

Tabernacle Christian Academy

Revelators



Parent/Student Handbook (PSH)

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T.O.P.C.S. / T.C.A.

Established 1983

Dear Parents and Students,

Welcome to the Tabernacle Christian Academy (*formerly Tabernacle of Prayer Christian School*). By way of introduction and to afford unity of spirit, we feel it proper to express the purpose and philosophy of this Christian School.

We believe we have a personal responsibility before God to provide for our children a quality education, totally saturated with both the doctrine and practice of Biblical Christianity. We do not believe in state regulated education governed by the philosophies of secular humanism and evolutionary science (Please read School Accreditation, Section IX).

Additionally, we believe it is every parent's personal responsibility to secure this kind of education for his child(ren), and to see that his child(ren) cooperates fully in the educational process. Working cooperatively together is important for the home and the school so that the child may reach the highest possible achievement.

There is no greater investment in the life of your child(ren), and for that reason, God has raised up Tabernacle Christian Academy to help you in the training of our future generation.

Perhaps the most rewarding experience in life is to give children all the tools they need to mature and to become pleasing to God. This success in life depends heavily upon the training they receive. We can point them to success by giving them consistent training in the home, the church, and the school.

Our staff looks forward to accomplishing the goals and objectives that will provide your child(ren) with optimum learning opportunities. Thank you for your support and participation.

Sincerely,

Steven V. Terry

Steven V. Terry, Ph.D.
Principal

Policies of Tabernacle Christian Academy

I. Admission

- a. First, obtain the admission packet, complete it and sign it.
- b. Return the necessary registration forms, a copy of your child's immunization records, original birth certificate and social security card to the school office.
- c. Registration fee must be paid before the student can be tested or interviewed. **The registration fee is non-refundable.**
- d. A testing date will be assigned once registration forms are received. Testing will be done at school.
- e. If necessary, an interview will be scheduled with the principal; both parents and child(ren) applying for admission must attend this interview. The most recent report card is important for the interview.
- f. Acceptance to TCA is dependent upon all applicants' taking an entrance examination. All new students are admitted on a six-week trial basis. The final acceptance depends not only on academic excellence, but also upon a cooperative attitude. The administration has full responsibility for placing children in the proper grade. All parents will be notified of the child's acceptance immediately after the interview or at an appointed time.
- g. K-5 Kindergarten **students must be five (5) years old before August 15th of the school year.** Elementary and High School students must be age-appropriate grade assigned.

II. Attendance

a. Regular Attendance

Regular attendance of all students is required because no student can obtain the full benefit of a school's educational program, with a high rate of absenteeism. However, the Administration of TCA recognizes and appreciates the rights of the parent to keep their child(ren) home for many reasons. The school keeps attendance records and must have student-parent cooperation. To standardize our policy and insure quality education, we have established the following policies concerning student absences:

- (1) Teachers are not required to make up quizzes or homework missed when a student is absent, (excused or unexcused). However, the student will be allowed to make up major tests when their absences are excused. Parents are requested to have their child(ren) in school unless the absence is absolutely necessary.
- (2) Teachers are required to check attendance during the homeroom period for 7th -12th grades.
- (3) Make-up work due to an excusable absence is done within the teacher's requirements and after a consultation with the teacher. It is the responsibility of the student to check with the teacher about all make-up work.
- (4) Unless there are extenuating circumstances, we will not grant a secondary student any credit for a course if absences total more than twenty (20) class periods for a full year course or more than ten (10) class periods for a semester course. The principal will be the judge of extenuating circumstances. The same rule applies for an elementary student's absences. They automatically fail the subject for 20 class absences per year.

b. Classification of Absences:

- (1) **Excused** – Sickness, death in the family, family trips. The Administration must clear any absence other than sickness or death in the family, at least three (3) days in advance.
- (2) **Unexcused with parents' permission** - This includes any absences not covered by the above, i.e., unexcused family trips, just staying home a day, etc., but the parents approved it. Unexcused absentees cannot make up any work unless arrangements were made with the teacher prior to the absence.

TCA makes no refunds on tuition or fees due to absence(s). If a student arrives to school after 9:00 a.m., he is considered absent for the day. Notify the administration if a student has appointments.

c. Tardiness (Same rules for Absences apply)

d. Dismissals – The administration will ask that parents withdraw their child for the following reasons:

- (1) Parents are unwilling to cooperate with the school administration.
- (2) A child's conduct, attitudes, or lack of effort makes it inadvisable for that student to remain in TCA.

***Upon dismissal the signed Statement of Trust goes into effect.**

e. Withdrawals – Students may be withdrawn from TCA enrollment only by the parent or guardian submitting a written request. The parent or guardian confirming the status of books, fees, tuition, etc. will sign a withdrawal form. **Students who have attended one day or more of any period owes the school for the full periods' tuition and the signed Statement of Trust goes into effect.**

f. Conferences

Parent –Teacher Conferences: To aid in your child's progress, parents are encouraged to request conferences anytime they feel it necessary. Teachers and staff at the Tabernacle Christian Academy welcome these opportunities and are eager to help with the student's problems. Please call the office to arrange a conference with the teacher or the principal in advance.

III. Statement of Discipline

Tabernacle Christian Academy recognizes that it cannot meet the educational needs of all children. It is a school offering a high quality of Christian training, but is not designed to be a correctional institution for problems arising beyond those usually encountered in average school children. While we love delinquent and emotionally unstable children, the school is not equipped to meet their needs. Some children do not adjust to a disciplined academic environment and find excuses to unjustly criticize policies and decisions of the staff and administration. In such cases, the school and home must cooperate fully and follow the principles of God's Word regarding correction and discipline. The school reserves the right, if considered appropriate, to place students on probation for a reasonable corrective period and to dismiss any student(s) who will not cooperate with the total educational process.

To maintain a quality classroom atmosphere that is conducive to effective teaching and study, discipline must be exercised. Proper behavior will be carefully taught each child during school hours, and each child is expected to follow the guidelines set by the teacher and the administration. Failure to comply with these standards of behavior will result in some form of discipline, ranging from a verbal reprimand to expulsion from school. Disciplinary procedures will be given at the discretion of the teacher and the Administration.

Every parent is expected to cooperate with the disciplinary training of his child(ren), including paddling. Excessive criticism or failure to cooperate with the disciplinary decisions of the school could result in a request for the withdrawal of the child(ren) involved. The Statement of Trust will take effect immediately.

IV. Dress Code

It is the desire of the administration of TCA that our students develop some strong personal convictions of their own. In the meantime, it will be necessary for the school and parents together to point them toward what is right or wrong according to Biblical principles (1 Samuel 16:7, 1 Corinthians 10:31 and Matthew 5:28).

Students are expected on all school-sponsored activities with the exception of skating and sporting events to comply with dress down regulation.

Elementary and High School Students (1st – 12th) Grades

School Uniforms (*suspended as of September, 2017*)

(1) Boys' Dress Code

- a) Boys must wear belts, and all slacks must be on the waistline. Shirts are to be pressed and clean everyday. No tight shirts, muscle shirts or oversized shirts are permitted.
- b) Boy's hairstyles must be conservative and in good taste. Hair must be tapered on the sides and in the back, above the collar and off the ear. Hairline must be visible from a distance. Box haircuts should be conservative (not higher than one (1) inch and evenly cut, not slanted).
- c) Boys are not allowed to wear earrings. One small chain necklace is permissible. Avoid extremes in jewelry (no rings covering more than one finger, zodiac or occult symbols, etc.)
- d) No Tattoos allowed – permanent or temporary.

(2) Girls' Dress Code

- a) Blouses must not show cleavage; only one button is allowed to be unfastened. Blouse and skirt must fit modestly and must not be excessively tight (cupping under the breasts).
- b) Clothing must be washed and pressed daily.
- c) Girls are allowed to wear shorts under their skirts or dresses. Biker shorts are not allowed.
- d) The length of any skirt or dress for any girl attending elementary or secondary grades must be to the middle of the knee and/or touching the floor when kneeling.
- e) No Tattoos allowed – permanent or temporary.
- f) Tights or leg warmers can be worn on cold days.
- g) Gym Wear – Culottes or full-length baggy shorts to the knees.

Special Note for Secondary Girls (Grades 7th – 12th):

Make-up and Jewelry - Make-up can be worn but only that which is worn from home. It must be modest in appearance and not excessive or extreme. Cosmetics included but not limited to – eyeliner, eyebrow pencil, mascara, lipstick, foundation, blush, and fingernail polish.

- a) Fingernails are to be permanent; only one pastel color at a time may be worn. No extremes in designs.

- b) Jewelry - A maximum of two necklaces are allowed. No extremities in ring sizes or occult or zodiac symbols. Earrings are not to exceed the size of a quarter.
- c) Hair color must be permanent – no temporary hair dyes. All braids must be neatly kept and maintained.

V. Day Care/Kindergarten Children

Please keep in mind that because of their many physical activities, Day Care and Kindergarten children should be dressed in clothing that fits properly and is non-constricting. The administration reserves final judgement on proper clothing.

Day Care and Kindergarten parents are expected to comply with the Dress Codes when entering the building or when attending any day care or school functions. The administration reserves the right to adjust these rules at any time during the school year with adequate notice to all concerned.

VI . Financial Policy

- a. **Registration Fee:** No application will be accepted nor student enrolled without the Registration Fee. Registration fees are not refundable or transferable, except for non-acceptance of military transfer prior to the first day of school.
- b. **Tuition:** Payments are determined from an annual total, which may be paid in full upon registration, at a discounted rate or may be divided into monthly payments. There will be a late charge of **\$50.00** on payments received **on or after the “tuition late fee application” date** of the month. If the monthly payment is not received by the last day of the month, the student will not be admitted to class until all back payments and late charges are paid. If there is a problem of any nature concerning payment of tuition, please call the school office so that a clear understanding might be maintained.

No relatives other than brothers and sisters may be included in the family discount. The tuition for the school year has been divided into ten (10) equal payments. Each payment covers one tenth of the total amount due. Tuition is due by the first (1st) of the month. The schedule below is followed:

Payment Plan A	Payment Plan B	Childcare (K2½ - K5 ONLY)
Annual tuition paid in one lump sum	Payments made	___ Weekly payments
	Aug. 1 – May 1	___ Bi-Weekly payments
	(1 st installment to be paid	___ Monthly payments
	on or before Aug. 1 st)	

Whether Tuition Plan A or B is chosen, **all monies for the year** must be received no later than **May 15th** or the Friday prior if the 15th falls on a weekend. If not received, the late fee will be assessed, and the child(ren) will not be permitted to attend class.

All monthly extended day care, transportation, etc. are payable with the tuition payments and should be included in the same check.

- c. **Statement of Trust:** A Tuition Payment Plan has been set up for the convenience of paying students’ tuition in ten (10) monthly payments instead of in one lump sum. Supplies, books, and other materials are ordered on the students’ behalf, for anticipated use during the complete school year. If a student should be withdrawn or dismissed from school for any reason, parents shall be

held liable for at least two (2) remaining months of tuition payments. Please understand that any defaulted tuition or tuition payments overdue by a period of more than 30 days will be subject to collection fees and/or court costs. **Please read the Statement of Trust carefully and initial it. Personal checks are not accepted for any/all final payments.**

d. **Check Policy:**

- 1) **Make all checks payable to:** Tabernacle Christian Academy designated for School Tuition (Month), Activity Fee, Day care, Sports fee, etc.

Please Note: **We are unable to accept postdated checks.**

Mailing Address:

Tabernacle Christian Academy
8101 Majestic View Way
Corryton, TN 37721

- 2) **Returned Checks:** There will be a \$25.00 service charge for all returned checks, regardless of reason. Any account with a returned check will be required to pay by cash or money order **thereafter**.

e. **Before and/or After School Care:** Available for first (1st) through fourth (4th) grade students from 7:00 a.m. – 5:30 p.m. No students are allowed in the building before 7:00 a.m.

f. **Outstanding Balances**

School records will **not** be released when there is a balance owed on the account. Kindergarten students will **not** be permitted to participate in their graduation program. **No student's school records will be released when there is a balance owed on the account.**

VII. Grades

- a. Report cards will be sent home with the students at the end of each nine-week grading period. These report cards are due back on the next school day with the parent's signature.
- b. Any Incomplete ("I") must be made up within two weeks from the report card day or a grade of "F" will be automatically assigned for the missing work.
- c. Test and quiz grades will be sent home periodically on the Progress Reports. This report should be signed by parents and returned to teachers on the following day. All tests showing a grade of D or F will be sent home at the request of parents. They should be signed by the parent and returned to the teacher the next day. All school work may be seen by the parents at their request.
- d. Progress Reports are sent home with the students in the middle of each nine-week grading period (see school calendar). This report evaluates the student as being above average, average, below average, or unsatisfactory/failing in each subject studied. The teacher will also indicate specific areas that need improvement. Please sign and return these reports on the following school day. Teacher or parent may also request a conference on these reports.
- e. It is a **requirement** that grades 6th – 8th pass Math, English, Science and History. If a student has made an "F" in one or more of the following subjects, he/she should sign up for summer

school. If a student has failed two of the subjects, he/she has automatically failed for that school year.

VIII. Grading Scale (Updated 27 September 2012)

- a. Kindergarten students are graded on progress and maturity as observed by the teacher.
- b. Grades 1-12 letter grades are assigned to students according to their performance on work given.

“A” – SUPERIOR (90-100)

A+ 98-100
A 93-97
A- 90-92

“D” – BELOW AVERAGE (60-69)

D+ 67-69
D 64-66
D- 60-63

“B” – ABOVE AVERAGE (80-89)

B+ 87-89
B 83-86
B- 80-82

“F” – FAILURE (59 AND BELOW)

0-59

“I” – INCOMPLETE

“C” - AVERAGE (70-79)

C+ 77-79
C 73-76
C- 70-72

IX. School Accreditation

Neither Deliverance Tabernacle Church, nor Tabernacle Christian Academy is accredited by the Commonwealth of Virginia or any accrediting agency.

Accreditation by a state governmental agency is an administrative mechanism designed to ascertain uniform education for all children in secular schools. It was established as a governmental means of causing local public-school districts to provide what the state educational agencies determine as minimum academic and facility standards for all schools. Accreditation teams, therefore, investigate and approve or disapprove facilities and curriculum in educational institutions according to the criteria developed by secular educational Administrators who may not be Christians.

Graduates who wish to enroll in a college or university need not be graduates of an accredited school. Registrars of such institutions are interested in the academic merits of individual students, not in the name of their school of graduation. Thus, they evaluate each applicant’s academic aptitude through nationally standardized tests. The instructional program of this school is designed and implemented to properly train students who wish to continue their education beyond high school.

Our curriculums are Bible-centered and taught from a Christian perspective. Education is life. The Bible is the Book of Life and is the foundation of all human relations and principles of teaching.

X. HEALTH AND MEDICATIONS

- a. Tabernacle Christian Academy has on staff at all times at least two (2) staff members who have successfully completed a first-aid course approved by the American Red Cross or equivalent to the curriculum approved by the State Board of Health.
- b. Any new student (enrolling for the first time) should present a completed copy of the Physical Examination and Immunization Certificate documenting Month/Day/Year of administration.
- c. We recommend parents not to send children to school if they are not feeling well. If the child becomes extremely ill, the parent will be asked to take the child home. It is important that your child bring a written excuse as to the reason for his/her absence.
- d. Students bringing medication of any kind to the school must allow the school office staff to store and administer the medication. A Medical Administration form must be completed in the school office, signed by the parent, and kept with the medication. Any other use of medication including “over-the-counter” medication will result in severe discipline.
- e. Students with communicable illnesses (**measles, mumps, chicken pox, strep throat, pink eye, etc.**) must be kept home until the possibility of contagious infection is passed.
- f. Students will not be excused from Physical Education activities except with a note of explanation.
- g. Students are required to maintain personal cleanliness and to bathe regularly. Students found in need of a bath will be sent home.

XI. SUPPLIES

The following lists will give you a general idea of the supplies needed for each grade. The teacher will notify you of any changes or additions to needed supplies. ~ **(See revised list at www.tcarevelators.org)**

Grades 1st & 2nd

Kleenex tissues (to be supplied periodically)
Liquid hand sanitizer – 1 bottle
Holy Bible (KJV)
12-inch ruler (English & Metric)
Pencil box or plastic zippered pouch
Primary writing tablets
3-pronged folders w/pockets
Steno pad or student planner
Glue
Scissors
#2 pencils
Loose-leaf paper (wide ruled)
Index cards (lined on one side)
No spiral notebooks, please
Fat pink eraser
Pencil sharpener
Colored pencils

Grades 3rd & 4th

Steno pad or student planner
Scissors
Glue
#2 Pencils
3-prong pocket folders
Dictionary
Kleenex tissues (to be supplied periodically)
Lined loose-leaf paper (wide-ruled)
Crayons
Blue or Black ballpoint pens
12-inch ruler (English and Metric)
Holy Bible (KJV)
Spiral notebooks – 8
Pencil pouch
Colored pencils
Colored markers

Liquid hand soap
Liquid hand sanitizer

Grades 5th & 6th

Steno pad
Scissors
Glue
Pencils
3-prong pocket folders
Dictionary
Thesaurus
Kleenex tissues (to be supplied periodically)
Lined loose-leaf paper (college-ruled)
Graph paper
Crayons
Blue and Black ballpoint pens
12-inch ruler (English and Metric)
Holy Bible (KJV)
Spiral notebooks – 7
Compass
Protractor

Index cards
Pencil pouch
Colored pencils
Colored markers
Liquid hand soap
Liquid hand sanitizer

Grades 7th – 12th

Colored pencils
3-prong folders w/pockets
Steno pad or student planner
Loose-leaf paper
Blue, black & red pens
#2 pencils
Protractor & Compass
12-inch ruler (English and Metric)
Spiral notebooks per subject
Thesaurus & Dictionary
Holy Bible (KJV)
Graph paper
Scientific Calculator
Scissors

XII. LUNCHES

- a. Each student is expected to provide his/her own lunch and drink. Food and drink should always be brought in safe, plastic containers. Parents are asked to check frequently to determine if enough food is being provided. **Children are not allowed to exchange food with other students due to the fact that some students have severe allergies to certain foods.** Students are allowed to bring food items to school that require the use of the microwave or refrigerator.
- b. In keeping with the philosophy and atmosphere of a Christian School, we must insist that good taste be used in purchasing your child's lunch box. Please do not send your child's lunch in a container imprinted with "monsters", "movie heroes", or "TV stars". If you are in doubt about the acceptability of a particular character or imprint, please call the school office.

XIII. HOMEWORK

Believing that homework is an essential part of the school program, each teacher is at liberty to give homework to aid each student in advancing in his studies. Each student is expected to complete his homework assignments each day. Parents can work together with the teachers to make sure that their child does homework by checking their steno pads or student planners daily. The students will use their steno pads or planners to write down their homework assignments daily. Parents are asked to sign each daily assignment to confirm that it is completed. Neatness is important.

Students who do not complete their homework may be asked to call their parents from the school office the day homework is due. The teachers will levy academic penalties in situations of repeated offenses. We do request parents' full cooperation in seeing that the assignments are completed. Repeated delinquent homework could result in a student's expulsion.

XIV. FIELD TRIPS

Our teachers are responsible for sending notes to parents to inform them of dates and times of field trips. The note will contain the departure and return times of the students. Parents will be requested to sign these notes granting permission for their child to participate. If the parent does not want their child to participate, the office must be notified.

XV. EMERGENCY DRILLS

Teachers will direct students to the proper exits during fire drills. Any student in the hall during a fire drill should proceed to exit in a quiet and orderly manner. In each room a chart is posted showing the proper exit for that area. Procedures are to be knowledgeable to all. Parents and visitors that are in the building are asked to observe the posted emergency exits.

XVI. CREDITS

College preparatory courses are offered at TCA. Twenty-four credits are required for graduation.

<u>Subject Area</u>	<u>Required Credits</u>	<u>Subject Area</u>	<u>Required Credits</u>
English	4.0	Wellness & PE	1.5
Math	4.0	Personal Finance	0.5
Science	3.0	Total Electives	6.0
History	3.0		
Foreign Language	2.0	Total Credits	24.0

XVII. INCLEMENT WEATHER CONDITIONS

If Knox County Schools (KCS) are closing, opening late or releasing early due to inclement weather, TCA will follow suit. Please watch the local news channels.

XVIII. RE-ENROLLMENT

During the month of May, re-enrollments for the fall term for current students are accepted on a first-come, first-served basis, and discounts are offered off the Registration and first-month's tuition.

XIX. ADDITIONAL SCHOOL FEES

We incur a loss when books are lost or destroyed. Please express to your child(ren) the importance of bringing all materials home and taking care of their school textbooks. Books are turned in at the end of each school year, or parents are charged a book replacement fee for lost or destroyed books.

These charges are not enforced to give you an added burden, but you must remember that we are a non-profit organization. All our materials and supplies are bought out of one budget!

School Song

“O Tabernacle”

O Tabernacle, God’s blessing lie upon

O Tabernacle, the reason for this song

Reaching out to teach us

Preaching life’s experience

Growing and advancing

Forward, marching on.

O Tabernacle, so rich and so wise

O Tabernacle, so loving and kind

Sharing and preparing

Making and molding

Growing and advancing

Forward, marching on.

Demanding and enhancing

Guiding through God’s Holy Word

Growing and advancing

Forward, marching on.