

# Truth Christian Academy

Parent / Student Handbook  
2019- 2020



19593 Old Port Gibson Rd  
Raymond, MS 39154

## **-MISSION STATEMENT-**

**Christian Education provides the best education for tomorrow's leaders by combining knowledge and understanding with wisdom and moral values to develop Godly character in the lives of young people who aspire to be Christians.**

**Revised August 2019  
This revision replaces any previous version of the handbook.**

## **Article – Binding Arbitration**

### **Section 1 – Submission to Arbitration**

All students, parents of students, and guardians of students of this school agree to submit to binding arbitration any matters which cannot otherwise be resolved, and expressly waive any rights in law and equity to bringing any civil disagreement before a court of law, except that judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

### **Section 2 – Notice of Arbitration**

In the event of any dispute, claim, or disagreement arising out of or relating to this student handbook or any other school matter, the parties shall use their best efforts to settle such disputes, claims, questions, or disagreement as Christians. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests not to disgrace the name of Christ, seek to reach a just and equitable solution. If they do not reach such solution within a period of sixty (30) days, then upon notice by either party to the other, disputes claims, questions, or differences shall be finally settled by arbitration as described in section 1, above, and such procedures for arbitration as are adopted pursuant to section 3 below.

### **Section 3 – Arbitration Procedures**

The Pastor, Headmaster, Principal, Chairman and Truth Tabernacle of Raymond Board of Directors shall adopt the procedures for arbitration.

## **Introduction**

Welcome to Truth Christian Academy, hereafter referred to as TCA! Thank you for choosing TCA to provide your child with the highest quality of Christian education. Our staff will be glad to assist you in any way we can, so do not hesitate to ask for assistance and guidance.

We recognize that students are unique and learn in different ways. We also realize that education apart from moral standards is not true education. Therefore, we strive to provide a quality, character-building education for your children.

This handbook will explain to you the policies and procedures of our school. We ask you as parents/guardians to read the handbook carefully and accept the responsibility of instructing your children on its contents. If you have any questions, please feel free to ask any staff member for assistance.

We appreciate the opportunity to assist in meeting your child's educational needs and look forward to serving your family.

TCA reserves the right to make any changes to this handbook at anytime. Notifications including updates, changes, and events will be sent to parents/guardians by printed material, email or text message from a TCA staff member. Please add these documents to your TCA handbook.

## **Statement of Purpose**

The purpose of Truth Christian Academy is to provide the means of whereby parents can fulfill their God given responsibility to train their children according to scriptural precepts. Proverbs 22:6 declares to; "Train up a child in the way he should go, and when he is old, he will not depart from it."

A Christian school is an extension of the Christian home. The school staff works closely with parents to train the whole child: mentally, physically, and spiritually.

Attendance to Truth Christian Academy is a privilege and not a right. The goal of this school is to train Christian youth in the highest principles of leadership, self-discipline, individual responsibility, personal integrity, and good citizenship. Truth Christian Academy stands without apology for the full gospel plan of salvation: Repentance, Baptism in the name of Jesus Christ, and receiving the gift of the Holy Ghost, according to Acts 2:38.

## **Organization and Staff**

Truth Christian Academy is an integral part of Truth Tabernacle of Raymond. The Pastor has the final authority on establishing school policies. The teachers are delegated by the Pastor to assist him in the administration of the school.

### **Staff Members**

Pastor/Headmaster - Rev. Will McLeod  
Principal - Mrs. Holly McLeod  
Student Pastor - Mr. Clayton McLeod  
Academic Administrator – Jacque Huffman

### **Admission Policy**

Truth Christian Academy exists to assist parents in providing a Christian education for their children and does not discriminate on the basis of race, color, ethnicity, or national origin. Admission, however, may be denied because of physical, mental, social, or developmental problems for which we have insufficient facilities or staff.

Students are admitted on a probationary period of thirty days. Students are evaluated every 30 days. If the staff determines that students are not performing well in any area, parents could be asked to withdraw their child permanently.

TCA is a private institution and does hold the right to reject any application it feels does not align with our standard of conduct. We may also refuse any application we feel works against the goals established for our students both spiritually and academically.

### **Enrollment**

TCA provides a quality education as mandated by the Word of God, the Holy Bible. TCA school ministry staff has sole discretion to approve or disapprove applications for enrollment.

Parents desiring to enroll a child must:

1. Meet, along with child, the principal for an enrollment interview.
2. Submit a completed and signed registration application form.
3. Pay all applicable fees.
4. Fill out Medical History form.
5. Fill out Student Record Release form from previous school or submit all children's previous records at time of enrollment.
6. Read and agree to comply with TCA handbook and TCA Code of Conduct Affirmation.

## **Student Records**

Students enrolling at TCA are required to present a Certificate of Immunization as required by the Mississippi Department of Health. If a student has previously attended school, a record release form must be signed by the parent/guardian so that we may order your child's academic and medical records.

## **Accreditation**

A regional accrediting association accredits Truth Christian Academy, although accreditation of a private Christian school is not necessary for a graduate of that school to enroll in a college or university. Registrars of such institutions are interested in the academic merits of individual students, not in the name of their school of graduation. Thus, they evaluate each applicant's academic aptitude through national 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. This school does not seek accreditation by any governmental agency, but does endeavor to provide the highest possible academic program for each child.

## **Standard of Conduct**

All students are expected to maintain a Christ-like attitude and behavior at all times. This includes on and off campus. The faculty, staff and school board believes that the students enrolled at TCA should be a reflection of the values that it teaches, endorses and conveys to the community.

## **Student Conduct**

Students attending Truth Christian Academy are expected to uphold the teachings of Truth Tabernacle of Raymond. Any student who violates the standard of the church or school on or off campus will be dealt with on an individual basis, which may result in suspension or expulsion.

Activities include:

- Cheating
- Swearing (Use of profanity)
- Bullying
- Fighting
- Gambling
- Listening to secular music on TCA campus
- Pornography
- Consumption of any type of alcoholic beverages
- Smoking or use any tobacco products
- Vaping
- Using or dealing narcotics
- Sexual promiscuity
- Homosexual activity
- All profanity and all obscene gestures or insinuations (these will be determined by the staff)

## **Zero Tolerance Policy**

In the event we find or suspect that a student is using or abusing drugs on or off campus a drug test will be performed immediately to confirm said action and student will be expelled permanently from TCA. We have a no tolerance for this destructive behavior and will not allow it to affect or influence other students in our school. TCA was founded on the sole purpose for children to have a safe Christian learning environment to attend and we will not compromise that in any area. If the student is in agreement to undergo drug counseling or treatment we have a multitude of options for them to receive help.

## **Dress Standard**

- Girls should not have plunging necklines, clothing that is too tight, sheer, see-through or too short. (TCA staff has and reserves the right to use their discretion.)
- Girls are to wear TCA school uniforms or a dress/skirts that come below kneecap at school and all TCA events.
- Skirt/dress length should be below the knee and should not come above the knee when sitting. (Leggings under skirts are allowed)
- Girls no hoodies or sweatshirts should be worn over uniforms
- Boys should not wear clothing that is too loose or too tight.
- Boys are to wear long pants at school and all TCA events.
- Boys/Girls under garments should not be seen at any time.
- Boys/Girls should not wear any sleeveless shirts.
- No student is allowed to wear any article of clothing that represents another elementary or high school. This includes hats, shirts, sweaters, jackets or backpacks.
- Boys should have a neat haircut off the ears and not touching the collar.
- Boys should be clean-shaven. (No goatees, beards or mustaches.)
- No wearing inappropriate clothing, make up; colored nail polish, jewelry of any kind or abnormally dyed hair.
- No hoodie style sweatshirts over school uniforms.

**\*Students are expected to act in an orderly and respectful manner, maintaining Biblical standards of social courtesy, moral behavior, acceptable language and honesty. Students must agree to strive toward unquestionable character in dress, conduct and attitude.**

Anytime the staff determines that a student has violated the TCA dress standards, the student will be sent home. If a student persists in wearing inappropriate attire, they will be dismissed from TCA permanently. Any student observing questionable activities or overhearing conversations, which are contrary to the policies of this academy, should immediately discuss the matter with a teacher or the principal.

## Uniforms

*All uniforms are available for order and purchase from Lands End @ [www.tcaraymond.com](http://www.tcaraymond.com)*

Girls K/5-2<sup>nd</sup> grade are required to wear TCA logo polo and Khaki or plaid skirt, or logo polo jumper dress ordered from TCA store at Lands End uniforms.

Girls 3<sup>rd</sup> - 12<sup>th</sup> grade are required to wear TCA logo polo shirts, skirts, and modesty shorts under skirt. All approved uniforms must be purchased from TCA store @ Lands End Uniforms.

Girls should not wear house shoes, flip-flops, or high heels to school.

Boys K/5-12<sup>th</sup> grade are required to wear TCA logo polo shirts and khaki pants with brown belt.

Boys should not wear flip-flops or high top tennis shoes with their uniform. Wearing brown cowboy boots is acceptable.

**\*Students should not wear any clothing to school, such as, sweatshirts, jackets, hats, backpacks, etc. from other schools. We are here representing Truth Christian Academy not other schools. We have a multitude of items that can be purchased and worn to school. If you deliberately come to school wearing said apparel you will be asked to change or be sent home.**

## 12 – Inch Rule

There should not be, at any time, any parts of the anatomy touching. This includes rough housing and wrestling. At no point should any student have his or her hands on another student.

## Corporal Punishment

Since the founding of Truth Christian Academy, we have followed the Scriptural admonition to correct our children. If the staff determines a student should need corporal punishment, the parents will be called to administer the correction. Parents will be required to arrive within one hour of the phone call. Students will be required to remain at school after the correction.

## Academic Achievement

The daily goals set by the student or teacher, are no more than the student is capable of completing during the school day. Should the student not meet his goals for that day, he will be required to complete the work at home. If an assignment is a failing grade the student will be given an opportunity to re-do it for at passing grade. If he or she continues to fail the assignment over and over we will not continue to reassign it. This behavior shows a lack of concern on the students part and the failing grade will be given. ***\*Please note that failing to complete daily assignments, either at school or home will cause the student to become behind in his/her work and will result in an incomplete school year.***

## School Assignments

Students will be required to work the full day with the exception of breaks; lunchtime, and recess or P.E. Daily goals are set each day in each subject. Students will be required to work their daily goals. If student completes daily goal they will continue working until school is dismissed. If student is sent home for disruptions at school he/she will receive zeros for the amount of time sent home. At the end of each semester any behind or unfinished assignments will receive zeros.

## Delinquent Assignments

At the end of each day student's will be evaluated to see if they are on schedule. Any incomplete work will be assigned as homework. All homework **MUST** be finished at home to be able to start new assigned work the next school day. Any schoolwork not finished on time will be given a zero unless prior arrangements have been made. **If the student is not able to stay on schedule the parent will be contacted for a conference.**

## Classroom Rules

Students are required to abide by all rules while in the Learning Center. Failure to do so could result in suspension or expulsion.

- The teacher's desk area is off limits to students. Students are not permitted to touch anything on or around the teacher's desk without permission from the teacher.
- Students are assigned to his own cubical or desk. Students cannot change cubical or desk without the teacher's permission.
- Students are not to sit at another student's desk or touch anything that belongs to another student. This includes their chair or any belongings brought for their desk area.
- Students should not touch another student's computer, earphones, or any other belongings at anytime. (*No Sharing*)
- No food or drink allowed in the classroom unless authorized by the teacher.  
*Student must have permission from the teacher for the following:*
- Getting out of seat for any reason (throwing away trash, sharpening pencil, going to restroom)
- No talking to fellow classmates while class is in session.
- No working on anything other than academic work.
- Students are NOT allowed to leave the school portal and access the Internet for any reason unless given permission by the teacher. (This includes but not limited to Google, YouTube or any social media site or app)
- There is adequate time allowed for bathroom breaks between each class. Students should not compulsively ask to go to the bathroom during class unless there is an emergency. If this becomes a problem the parent will be contacted.
- Student should not stay in bathroom for long periods of time unless there is an emergency or sickness. In the case of an emergency or sickness a parent will be contacted to come pick up the sick student immediately.

## Lunch Room Rules

- Students are to use good manners in the lunchroom.
- Students are not to leave the lunchroom without permission from his/her teacher.
- “Energy Drinks” are not allowed at TCA.
- Each child must have his/her own lunch box. (Including bowls, forks, knives, spoons, napkins, etc.)
  
- Each student should have his own snack/lunch money.
- No borrowing or giving away money.
  
- If purchasing a snack or drink, students are to do so and have a seat at their table.
- If food needs to be heated in a microwave, students are to do so as quickly as possible with the assistance of their teacher and be seated at their assigned table. No standing around talking and blocking the microwaves.
- No sitting on the countertop or any tables in the lunchroom.
- Talking is permitted but is to be kept at a “normal inside” level.
- No horseplay or running in the dining room.
- Students are to clean up the area where they have eaten. This includes the table and floor.
- All food and drinks must be disposed of after lunch.
- Lunch boxes must be put in specified places after lunch. Any food items left at the end of the day will be thrown away.
- Students will be allowed time to order from TCA lunch menu each morning. All monies must be paid at this time. ***NO IOU'S***
- All students must come prepared to purchase lunch, snacks & drinks from TCA cafeteria
- Students should have his/her lunches fully prepared before school begins.
- There will be no leaving TCA campus for take out lunch

## Lunch

All students are required to purchase a lunch from the lunchroom or bring their lunch to school. Please be sure your child’s lunch is properly prepared.

- Each student is **required** to bring his/her own lunch in his/her own lunch box. Please do not pack lunches for students to share since each class has a separate designated lunchtime.
- All lunchboxes must be properly prepared for the entire day. This includes drinks, food, and eating utensils.
- If food is to stay cold, please pack it with a cold pack.
- If food is to be heated in the microwave it must be in a microwavable container.
- Please do not bring your child’s lunch after allowed lunchtime. This is not fair to your child to have to wait for his/her food while the other students are eating. In addition it disrupts the classroom when all the other children have eaten and food arrives for the student that hasn’t.

## **Snacks and drinks**

There will be morning break. Students will be allowed to sit in the dining room and eat snacks from their lunch box or purchase snacks from TCA.

## **School or Church Property**

Marked, defaced, or broken property is to be replaced at the offending student's expense. The student and or Parent/Guardian will be responsible for paying for any damages to property of Truth Tabernacle or Truth Christian Academy.

## **Financial Policy**

A registration fee is paid at the time of enrollment and is non-refundable. All tuition and school-related fees are to be paid as specified.

- **Tuition is due on the 1<sup>st</sup> of each month. If the 1<sup>st</sup> of the month falls on a weekend or holiday, tuition must be paid to the school the day before the weekend or holiday by 3:00 P.M.**
- **If tuition is not paid by the 5<sup>th</sup> of each month the student will not be able to log in to his/her classes on the 10<sup>th</sup> of the month or next scheduled school day. If a problem arises and parent knows tuition will fall late please contact Principal Holly McLeod 601-871-1067.**
- **If an emergency occurs and tuition cannot be paid on the first, a four-day grace period will be allowed before late fees are applied. Any tuition paid on the 5<sup>th</sup> of the month after 3:00 P.M. will be considered late and a late fee of \$75.00 will be added.**
- **All tuition and fees must be paid at the school during school hours. Please do not ask a staff member to meet you after school hours.**
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- **Checks can NOT be postdated for the 5<sup>th</sup> of the month if the 5<sup>th</sup> falls on a holiday.**
- **If the 1<sup>st</sup> through the 5<sup>th</sup> of the month fall on a holiday, then the tuition MUST be paid on the last day of school prior to the 1<sup>st</sup>.**
- **NO post-dated checks for after the 5<sup>th</sup> will be accepted without a late fee**
- **If check is received after the 5<sup>th</sup> please add the \$75 late fee.**
- **If a check is returned for insufficient funds. We will no longer accept a check as a form of payment from that individual and the individual will be charged all bank fees and a TCA returned check fee of \$40, as well as a late fee of \$75.**

**TCA can accept all forms of credit or debit cards as form of payment. A processing fee will apply. TCA also has a monthly draft option as form of tuition payment. Your account will be drafted on the 1<sup>st</sup> of each month for your tuition amount along with a processing fee.**

### **Options for tuition payments**

- **12 mo. payments equally dividing the yearly tuition total – beginning July 1 and ending June 1**
- **Full year payment**
- **Partial year payment**

***\*Families whose accounts fall more than 10 days behind will be denied services and have to re-enroll student and pay all applicable fees.***

***\* If a family withdraws from TCA voluntarily, the parent is responsible for full payment of tuition and any applicable fees for the remaining school year during which the student is withdrawn.***

### **Curriculum Fees**

Curriculum must be ordered through Truth Christian Academy and must be ordered at the time designated. If money is not turned in at the designated time, please add \$20.00 to your total order to cover the extra cost of shipping.

### **Curriculum Fee Dates**

Money for your child's fees should be turned in on or before the following dates.

1<sup>st</sup> update – July 1<sup>st</sup> of each new school year

2<sup>nd</sup> update – October 1

3<sup>rd</sup> update– January 1

4<sup>th</sup> update– April 1

**\*ALL CURRICULUM FEES ARE \$300 AND ARE PAYABLE IN QUARTERLY PAYMENTS OF \$75.00**

**K5 - 2<sup>nd</sup> grades uses the ABEKA program (Extra workbook fees may apply)**

**3<sup>rd</sup> grade – 12<sup>th</sup> grade uses Ignitia Online Curriculum**

TCA uses a computer-based curriculum for grades 3<sup>rd</sup>-12<sup>th</sup>. This provides a very structured environment for your child's learning development.

Diagnostic testing will be given to each new child the first week of school. After testing each child's curriculum will be assigned. Students must be logged in to their 1<sup>st</sup> class at 8:00 A.M. Each class will last approximately 50 minutes. Any unfinished class work will be assigned for homework. Homework must be completed by next day in order for student to be able to log on and continue the next day's lesson. Parent portals will be set up for parents' who want to review their child's daily work progress.

## **Attendance Policy**

It is the responsibility of the student and parent to create the habit of being punctual and regular in attendance. If habitual absences or tardiness occurs they will be turned over to the truancy officer of Hinds County.

### **Absences**

If it is necessary for a student to be absent, please notify the school by 9:00 a.m. to explain the absence. Also, a note from the parent is **required** upon the student's return to school explaining the absence. This note is placed in the student's records in case of audit by the truant officer. Absences and late arrivals after 8:00 are recorded by each teacher and turned in to office monthly. Please do not text any staff member's cell phone. A parent will need to call the school landline 601-871-1067 and speak with someone personally or leave a message. A student may only have five excused absences in a semester. Excused absences must have a doctor's excuse with date and original signature. **REMEMBER: ONLY FIVE DAYS OF EXCUSED ABSENCES ARE ALLOWED IN A SEMESTER.**

### **Unexcused Absences**

Students are limited to five days of unexcused absences in a semester. Students must be reported to the Compulsory Attendance Officer if student has habitual absences from school. Parents will be held accountable, which according to the attendance officer, parents can be fined up to \$1,000.

### **School Hours**

**School hours are 7:45 AM to 2:30 PM.**

Students cannot be dropped off before 7:30 a.m. The school will not be responsible for students on campus before or after these times. Teachers will be on the premises at 7:30 AM.

### **Tardiness**

Students' 3<sup>rd</sup> -12<sup>th</sup> grade must be logged in to their computers at 8:00 A.M. Students must be on time. We cannot stress punctuality enough. If late, students will get behind on their daily work schedule. In addition, it is a huge disruption and disrespectful for students to enter classrooms after school has begun. If a student is habitually tardy, students may be reported to the Hinds County Truancy Office.

## Visitors

Visitors ARE NOT allowed in the classrooms during school hours unless the teacher of the classroom gives special permission. This includes parents, guardians, grandparents, friends, etc. Visitors must wait in the foyer area for your child. No exceptions.

## Early Checkouts

A parent will be contacted by phone before a student will be permitted to leave the school. Excessive checkouts will not be permitted as it does affect child's attendance record. Checkouts before 1:00 P.M. will be counted as an absence. Any student being checked out must leave the school campus immediately. When major church or school events are in progress a student may be permitted to check out in order to help with the event. This is the only exception in which a student may check out and remain on the school campus and not in the classroom. Three early checkouts without a doctors excuse, will count as one missed day of school.

## Student Pick-up

Students are to be picked up immediately after the school day ends. **Pick up time is 2:30 P.M.** Please be prompt. A list of people approved to pick up your child will be required at parent orientation. Students will not be allowed to leave with unauthorized people at any time. If an emergency arises and you see you will be late picking up your child, notify the school office immediately.

***\*Please note - A \$10.00 fee will be added if students are not picked up by 3:00 P.M. and an additional fee of \$5.00 will be added for every 5 minutes thereafter. This will be strictly enforced.***

## Parental Involvement

Truth Christian Academy assumes there will be active and substantial parental involvement in the education of their children. Therefore, after enrollment into the school, parents are required to participate in the following activities:

1. Parent Orientation prior to the enrollment of student
2. All parental conferences requested by the teachers
3. Daily monitoring and assisting with homework assignments.
4. Parental workdays. There will be several times that you will be asked to assist with fundraisers or field trips.

## **Parental Conference**

Any parent wishing to discuss a matter with any staff member must call the school during normal business hours to set up an appointment.

## **Lost and Found**

All items not claimed at the end of a school week will be disposed of. TCA is not responsible for any items, regardless of expense, due to the fact they have not been claimed in a timely manner.

## **Discipline**

The principal and teachers will generally be responsible for ensuring proper conduct of students throughout the school day. Students should expect to be corrected whenever they behave inappropriately. In the case of minor infractions, parents will generally not be contacted unless the corrective action has proven unsuccessful, in which case parents will be informed and involved. The Pastor will be notified for more serious offenses. Parents will be notified of the nature of the offense and the disciplinary action to be taken.

*\*This is not a corrective institution; consequently, we ask that a child not be enrolled with the idea that he will be reformed. We are here to work with the home, but not to take the place of parents who have experienced difficulty in fulfilling their roles.*

A student must at all times conduct themselves in a manner becoming of a lady or gentleman. If TCA staff determines there is an ongoing behavioral problem with a student, the parent/guardian will be contacted for a meeting with the Principal and child's teacher to discuss the issue's and what solution's can be made.

## **Weapons**

Any item that can be considered a weapon is not allowed on the premises. Including, but not limited to guns, matches, lighters, knives of all kinds, taser of any kind, fish hooks, ropes, letter openers, screws drivers, or finger nail files. Anything that can be used as a weapon is not permitted on the student, in the student's backpack, gym bag, or purse. Any student carrying **anything** that can be considered a weapon may be suspended or expelled.

## **Personal Hygiene**

Parents are expected to make sure their children have properly taken care of all hygiene needs **prior** to arriving at school each morning. Child must arrive clean and deodorant worn for proper ages. Hair must be combed or brushed and kept clean. All clothing is to be kept clean and pressed. Please be sure your child brushes his teeth before school each morning.

## **Hair**

All students must have hair washed, combed and neatly fixed **before arriving** at school. No sloppy un-kept hairstyles will be allowed. Hair must be kept clean and neat at all times. Girls should keep hair pulled back and away from face for sanitary reasons. Examples: Ponytail, braid, topknot, back or side bun, etc. If messy, un-kept, or un-clean hair becomes an issue we will request a parental meeting to discuss a solution.

## **Lice**

If a student is found to have lice, he/ she will have to be picked up from school immediately. Treatment is required and nits must be removed before the student can return to class. He/she will be checked upon arrival to determine if he/she is free of all lice and nits and can be readmitted to class. If lice becomes an ongoing problem with a student and is not being treated properly, he/she will have to have a doctor's excuse saying student is free of lice and nits to return to school.

## **School Apparel**

- Clothing should be neat and clean.
- Clothing must fit properly.
- No holes in pants, skirts or shirts.
- There should not be any skin showing between the bottom of the shirt and the top of the pants or skirt.
- No sheer or see through material
- No faded or stained clothing
- No sleeveless shirts or cap sleeves
- No jewelry of any kind **including all types of earrings.** (TCA will not be responsible for **lost, broken or stolen items**)
- No facial or body piercings/jewelry.
- Nails should not be painted with colored polish. NO white French tips. Clear/Neutral polish is acceptable.
- No make-up
- No splits in skirts
- No unnatural hair coloring, streaking, or highlighting
- No hat, caps, or toboggans should be worn in the building unless approved by staff.
- Hair should always be clean and neatly combed **before** arriving at TCA.
- Guys must keep a neat haircut. Hair should not be over, eyes, ears, or collar.

### **Change of Contact Information**

If you change your address, telephone number or work location, please notify the school. It is important that emergency contact information be kept current.

### **Communicable Illnesses**

Please telephone the school immediately if your child is diagnosed as having a contagious or contractible illness. A doctor's note is required before the student can return to school.

### **Emergency School Closing**

Occasionally, emergency conditions make it necessary to close school. If there is any question as to whether school will be closed, please contact one of the staff members. In most cases, we will try to contact you by 7:00 a.m. if the school is to be closed for the day.

### **Field Trips**

Field trips are planned for their educational value or to reward the students. Students must be on track with their schoolwork to attend any field trip. Field trips are fun off campus events. All students are expected to participate in these events. Any student that refuses or blatantly does not participate will be given zeros for that days assignments. Parents are welcome to attend any field trips with the school.

### **Medical Procedures**

No staff member will be allowed to administer any medications to students at any time. If medicines have to be administered to a child during school hours the parent or guardian will have to come to school and do so. If a medical emergency arises 911 will be called to administer medical attention.

### **Telephone Calls and Messages**

We ask that you not call your child during school hours unless it is an **extreme** emergency in which case the Principal will take the message and give it to your child's teacher. In case of an emergency, please call 601-871-1067

### **Cell Phones**

TCA does not allow students to keep electronic communication or entertainment devices in their possession. **If a student's electronic device is brought into the building, it must be turned in to that student's teacher.** This includes, but is not limited to; all cell phones, iPods, MP3 players, and CD players. *Any student who brings electronics to school and does not turn it in will automatically earn a three (3) day suspension.*

## **Fundraisers**

*Fundraisers are an important resource TCA uses to make improvements to our school, as we are self-funded. All students and parents are required to participate in TCA fundraisers. We hold a few fundraisers each year strictly to make improvements to our school and to provide the best possible learning environment for our students. Participating in school fundraisers and school events builds strong team-working children. We strongly encourage parental and student participation. However, If you choose to opt out of participating in fundraisers we ask that you pay a fundraising fee of \$300 per child each year.*

## **Graduation and Awards Night**

This is a night of celebration for all the hard work that has been accomplished and is reserved for students enrolled in and attending Truth Christian Academy. All students are required to attend unless an emergency arises. Any student graduating from another school or home school will not be allowed to participate in this ceremony/event.

### **“A” Honor Roll**

- Student must maintain an overall A average of at least 90% for each quarter

### **“B” Honor Roll**

- Student must maintain an overall B average of at least 85%

### **Valedictorian (on-campus students only)**

- Student has the highest overall honors of the graduating class and has maintained an A average. A= 90% or above.

### **Salutatorian (on-campus students only)**

- Student has the 2<sup>nd</sup> highest honors average in the graduating class and has maintained an A average.

### **Mr. & Mrs. TCA (must be eligible)**

- Student must participate and support all TCA events.
- Maintain an A/B average for the year.
- Demonstrate Christian character.
- Student cannot have excessive absences, tardiness or check outs in any given semester.

## **2019-20 TCA Calendar**

### **July 1<sup>st</sup> - Tuition and Curriculum Fee Due**

### **August 1<sup>st</sup> - Tuition Due (Late after 8/5)**

**August 1<sup>st</sup>** - 5:30 P.M.-7:30 P.M. Parent/Student needs to drop off school supplies, handbook agreement form and fill out any new paperwork needed.

August 19<sup>th</sup> - First Day of School 8:00 A.M.

### **September 1<sup>st</sup> -Tuition Due (Late after 9/5)**

September 2<sup>nd</sup> - 5<sup>th</sup> Labor Day – Annual Summit Holiday

September 9<sup>th</sup> – Return to School

### ***October 1<sup>st</sup> -Tuition and Curriculum Fee Due (Late after 10/5)***

October 14<sup>th</sup> - 15<sup>th</sup> – Columbus Day / Fall Break

### **November 1<sup>st</sup> -Tuition Due (Late after 11/5)**

November 25<sup>th</sup> – 28<sup>th</sup> - Thanksgiving Holiday

### **December 1<sup>st</sup> -Tuition Due (Late after 12/5)**

December 2<sup>nd</sup> – Return to School

December 19<sup>th</sup> - Christmas Party / Half Day 12:00PM

December 23<sup>rd</sup> - January 9<sup>th</sup> – Christmas Holiday

### ***January 1-Tuition and Curriculum Fee Due (Late after 1/5)***

January 7<sup>th</sup> Return to school (New school supplies required)

January 20<sup>th</sup> - Martin Luther King, Jr. Holiday (No School)

**February 1-Tuition Due (Late after 2/5)**

February 17<sup>th</sup>-18<sup>th</sup> - President's Day / Winter Break (No School)

**March 1-Tuition Due (Late after 3/5)**

March 9<sup>th</sup> -13<sup>th</sup> - Spring Break (No School)

March 16<sup>th</sup> - Return to School

***April 1- Tuition and Curriculum Fee Due (Late After 4/5)***

April 13<sup>th</sup> - Easter Break

April 14<sup>th</sup> – Return to School

**May 1-Tuition Due (Late after 5/5)**

May 13<sup>th</sup> – Last Day of School

May 15<sup>th</sup> – Awards Night and Graduation 6:30 PM

**June 1- Tuition due (Late After 6/5)**

*(This is the last payment of the school year.)*

**\*\*\*Field Trips and special events will be announced.**

***THANK YOU FOR ALL YOUR PRAYERS AND SUPPORT!***

## Parent Student Handbook Agreement Form

My child/children \_\_\_\_\_ and I

\_\_\_\_\_ have read, understand, and will comply with all

school rules, student expectations and standards as stated in TCA 2017/18 handbook.

*Parent /Guardian* \_\_\_\_\_ *Date* \_\_\_\_\_