

Trinity Christian Academy Student-Parent Handbook 2018-2019

State Approved
The Louisiana State Department of Education



Trinity Christian Academy Student Handbook

Revised July 2017

This book has been designed to assist the parents, teachers, and administration of Trinity Christian Academy. This book serves as a guideline for all to follow. Students and parents should familiarize themselves with school policies. However, it is impossible to foresee all situations which may arise during a school year. Situations will be dealt with on a case-by-case basis. Thus, the TCA Administration reserves the full right to determine any consequences or make any ruling on events that fall inside or outside the guidelines of this book. Should the need arise, the TCA Administration reserves the right to change and/or alter any portion of this book during the school year.

General Information

4315 C Church Street

Zachary, LA 70791

Email: watson@tczachary.org

Phone: 225-654-4964

Fax: 225-654-4942

School Office Hours: 7:30 am - 3:00 pm
(No Before/After Care – School Supervision Begins at 7:30 and ends at 2:40)

First Bell:	7:45 am
Tardy Bell:	7:50 am
Student Release Bell (Mon-Thu):	2:25pm
Student Release Bell (Fri):	12:30pm*

*****Only Seniors on early dismissal will be released before 12:30 p.m. A parent must check-out a student at 12:05 if he/she wishes to be dismissed before 12:30 p.m.***

School Mascot: Knight

School Colors: Maroon & White

Website: www.tczachary.org

Grades can always be reviewed at www.jupitered.com

Letter from Principal

Dear Parents,

Welcome to Trinity Christian Academy. I am looking forward to a great year and a productive partnership with you to ensure our children can achieve their highest potential. A strong partnership will make the difference in your child's education. In order to be successful in school, we recognize the need of support from both home and school. As partners, we share the responsibility for our children's success and want you to know that we will do our best to carry out our responsibilities. I ask that you guide and support your child's learning by ensuring that he/she will know what is expected of them to succeed by the following guidelines and doing their best.

We are excited about the school year and look forward to working with you and your child.

In His Service,

Veronica Watson,
Founder/ Principal

Mission Statement

To partner with parents to provide a quality, Christ-centered education that equips students to excel and impact the world in which they live.

Purpose

Trinity Christian Academy is a Christian education institution that, in addition to regular course offerings, unashamedly teaches the Biblical concepts of discipline, respect for those in authority, obedience to law, and love for flag and country. The teachers of Trinity Christian Academy, henceforth known as TCA, realize the solemn responsibility before God in molding the life and character of each of their students in order to equip them for the future.

TCA exists to provide an academic education of sure quality and high standards to children; nurture the student's character and morals; and equip students with the necessary skills to be a productive Christian citizen.

Educational Goals

TCA exists because of the belief that Christian parents should have the opportunity to give their child a quality education based on the Word of God.

TCA teaches its students through a balanced curriculum in the intellectual, social, physical, and spiritual areas. We believe that man's understanding of himself and others and his relationship with others are a reflection of this balance.

At TCA, we emphasize in school life and studies the purpose of God, and we acknowledge that the primary objective of man is to glorify God in all things. Our ultimate aim is that each student will know Jesus Christ as their personal Lord and Savior.

The TCA student is encouraged to reach his fullest potential in every activity and to extend his experience in myriad areas and at various levels of growth. We are excited about the unique potential of each student and seek to nurture the independent thinking and the creative ability of each student under the Lordship of Christ. We are each new creations of Him.

Through the faithful teaching of the Word and its practical application to life, we want our students to mature in Christ, to have a balanced wholeness in life, and to have an appreciation of our forefathers who founded this nation under God. This background will enable our students to be fulfilled people and productive leaders in our high-tech world.

Objectives

Spiritual Growth:

- To teach the Bible as the Word of God, a source of doctrine and a guide for daily living;
- To encourage a personal relationship with Jesus Christ, honoring Him as Lord and Savior and seeking to know and do the will of God;
- To present a pattern of life based on the standards set forth in the Bible; and
- To aid in the formation of a personal Christian philosophy which will permeate and integrate every area of life.

Intellectual Growth:

- To teach the skills necessary for effective comprehension, communication, and computation;
- To provide a versatile, college-preparatory curriculum;
- To stimulate creative and critical thinking and responsiveness to beauty in the arts and sciences;
- To provide the use of technology at all grade levels to allow students to compete in a technological world; and
- To aid in the recognition of the revelation of God in creation and in the Holy Scriptures in every area of study.

Social Growth:

- To encourage an individual sense of personal worth as a special creation of God and recipient of His love;
- To foster the establishment of wholesome interpersonal relationships through an acceptance of one another in Christian life and learning to understand and respect the views of others; and
- To instill a respect for authority, love of country, patriotism, and good citizenship in order to foster responsibility to their homes, community, and country.

Physical Growth:

- To promote health, fitness, coordination, and skillful use of the body; and
- To encourage good sportsmanship and a Christian testimony in all athletic endeavors.

Philosophy of TCA

TCA seeks to provide the opportunity for each student to grow in understanding God and man and to develop his capabilities to the highest degree in order that he may become mature and complete and live a life to its fullest in Christ. TCA's comprehensive college-preparatory program is designed to develop skills and attitudes within its students that will well equip them not only for college, but also for a successful life, based on Christian principles. Students receive a balanced program providing them with strong spiritual, intellectual, physical, emotional, and social development. TCA maintains a Christian faculty, staff, and administration dedicated to developing the individual potential of all students in keeping with the philosophy of the school.

Christian Training

Students are given instructions in the Bible and teachers incorporate Biblical principles into their daily lesson plans. For all grades Bible is a required course.

We encourage parents to follow up these activities with a question-and-answer session at home. This session can serve as an extension of what the teachers are doing and provide the students with extra training in using the Bible.

General Policies

Address or Phone Number Changes

If at any time a student experiences a change in address or phone number (home, cell or work), notify the school office in writing immediately. The student emergency information form will also need to be updated.

Attendance

Absences

Quality education requires regular school attendance. A student's level of success in school relates directly to class attendance and quality of work. Parents are encouraged to have their children in regular attendance. School is in session 180 days each year as required by the State of Louisiana.

Absences must be explained by a dated note from the parent or a doctor's excuse. Absences will be reflected on the report cards and permanent school records. Unexcused absences will not be allowed to make up any work unless satisfactory arrangements were made with the teacher before the absence occurred. Unexcused absences during exams and project presentations may lower the semester grade.

The following are excused TCA absences:

- Personal illness
- Family illness
- Death of an immediate family member
- Scheduled doctor's appointment (student must notify the school office the day before. Students are expected to schedule doctor's appointments after school hours, if possible)
- Extenuating circumstances (at discretion of principal); if a student is going to be absent because of extenuating circumstances, the principal must be notified in writing a week before the absence will occur

If a student fails to bring a doctors excuse or a note from the parent within two days of the absence, the absence will be unexcused. Suspensions are counted as unexcused absences.

Excessive Absences

The Louisiana Department of Education mandates that a high school student must attend 80 days of instruction per semester. At TCA, the minimum 80 day attendance policy translates into the following regarding excessive absences: a student may only miss 5 days in a course per semester. All time missed from class will be applied to the 5 day maximum. Excused and unexcused absences are applied equally. The only exception will be cases of extended absence for medical reasons that

are verified by an official doctor's excuse. A letter will be sent to parents when a student accumulates excessive days absent. If a student exceeds the 5 day maximum absence allowed in a course, no credit will be earned in that course regardless of final grade in the course.

Seat Time – Credit Recovery for Excessive Absences

Seat-time is instruction time in the form of Credit Recovery will be offered to students who have exceeded maximum allowable absences to earn credit. Credit Recovery is an additional cost and you will be billed for any course that will need to be added to the original schedule. Failure to arrange Credit Recovery forfeits all possibility of earning credit in classes wherein the student has exceeded the maximum absence allowed. Please note, students cannot recover time in more than one course at the same time.

Tardiness

Tardiness is disruptive to the classroom and has an adverse effect on your child's educational progress. **Any student arriving after the tardy bell (7:50 am), must report to the school office with their parent and be signed in.** Excessive tardies may result in detention or suspension. A student that is more than 25 minutes late to class may not be admitted to that class.

Check Out Policy

Parents or guardians must sign the check-out form in the school office when checking children out during the day. Office staff will go to the room to get the student. Parents or guardians should not go directly to the classroom to pick up a student.

Anyone who picks a student up from the school must be on the student's authorized pick up list and show a photo ID. Changes to the student's authorized pick up list must be made in writing by the parent/guardian and turned into the school office.

If parents are divorced or separated and one parent is not allowed to see or pickup the child, we must have on file at the school office a certified copy of the court order of final judgment. For your child's protection, anyone picking up your child may be asked for identification.

Vacations

Family vacations and trips should be scheduled during school holidays since it is difficult for a child to make up work missed during an absence.

Homework

Homework is a vital part of the total program. To encourage students to become more responsible in routine studying and test preparation, students (and parents) are reminded that studying should take place on a daily basis, rather than just on the night before tests.

Written homework assignments will be posted on Jupitered by the teacher issuing the assignment.

Homework is given for several reasons:

- **For reinforcement:** We believe that most students require adequate review to master material essential to their educational process.

- **For practice:** Following classroom explanation, illustration, and review of new work, homework is given so that the material will be mastered.
- **For remedial activity:** As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction is given to overcome such difficulties.
- **For special projects:** Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

We do request parents' full cooperation in seeing that the assignments are completed. Failure to complete homework will affect the student's daily grade.

Lunches

Students must bring a prepared lunch from home. TCA has several microwaves available for student use. Beginning in September (after Labor Day), a student may purchase hot food during the lunch hour on designated days. Information regarding lunch will be sent home.

A student may not order lunch from outside the campus. A parent may pick his or her child up and take them to lunch if they so desire.

Students are not allowed to leave campus at lunch time. Should this change, you will be notified through Jupitered.

Assignment Make Up Policy

If an absence or tardy is unexcused, a zero will be recorded for any missed work or test.

On the first day back to school after an excused absence the student is to make arrangements with the teacher to make up assignments and/or tests. For example, if a student misses one day of school he has one day of school to make up his work. If a student is absent three days he has three days to make up his work. Friends or family members can pick up books and assignments at 2:30 p.m. if the request is made by 9:30 a.m. on the day the assignments are needed. If there are extenuating circumstances, the principal may grant additional time for the work to be completed.

Students who miss on a day in which a test or quiz was previously assigned should be prepared to take the test or quiz the day they return.

Report Cards & Progress Reports

Report cards are issued at the end of each nine week period.

In lieu of sending home progress reports every four-and-a-half weeks, parents are encouraged to view their student's real-time grades online using their JupiterEd account. Parents should log into the online gradebook system frequently and contact teachers, if needed, regarding their student's academic progress.

Jupitered requires parents and students to check alerts that they receive. Make sure you have indicated that you are willing to accept text messages from the school.

Parent-Teacher Meetings

Parent-Teacher Conferences are an important part of the educational development of the student. These conferences also serve as a good communication media between the home and classroom. We encourage the Parent-Teacher Conference as our teachers are available to discuss pertinent matters with you. However, we do have a systematic procedure that we adhere to which is as follows:

If you desire a conference with a teacher, please call the school office. **Parents are not to come to the school and attempt to call the teacher out of the classroom for a conference. Parents are not permitted to go to classrooms during school hours.**

Parents are requested to contact the principal and/or their children's teachers through the School Office rather than at their homes. If a teacher is unavailable at the time of the call, the secretary will leave a message for the teacher to return the phone call at his/her earliest convenience.

Bad Weather Conditions/Emergency Closings

If Zachary public schools close due to hurricane, storm or emergency conditions, Trinity Christian Academy will also close. School closing announcements will be made over the school answering machine (call 225-654-4964) or local TV stations. No refunds on tuition are made because of TCA closure(s).

Closings will be sent out via JupiterEd. Please make sure your numbers and emails are always updated.

We suggest the parent/guardian have an emergency plan to pick up their child in the event that closure takes place during the school hours.

This policy applies for the initial closure due to an emergency. Information about reopening will be made available to the television and radio stations and it will be sent out through JupiterEd. Attendance will be taken and days missed after reopening will appear on the student's record.

Before & After Care Policy

TCA does not provide a before school or an after-care program.

All students remaining at school after 3:00 p.m. will not be provided supervision.

All parents must check their student in/out on the sign in/out sheet with the attendant in the office. Unless an emergency has occurred, we will not check students out from 2:05 p.m. – 2:25 p.m.

Child Pick Up

Anyone who picks a student up from the school must be on the student's authorized pick up list and show a photo ID. Changes to the student's authorized pick up list must be made in writing by

the parent/guardian and turned into the school office.

If parents are divorced or separated and one parent is not allowed to see or pick-up the child, we must have on file at the school office a certified copy of the court order of final judgment. For your child's protection, anyone picking up your child may be asked for identification.

Buildings & Grounds

All TCA property belongs to the Lord and has been provided through the sacrificial gifts and labors of many parents and friends. God has given all this to us to use for His purpose and glory. Realizing this, it is of utmost importance that we all work together to keep our property looking nice and in good condition.

Any damage to school property will be reported to the school office. Parents/guardians of students who maliciously damage school property will be required to make financial restitution.

Parking Guidelines

Students will be dismissed at 2:25 p.m. **Please do not enter the school building after 2:25 pm.**

If a student is to ride with someone other than the designated carpool driver, the parent should write a note and send it to the office that morning.

In order to provide for the safety of our students, and to expedite the flow of traffic, we ask that you park in the appropriate places. **DO NOT PARK IN FRONT OF THE DRIVING ACADEMY** next to the office. You may park anywhere else at this time. Should any spaces be removed, we will notify you.

DO NOT PARK IN HANDICAP PLACES if you do not have a handicap tag.

DO NOT PARK IN THE SPACES DIRECTLY IN FRONT OF THE DOOR of the BUILDING.

All student drivers should present license, registration and insurance to the office to receive permission to park on campus.

Chaperones & Code of Conduct

In accordance with TCA's mission, we endeavor to partner with parents in everything we do. To that end, we encourage parents and grandparents to serve as chaperones on our off campus events, athletic competitions, and fieldtrips. In order to make these events go smoothly for students and teachers the following guidelines are expected by all chaperones for TCA.

Chaperones are to meet at the designated transportation pick up spot (per teacher's instructions).

Chaperones must adhere to the following code of conduct. This includes all parents, guardians, and/or other relatives, etc. of TCA students, while attending or participating in any school sponsored events, field trips and activities (including off-campus events).

Parents who participate in school sponsored events, field trips and activities including off-campus

events are considered representatives of TCA, and as such, are expected and required to abide by the Chaperone's Code of Conduct established by this procedure. Failure to comply with all requirements of the Chaperone's Code of Conduct can result in immediate dismissal of parent(s) from participating, if deemed necessary by the TCA principal.

- Chaperone shall be 21 years of age.
- Chaperone will dress and behave in a manner that demonstrates modesty and Christian character.
- Chaperone will be polite and respectful of the rights and feelings of others including TCA teachers, students and staff.
- Chaperone will refrain from conversation and language that is generally considered inappropriate for children.

- Chaperone will adhere to and enforce all established TCA rules and regulations which govern school sponsored field trips and off campus events.
- Chaperone will adhere to all school policies for transporting students.
- Chaperone will abstain from possessing or consuming any alcoholic beverages, drugs or other controlled substances (except for prescribed medication).
- Chaperone will keep assigned children in their personal care at all times unless other suitable arrangements can be made with another school representative.

Code of Conduct for Students

Trinity Christian Academy was founded to be and is committed to being a Christian institution, and that it stresses a lifestyle of commitment to Jesus Christ as personal Savior and Lord. This lifestyle of Christian commitment is an integral part of TCA's philosophy and ministry.

Students will use courtesy, kindness, respect and orderliness in all aspects of behavior in actions and speech toward peers, as well as adults. This is to be true at school, on the playground, wherever a school function may occur.

Neatness, cleanliness and proper care of the buildings, grounds, supplies and materials are the responsibility of each person as a good steward of the resources God has given us.

In order to ensure the safety and well-being of our total school family, children are to report directly to their classrooms or other designated areas upon arriving on the campus and to remain in their designated area until picked up by a parent or authorized guardian. At all times children must be under the direct supervision of a staff member.

Prompt and cheerful obedience is expected when a child is corrected for an infraction of rules.

As a mark of courtesy and respect, children may not call an adult by his/her first name. When a child is addressed by an adult, the reply should be with respect for that person's authority over them. When a *"Yes, Sir," "No, Sir," or "Yes, Ma'am," No, Ma'am"* is required by a teacher, we will regard it as a symbol of expected respect.

Relationships between students shall demonstrate common courtesy, openness, friendliness, and a positive attitude. Healthy relationships between girls and boys are encouraged; however Public Displays of Affection (PDA - intimate physical contact is not permitted). TCA does not permit married or pregnant students to attend this school. According to scripture, students should not participate in any form of sexual immorality while enrolled at TCA. .

Discipline

Discipline Philosophy

Discipline is defined as the training of the mind that produces proper conduct and obedience. We at Trinity Christian Academy take discipline further, to the extent that we want our students to:

“have the mind of Christ; manifest proper Christian conduct, and produce obedience to God and man.”

We believe that our students and their parents must know our expectations and must agree to implement and support Trinity Christian Academy’s discipline policies and procedures. Even if he/she disagrees with TCA’s discipline policies, a student who has chosen to attend TCA will abide by all regulations. If a student or his/her parents do not feel that this can be done, we pray they may find a school with which they can be in harmony. Students must see that their parents and the administration agree on the consequences of behavior or the effectiveness of the school will be greatly diminished.

**There are consequences to every choice.
The consequences are the result of each student’s choices.
We take no pleasure in poor choices.
“We only discipline when a student fails to discipline himself.”**

Standards of Conduct

The TCA administration have the authority to make guidelines for students’ behavior and to enforce the rules and regulations contained in guidelines as they deem necessary. All students who are enrolled at TCA are under the jurisdiction and regulations of behavior policies while on campus or at school-sponsored activities away from campus. TCA affirms that education is a right of all of our youth, but it believes that it is not an absolute right. Inherent with this right are certain responsibilities and obligations that should be assumed by the students. Here are a few, although not all, of these responsibilities and obligations listed below:

- To respect school authority and property
- To be in regular attendance and willing to work for self-improvement
- To cooperate with all teachers and respect their authority
- To conduct oneself properly while at school and school-sponsored activities
- To refrain from disruption, demonstrations, violence, disobedience, and other forms of incitement.

We recognize at TCA that it is not possible to write a code of conduct that would completely cover all misconduct that might occur. In the event of an incident not specifically covered by this policy, the Principal will exercise good administrative leadership through the use of tact, consideration, and

judgment as he works toward a solution of a student misconduct problem. If a student adheres to the responsibilities and obligation noted above, he is not likely to be found misbehaving. Teachers may determine specific rules for the classroom. These rules are strongly supported by the school administration. Patterns of misbehavior may result in removing a student from school for a stated length of time.

This section describes a broad range of acts of misconduct prohibited in school. Because the following list does not include all types of misconduct, the student who commits an act of misconduct not listed shall be subject to the discretionary authority of the classroom teacher or administrator. The seriousness of the offense, the attitude and age of the student, the pattern of misconduct and the degree of cooperation will be considered in determining which action should be taken. The process is intended to be instructional and corrective, not punitive. Our goal is that redemption occurs and restoration of relationship results from the correction.

The following acts of misconduct include student behavior that disrupt the orderly educational process in the classroom or anywhere else under school jurisdiction.

- Excessive talking in classroom
- Excessive tardiness
- Non-participation in class, no books, materials, sleeping in class, etc.
- Improper dress (dress code)
- Possession of nuisance items/toys/electronics
- More serious disruptions including but not limited to singing, yelling at another student, refusal to come in class and be ready for instruction
- General disrespect of authority (written, spoken, online criticism directed at teachers, staff members, or the school)
- Use of obscenity (verbal, written, Internet blogs, posted statements or images)
- Public display of affection
- Leaving the classroom or school property without permission
- Cutting class
- Bullying, fighting
- Gambling, theft
- Possession and/or use of tobacco products
- All pranks or threats alluding to assault or weapons
- Inappropriate use of electronic devices including but not limited to watching porn, snapchatting, texting to anyone including parents, Instagram, checking email without permission, watching inappropriate YouTube videos
- Violence or threats of violence (direct or indirect)
- Violations of Academic Integrity (cheating, plagiarism, grade alterations, or forgery of signatures)
- Any other offense that the administrator may deem reasonable to fall within an act of misconduct

Administrative Disciplinary Action

Based on the severity of misconduct, the following action may take place:

- Correction in the classroom or school area
- Administration/student conference
- Lunch Detention
- Suspension (in school or out; return pending a parent/administrator conference)
- If continued misbehavior, the disciplinary action may be one to ten days suspension (return pending parent/administrator conference)
- Expulsion from school

Dismissal of Students

TCA reserves the right to dismiss any student who:

- Has an excessively delinquent financial account with TCA
- Repeatedly fails to meet the academic standards of the school
- Develops a negative attitude toward the Christian goals of the school
- Uses drugs, alcoholic beverages or other substances contrary to school standards
- Becomes a disruptive influence because of non-cooperation
- Evidences poor moral conduct in school or elsewhere
- Damages or destroys school property
- Brings weapons of any kind on school property
- Engages in violence or threats of violence (direct or indirect)
- Other serious incidents or issues as determined by the administration and school board

Dress Requirements

Philosophy

Uniforms provide a way to dress that is appropriate for learning. They give students a sense of belonging and allow for individual expression and identity to be functions of personality and mentality. Uniforms eliminate fad clothing from the daily “what to wear” process. It’s a comfortable discipline with which everyone can live.

Uniforms

All uniform items must be in compliance with our uniform policy listed below.

SHOES – Casual shoes or tennis shoes are to be worn. Shoes may not have lights or embellishments that are a distraction. Sandals, flip flops, crocs, slippers, or any other kind of open toe/open back shoes are not allowed. .

Girls Uniform Guidelines & Restrictions	
Appearance	
Hair	Hair should be clean and well-groomed. Extreme hairstyles, hair colors and hair accessories are unacceptable for TCA students. In no case should a student's hair, hairstyle or hair accessories draw unnecessary attention. Students not found in compliance will be given a warning and a reasonable amount of time to comply. After the grace period is up, students will not be allowed to come to class without a compliant hairstyle. Suspended days count as unexcused absences.
Bandanas Headscarfs	Not Permitted.
Make-up	Make up should be tasteful and not excessive. Should there be a problem, the student in question will be asked to clean her face at school.
Earrings	Girls may wear earrings but not excessive earrings along the lobe. Large or over-sized hoop earrings are prohibited. Hoop style earrings should be NO LARGER than a quarter.
Necklaces	A traditional thin silver or gold chain necklace or small beaded necklace is permissible only. Thick chains, braided rope, large attention-getting, gaudy neckwear is not allowed. Students are limited to one chain (which must be tucked inside the shirt).
Shirts Choice #1 Polo-Style	A maroon or white short sleeved or long sleeved polo shirt, with or without banding, and with the official TCA logo may be worn. Seniors may wear black logo shirts.
Undergarments	Young women should take care to wear appropriate undergarments that cannot be seen through the polo shirt or bottoms. Be aware of wearing too little underwear. Any undershirt worn MUST be plain white. May not be rolled, cuffed, cut, or frayed.
Outer Garments (sweatshirts, jackets, etc.).	Official school sweatshirts are always acceptable as long as they are in good condition. A non-school sweatshirt must be in one of the school colors (maroon, black, or gray) with NO WRITING on the outside other than the school name. JACKETS that are not solid and in the school color cannot be worn inside the building.
BOYS UNIFORM GUIDELINES	
Hair	Extreme hairstyles or hair colors are unacceptable for TCA students. No student may have hair color that does not naturally occur in human beings. Hair should be clean and well-groomed. Dreadlocks & weight line haircuts (bi-level) are unacceptable. Uniformity of length with gradual tapering of hair is the goal. Sideburns should be cut no lower than the bottom of the ear. In no case should a student's hair or hairstyle draw unnecessary attention to him or her. Students not found in compliance will be given a

	<p>grace period to come into compliance with the rules. After the period is up, students will be suspended and not be allowed to come to class without a compliant hair cut/style. Suspended days count as unexcused absences.</p>
Shirts	<p>Must be maroon or white polo shirt that is long enough to be tucked into your pants.</p>
Pants	<p>Must be the appropriate size (neither too tight nor too loose). A belt must be worn with pants that have a belt-loop. A student who comes to school without a belt will be given one for the day. A continuance of not being in complaint – student will not be permitted to class.</p>
Outer garments (sweatshirts, jackets ,etc.)	<p>Official school sweatshirts are always acceptable as long as they are in good condition. A non-school sweatshirt must be in one of the school colors (maroon, black, or gray) with NO WRITING on the outside other than the school name. Students will be asked to remove non-compliant outwear when in the classroom. A uniform shirt must be worn under the sweatshirt/fleece.</p> <p>JACKETS that are not solid and in the school color cannot be worn inside the building.</p>
Earrings	<p>Not Permitted.</p>
Chains/Necklaces	<p>Must be worn under uniform shirt. If the chain cannot be kept under the shirt, it will have to be removed.</p>
Facial Hair	<p>All male students MUST be clean-shaven. No facial hair is allowed – this includes mustaches and beards. Sideburns should be cut no lower than the middle of the ear.</p>
Hats	<p>Not Permitted in the building.</p>
Bandanas	<p>Not Permitted</p>

Body Piercing and Tattoo

Visible body piercing and visible tattoos are not permitted on campus and at all school functions whether on or off campus including athletic events. If a student does have a tattoo, it must be completely covered in school and at EVERY SCHOOL FUNCTION. This means your student will have to wear long sleeves all year.

P.E. Uniforms

Any student enrolled in a P.E. class must have the appropriate P.E. uniform to receive credit for the class. A TCA P.E. shirt and maroon, black or gray shorts. These shorts must be solid not multi-colored. A student must be made aware that although he or she may be allowed to participate if they have on other shorts, they will receive a zero for that day. Dress is 50% of the grade so a student failing to dress appropriately will find it difficult to pass the class.

Field Trip Dress

On field trip days, students are allowed to wear school uniform bottoms or blue jean pants with the TCA uniform polo shirt. On spirit days as well as field trips, all shirts must be tucked in. Shoes, socks, belts, etc. must follow the dress code guidelines.

The teacher will let you know what the dress code is for each specific field trip.

Note to parents:

Parents must accept responsibility for the dress and appearance of their children. All students will follow the School's dress code. Parents are ultimately responsible for the dress and conduct of their children. This responsibility must be accepted in order for the student to be admitted and to remain at TCA. Any deviation from the approved dress code will result in disciplinary actions.

We respectfully ask parents to assist the school by:

- Purchasing only regulation apparel;
- Insisting that the student come to school with the required apparel;
- Encouraging students to adhere to the policy because it is ultimately for their benefit

TCA monogramming is done by

Creative Designs in Zachary

Electronic Devices

- Cell phones should not be used during the instructional school day (7:45 am – 2:25 pm)
- iPods, iPads, and gaming devices are not to be seen or heard during school hours.
- After warning, these items will be confiscated. Confiscated electronics will be locked in the school office and only released to that child's parents.
- Students may voluntarily leave their cell phones with the teacher or school secretary at the beginning of each day and not suffer disciplinary consequences.
- Students are not permitted to use the the cell phones of staff members except in cases of emergency. Telephones are provided only for school business. In the case of illness or any real emergency, the School Office will contact the parents to arrange transportation home. Students are not permitted to use the phones. Forgotten items are not considered emergencies. All plans for after school activities need to be made in advance from home. Be sure your child and his/her teacher know what the usual procedures are. Without written permission from the parents to the contrary, the usual after school procedures will be followed.

Expectations

What We Expect of our Students:

- To attend classes regularly and to be punctual
- To complete all homework assignments
- To complete all class work assignments
- To be prepared for class each day
- To be properly dressed for school each day
- To know and abide by the school handbook
- To be respectful and to exhibit a Christ-like attitude at all times

What our Students Can Expect from Us:

- To provide the best curriculum so as to meet the needs of the academic, social, cultural, and spiritual development of each student
- To provide an opportunity for individualized instruction and to challenge each student to reach his/her full potential.
- To provide a program to prepare each student for further education
- To help the student develop self-discipline
- To help the student develop high moral standards
- To encourage each student to fulfill his/her potential for the glory of God
- To provide a safe, loving, Christian environment

Health and Well Being

Alcohol & Drug Offenses

The Drug Free Schools and Communities Act requires TCA to prevent anyone from bringing in, making, using, handing out, selling or having with them illegal drugs and alcohol. This policy applies to the school premises as well as any school sponsored activity. All alcohol and drug offenses will result in disciplinary action.

Examples of Alcohol & Drug Offenses:

- Possession of prescription/non-prescription medication, short term suspension, long-term suspension or recommended expulsion
- Distribution of medication, including non-prescription medication, or possession of same with intent to distribute; recommended expulsion
- Use, distribution, or possession of alcohol or nitrate-based inhalants injurious to the health; recommended expulsion
- Distribution of any substance which is falsely represented to be an illegal drug or a counterfeit illegal drug, or possession of same with intent to distribute; recommended expulsion

Certificate of Immunization

Louisiana law requires documented proof of immunizations for any child entering school for the first time. Health records for all other children should indicate that the immunizations are complete or are in progress, in compliance with the immunization schedule established by the legislature in La. R.S.17:170, unless compliance is waived pursuant to the statute. School personnel will cooperate with public health personnel in completing and coordinating all immunization waivers and exclusions, including the necessary Vaccines Preventable Disease Section's School Immunization Report forms to provide for control of preventable communicable diseases.

A student will not be allowed to register or enter school without documented proof of required immunizations.

Illness

Minor first aid will be administered by school personnel. You will be immediately notified of any serious injuries to your child. Unless directed otherwise, any need for immediate medical attention will be sought from Lane Medical.

No child with a fever of 100 degrees or above will be allowed to remain in class. Rashes or eye infections may require a child to go home when there is a question of contagion. A child may return to school when the family physician notifies the school in writing that it is safe to do so.

Medication Policy

As a general principle, medication shall not be given at school unless it is certified in writing by the attending physician or other licensed prescriber licensed in Louisiana. All medication must be in the pharmacy-issued medical bottle with the student's name on it.

Antibiotics and other short-term medications, including non-prescription medication and pain medication, shall not be given at school. If medication is to be given during the school day,

Possible exceptions to the general principle:

- Behavior modification
- Insect sting allergy
- Asthmatic conditions

Students will not be allowed to have medications in their possession on the school grounds. This includes cough drops, Tums/Roloids, etc.

Prior to the administering of medications during school hours, the following will be required:

- Medication Authorization Form must be completed
- Medication must be brought to the school by the parent or guardian
- The medication container shall contain clear instructions identifying the student's name, prescription numbers, if any, date, frequency, name of the medication, dosage, and physician's or dentist's name
- At the beginning of each school year and anytime there is a change in medication, a new form from the physician must accompany the new prescription
- No more than one month's supply (twenty-five school days) of the medication shall be kept at school.

Please Note: This policy is in compliance with Act No. 87 of 1993 and the Joint Policy of LSBN (Louisiana State Board of Nursing) and SBESE (State Board of Elementary and Secondary Education).

Lost and Found

Unclaimed items left behind at the end of the day will be placed in Lost and Found. To avoid loss, make sure that all items brought to TCA are labeled with your child's name. Check with the school office to claim any item. Items not claimed will be either disposed of or donated monthly.

Money Sent to School

- Money sent for tuition should be in an envelope with the student's name on it.
- Funds for other purposes should be paid to the homeroom teacher.

Parent Code of Conduct

Parents must adhere to the following code of conduct. This includes all parents, guardians, and/or other relatives, etc. of TCA students, while attending or participating in any school sponsored events, field trips and activities (including off-campus events).

Parents who participate in school sponsored events, field trips and activities including off-campus events are considered representatives of TCA, and as such, are expected and required to abide by the Parent Code of Conduct established by this procedure. Failure to comply with all requirements of the Parent Code of Conduct can result in immediate dismissal of parent(s) from participating, if deemed necessary by the TCA principal.

- Parents will dress and behave in a manner that demonstrates Christian character.
- Parents will be polite and respectful of the rights and feelings of others including TCA teachers, students and staff.
- Parents will refrain from conversation and language that is generally considered inappropriate for children.
- Parents will adhere to and enforce all established TCA rules and regulations which govern school sponsored field trips and off campus events.
- Parents will adhere to all school policies for transporting students.
- Parents will abstain from possessing or consuming any alcoholic beverages, drugs or other controlled substances (except for prescribed medication).

Personal Property

TCA is not responsible for personal property of any kind.

School Authority

- **Teacher** – Deals with classroom issues and reports certain issues to the principal.
- **Principal**– Is contacted if parent/guardian conference with teacher does not give satisfactory results or if matter is non-teacher related.
 - Unsigned correspondence to school personnel will not be considered or addressed.

Searches: Students & School Property

(La. R.S. 17:416:3) The School respects the civil rights of the students attending its school and will uphold those rights, but the School also will not tolerate violations of law, school policy, or school rules. Searches are used to ensure the safety of ALL individuals on campus.

Any search shall be conducted by no less than two teachers or designated administrative staff members approved by the principal and they may search any building, desk, locker, area or automobile parked on school property for evidence that the law, a school rule, or school board policy has been violated.

The teachers or principal may search the person or personal effects of a student when, based on the circumstances at the time of the search, there are reasonable grounds to suspect that the search will reveal evidence that the student has violated the law, a school rule, or a school board policy. Such a search shall be conducted in a manner that is reasonably related to the purpose of the search and not excessively intrusive in light of the age or sex of the student and to the nature of the suspected offense. Random searches with a metal detector of students or their personal effects may be conducted at any time, provided they are conducted without deliberate touching of the student. Standards regarding procedures for searching students shall include the following:

- If at all possible, searches of students should be conducted outside the presence of other students.
- Students should be asked to empty all of their pockets before the physical search of a student is conducted.
- If a “pat down” search of a student is to be conducted, that search should be conducted by a teacher or principal or administrator of the same gender. The delay in finding a person of the same gender should not create a significant likelihood that the item(s) thought to be found in the search will be altered, destroyed, or disposed of in the meantime.
- No action taken pursuant to this policy by any teacher, the principal, or an administrator shall be taken maliciously or with willful and deliberate intent to harass, embarrass or intimidate any student.
- Whenever any search is conducted of the person of any student based on individual suspicion of that student, a written record shall be made thereof by the person conducting the search and shall include the name or names of the persons involved and the circumstances leading to the search and the results of the same. This record shall be filed and maintained in the principal’s office and a copy forwarded to the parent of the student involved.
- Specially trained dogs may be used only for searches of lockers, rooms, buildings and parking lots. A dog may not be used for the search of the person of a student.

Student Withdrawals

All withdrawals from school must go through the School Office. Students having attended one day or more of any period will owe the full period’s tuition. All financial responsibilities **must** be cleared through the school office upon withdrawal. Withdrawals must be submitted **in writing at least two weeks before withdrawal date**. You will be responsible for payment until written notice is received.

Transfer Students

Incoming students will be evaluated on the basis of the prior year’s report card and any norm referenced or criterion referenced test. Should the student’s accomplishments (as shown by the test) be on the grade level to which the student has been promoted, then the student will be admitted to that grade. It is the policy of the school not to accept transfers students whose conduct and/or academic accomplishments have not been up to acceptable standards. Students whose current work is not satisfactory may be asked to transfer out.

Concessions

During school days, students are allowed to purchase drinks and snacks during lunch and after school hours.

Visitors

All visitors going to the classroom are required to obtain a VISITOR'S PASS from the School Office. Do not go directly to the classroom, as this interrupts teaching.

If items must be left with students or teachers, leave the items in the School Office.

Financial Payment Policy

See financial policy document.