for the school year, with performing arts being averaged as one grade each semester. All five core courses (Math, LA, Science, History, and Bible) must be included in the six subjects passed. Should a student not earn promotion to the 9th grade, he or she will have the opportunity to attend summer school to learn the academic knowledge not demonstrated during the school year and must pass with a C average or above. A student who does not meet all promotion requirements after summer school will not be promoted to the 9th grade.</p>

True Partnership Christian Academy's High School Promotion Requirements

For All Classes Entering High School in Fall 2016 and Beyond

Promotion 9 th to 10 th	Promotion 10 th to 11 th	Promotion 11 th to 12 th	Graduation
6 Credits <u>Including no less than:</u> 1.0 credit of Core Bible 0.5 credit of Core LA 0.5 credit of Core Math 0.5 credit of Core Science	12 Credits <u>Including no less than:</u> 2.0 credits of Core Bible 1.5 credit of Core LA 1.5 credit of Core Math 1.5 credit of Core Science 0.5 credit of Core Social Studies	17 Credits <u>Including no less than:</u> 3.0 credits of Core Bible 2.5 credit of Core LA 2.5 credit of Core Math 2.5 credit of Core Science 1.5 credit of Core Social Studies	26 Credits And completion of a senior thesis with a passing grade of a "C" or above.

To graduate, TPCA students must earn a minimum of 26 credits in the following areas of study: Students earn .5 credits per semester

Bible	4 credits
English/Language Arts	4 credits
Mathematics	4 credits
Science	4 credits
Social Studies	3 credits
Foreign Language	2 credits
Fine Arts/Tech Ed.	1 credit
P.E./Health	1 credit
Electives	2 credits
Senior Thesis	1 credit
	26 credits, minimum

TPCA's Grade Scale for all grade levels

A= 90 and Above

B= 80-89

C= 74-79

D= 70-73

F= Below 70

GSNS
FEE SCHEDULE

APPLICATION	\$50
TESTING	\$25
REGISTRATION	\$175
BOOK	\$360

TUITION SCHEDULE

GRADE LEVEL	10 MONTH PAYMENT SCHEDULE
K-2 ND	\$550/MONTH
3 RD -5 TH	\$625/MONTH
6 TH -12 TH	\$700/MONTH
AES tuition (1 st -12 th)	\$900/MONTH

AES Curriculum

Academic Enrichment Services provides students of all ages with supplemental assignments and individual teaching to achieve mastery in the desired content areas. AES assesses students to gain individual performance levels and learning styles, enabling us to teach directly to the specific needs and educational goals. *AES offers the following services: Early Intervention Reading Programs (Grades K-3); Reading Instruction (Grades 4+); Writing Skills; Math; IEP Consultation & Support / Instruction for Special Needs Children and Gifted Students.* All services are customized to each student's specific needs.

*All fees prior to tuition must be paid before your scholarship is applied to your balance. If your scholarship amount is more than \$7,000+ annually or \$9000 annually (AES), the balance of your scholarship will be applied to your application fee, testing fee, registration fee and book fee and if all fees are not satisfied then you are responsible to remit payment by the due date. If there is an overage after all fees have been satisfied, then you will be reimbursed by May 31st of the current school year. If your scholarship amount is less than \$7000 annually or the AES \$9000 annually, the amount will be applied over the 10-month period (August through May) and you are required to pay the difference of the monthly tuition amount by the 5th day of each month.

Multi-student discount applies according to school tuition policy.

IDEA and Private Schools

Private schools are not covered under The Individuals with Disabilities Education Act (IDEA) and are not required to provide a free appropriate education or special education services to children with disabilities. - the parent chooses to use a private school instead of public school at the parent's expense, the student and the parent lose their individual rights to special education services. The private school can allow accommodations associated with smaller classroom sizes and extra time for test. Modification to curriculum may be necessary to meet certain learning objectives of the lesson. Curriculum modification is modified content, instruction, and/or learning outcomes to meet diverse student's needs. Curriculum modification is not limited to instructional modification or content modification but includes a continuum of a wide range of modified educational components

True Partnership Christian Academy



Parent/Student Handbook Acknowledgement Form 2019-2020

This email notification indicates that you have received the TPCA Parent/Student Handbook.

TPCA is fully accredited by the *Georgia Accrediting Commission (GAC)*, and is also a member of the *Association of Christian Schools International (ACSI)*. TPCA aims to provide our students with a unique Christ centered education with emphasis on the Performing Arts, STEM Enrichment, International & Biblical Studies which prepares students for the profound and competitive challenges which lie ahead. *TPCA's kindergarten through 12th grade program is exempted from state licensure and is committed to ongoing self-monitoring for compliance*