

Parent/Student Handbook



**TREASURE OF KNOWLEDGE
CHRISTIAN ACADEMY**
EST. 2004

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Welcome Page

Welcome to Treasure of Knowledge Christian Academy, a ministry of El Shaddai Christian Church! Our academy serves as an extension of the Bible-believing Christian home and the local church, working harmoniously with parents and guardians to achieve God's purpose for their children.

Our founding chair, Dr. Nick Acevedo, was an educator for many years before accepting the call to become the Pastor of El Shaddai Christian Church in 1995. As a former educator, it was always in his heart to start a school where children could learn but also grow in the knowledge of Jesus Christ. His vision finally came to fruition in 2004.

This school handbook contains important information pertaining to the school as well as various policies and procedures. **Please read it over carefully with your child/children and sign the last page to indicate that you and your child have reviewed this document.** Students will also review the behavior code in class.

We look forward to working with you throughout the school year in our pursuits of excellence and success for all students.

Administrative Team

Dr. Nick Acevedo, Founding Chair/ Headmaster

Mr. Chad Lang, Administrator

Pastor Katie Lang, Academic Director

Mission Statement

Our mission is to equip students with the academic skills and a biblical foundation necessary to succeed in today's world; while helping them develop a heart for God and grow in wisdom through a Christ centered education and biblical worldview.

We will hold high expectations for all students, believing that all students can learn and experience success with the help of Jesus Christ who strengthens them. (Philippians 4:13)

Vision Statement

Our school seeks to prepare students academically, spiritually, and according to their God-given potential enabling them to handle the rigors of life with courage.

Mascot: Eagle

School Colors: Burgundy, Gold, White, Gray

***“Train a child in the way he should go, and when he is old he will not turn from it.”
Proverbs 22:6***

Faith Statement

Treasure of Knowledge Christian Academy (TKCA) is a ministry of El Shaddai Christian Church and is affiliated with the Florida League of Christian Schools. The Statement of Faith is as follows:

- **The Scriptures Inspired.** The Scriptures, both Old and New Testaments, are verbally inspired by God and are the revelation of God to man, the infallible, authoritative rule of faith and conduct (II Tim.3:15—17; I Thess. 2:13; II Peter 1:21). The One True God. The one true God has revealed Himself as the eternally self-existent “I AM,” the Creator of heaven and earth and the Redeemer of mankind. He has further revealed Himself as embodying the principles of relationship and association as Father, Son and Holy Ghost (Deut.6:4; Is. 43:10, 11; Matt. 28:19; Luke 3:22).
- **The Deity of the Lord Jesus Christ.** The Lord Jesus Christ is the eternal Son of God. The Scriptures declare:
 - His virgin birth (Matt. 1:23; Luke 1:31, 35).
 - His sinless life (Heb. 7:26; I Peter 2:22).
 - His miracles (Acts 2:22; 10:38).
 - His substitutionary work on the cross (I Cor. 15:3; II Cor. 5:21).
 - His bodily resurrection from the dead (Matt. 28:6; Luke 24:39; I Cor. 15:4).
 - His exaltation to the right hand of God (Acts 1:9, 11; 2:33; Phil. 2:9—11; Heb. 1:3).
- **The Fall of Man.** Man was created good and upright; for God said, “Let us make man in our image, after our likeness.” However, man by voluntary transgression fell and thereby incurred not only physical death but also spiritual death, which is separation from God (Gen. 1:26, 27; 2:17; 3:6; Rom. 5:12—19).
- **The Salvation of Man.** Man’s only hope of redemption is through the shed blood of Jesus Christ, the Son of God. Conditions of Salvation. Salvation is received through repentance toward God and faith toward the Lord Jesus Christ. By the washing of regeneration and renewing of the Holy Ghost, being justified by grace through faith, man becomes an heir of God according to the hope of eternal life (Luke 24:47; John 3:3; Rom. 10:13—15; Eph. 2:8; Tit. 2:11; 3:5—7).
- The Evidence of Salvation. The inward evidence of salvation is the direct witness of the Spirit (Rom. 8:16). The outward evidence to all men is a life of righteousness and true holiness (Eph. 4:24; Tit.2:12).
- **The Ordinances of the Church.**
 - **Baptism in Water.** The ordinance of baptism by immersion is commanded in the Scriptures. All who repent and believe in Christ as Savior and Lord are to be baptized. Thus they declare to the world that they have died with Christ and that they also have been raised with Him to walk in the newness of life (Matt. 28:19; Mark 16:16; Acts 10:47, 48; Rom. 6:4).
 - **Holy Communion.** The Lord’s Supper, consisting of the elements—bread and the fruit of the vine—is the symbol expressing our sharing the divine nature of our Lord Jesus Christ (II Peter 1:4); a memorial of His suffering and death (I Cor. 11:26); and a prophecy of His second coming (I Cor. 11:26); and is enjoined on all believers “till He come!”
- **The Baptism in the Holy Ghost.** All believers are entitled to and should ardently expect and earnestly seek the promise of the Father, the baptism in the Holy Ghost and fire, according to the command of our Lord Jesus Christ. This was the normal experience of all in the early Christian Church. With it comes the endowment of power for life and service, the bestowment of the gifts and their uses in the work of the ministry (Luke 24:49; Acts 1:4, 8; I Cor. 12:1—31). This experience is distinct from and subsequent to the experience of the new birth (Acts 8:12—17; 10:44—46; 15:7—9). With the baptism in the Holy Ghost come such experiences as an overflowing fullness of the Spirit (John 7:37—39; Acts 4:8), a deepened reverence for God (Acts 2:43; Heb.12:28), an intensified consecration to God and dedication to His work (Acts 2:42), and a more active love for Christ, for His Word, and for the lost (Mark 16:20).

- **The Evidence of the Baptism in the Holy Ghost.** The baptism of believers in the Holy Ghost is witnessed by the initial physical sign of speaking with other tongues as the Spirit of God gives utterance (Acts 2:4). The speaking in tongues in this instance is the same in essence as the gift of tongues (I Cor. 12:4—10, 28), but different in purpose and use.
- **Sanctification.** Sanctification is an act of separation from that which is evil, and of dedication unto God (Rm. 12:1, 2; I Thess. 5:23; Heb. 13:12). The Scriptures teach a life of “holiness without which no man shall see the Lord” (Heb. 12:14). By the power of the Holy Ghost we are able to obey the command: “Be ye holy, for I am holy” (I Pet. 1:15, 16).
- **The Church and Its Mission.** The Church is the Body of Christ, the habitation of God through the Spirit, with divine appointments for the fulfillment of her great commission. Each believer, born of the Spirit, is an integral part of the General Assembly and Church of the Firstborn, which are written in heaven (Eph. 1:22, 23; 2:22; Heb. 12:23). Since God’s purpose concerning man is to seek and to save that which is lost, to be worshiped by man, and to build a body of believers in the image of His Son, the priority reason-for-being of the Assemblies of God as part of the Church is:
 - To be an agency of God for evangelizing the world (Acts 1:8; Matt. 28:19, 20; Mark 16:15, 16).
 - To be a corporate body in which man may worship God (I Cor 12:13).
 - To be a channel of God’s purpose to build a body of saints being perfected in the image of His Son (Eph. 4:11—16; I Cor. 12:28; 13:12).
 - The Assemblies of God exists expressly to give continuing emphasis to this reason-for-being in the New Testament apostolic pattern by teaching and encouraging believers to be baptized in the Holy Spirit. This experience: Enables them to evangelize in the power of the Spirit with accompanying supernatural signs (Mark 16:15—20; Acts 4:29—31; Heb. 2:3, 4). Adds a necessary dimension to a worshipful relationship with God (I Cor. 2:10—16; 12:13, 14). Enables them to respond to the full working of the Holy Spirit in expression of fruit and gifts and ministries as in New Testament times for the edifying of the body of Christ (Gal. 5:22—26; I Cor. 14:12; Eph. 4:11, 12; I Cor. 12:28; Col. 1:29).
- **The Ministry.** A divinely called and scripturally ordained ministry has been provided by our Lord for the threefold purpose of leading the Church in:
 - Evangelization of the world (Mark 16:15—20).
 - Worship of God (John 4:23, 24).
 - Building a body of saints being perfected in the image of His Son (Eph. 4:11—16).
- **Divine Healing.** Divine healing is an integral part of the gospel. Deliverance from sickness is provided for in the atonement, and is the privilege of all believers (Is. 52:4, 5; Matt. 8:16, 17; James 5:14—16).
- **The Blessed Hope.** The resurrection of those who have fallen asleep in Christ and their translation together with those who are alive and remain unto the coming of the Lord is the imminent and blessed hope of the Church (I Thess. 4:16, 17; Rom. 8:23; Tit. 2:13; I Cor. 15:51, 52).
- **The Millennial Reign of Christ.** The second coming of Christ includes the rapture of the saints, which is our blessed hope, followed by the visible return of Christ with His saints to reign on the earth for one thousand years (Zech. 14:5; Matt. 24:27, 30; Rev. 1:7; 19:11—14; 20:1—6). This millennial reign will bring the salvation of national Israel (Ezek. 37:21, 22; Zeph. 3:19, 20; Rom. 11:26, 27) and the establishment of universal peace (Is. 11:6—9; Psalms 72:3—8; Micah 4:3, 4).
- **The Final Judgment.** There will be a final judgment in which the wicked dead will be raised and judged according to their works. Whosoever is not found written in the Book of Life, together with the devil and his angels, the beast and the false prophet, will be consigned to everlasting punishment in the lake which burneth with fire and brimstone, which is the second death (Matt. 25:46; Mark 9:43—48; Rev. 19:20; 20:11—15; 21:8).

- **The New Heavens and the New Earth.** “We, according to His promise, look for new heavens and a new earth, wherein dwelleth righteousness” (II Pet. 3:13; Rev. 21, 22).

Seeing that sin is a common struggle for all, members of the school community are committed to treating one another with respect and Christ-like compassion (Philippians 2:3–5). Insults, slurs and other forms of derogatory speech have no place in a Christian community (James 3:9–12). Any deviation from a biblical standard of sexual behavior is a result of separation from God and therefore is an opportunity for repentance, grace and redemption so that as a community, we might honor one another and glorify God.

We recognize that certain teachings are left primarily to other Church ministries and the home. Open opposition to these basic Christian Statements of Faith is grounds for dismissal.

Enrollment

Enrollment occurs every year.

All families are required to pay the \$150 registration fee every year. Please update any information regarding the student yearly during enrollment.

All necessary paperwork for each student should be turned in upon enrollment or within less than 30 days.

All students that are in the 6th grade are mandated to visit the doctor for appropriate screening of Scoliosis in accordance with Florida Statutes, Section 1003.22(4) and the state’s Department of Health with result no later than August 1st of that school year.

Student Withdrawal:

All parents desiring to withdraw their child must submit a request in writing. If a parent withdraws their child prior to the start of the school year, 75% of the first month paid tuition will be refunded. However, if a parent withdraws their child during the school year, they must complete a withdrawal form and the monthly tuition **will not** be refunded.

Please allow about 2 weeks for withdrawal documents.

Tuition Regulations and Responsibilities

Registration, books and tuition will be due on or before August 1st. For your convenience in meeting your financial obligations, tuition is divided into **10** installments. If another payment plan is desired please see administration in the front office.

Private Pay

- The first payment of the school year is due on August 1st. **TUITION WILL NOT BE PRORATED FOR THE MONTH OF AUGUST.**
- The final payment is due on **May 1st.**

- Monthly tuition is due on the **1st of every month**.
- Extended day fees and Meal Fees are charged weekly. They are due the following Monday after they have been served.
- **NO REFUNDS** will be given on Registration Fees, Monthly Tuition and Books. No student will be permitted to graduate until all tuition and any other fees are paid in full.
- **Late Fees:** Any payment that is received five (5) days after the due date must include a **\$25.00 fee. STUDENTS WILL NOT BE PERMITTED IN SCHOOL WHEN TUITION REMAINS UNPAID BEYOND 30 DAYS.**

Financial Responsibilities:

- **RECORDS AND REPORT CARDS WILL NOT BE ISSUED UNTIL ACCOUNTS (LUNCH, TUITION, EXTENDED DAY, ETC.) ARE PAID IN FULL .**
- **Although we monitor accounts, it is the parent's responsibility to make sure accounts are actual and balances paid.**
- **Balances over \$200 must be paid immediately to avoid additional fees.**

Registration/ Re-enrollment Fee	\$150.00 (nonrefundable) due every year.
Annual Tuition (including book and technology fee)	Request Tuition Breakdown
Uniforms- Available online @ www.frenchtoast.com	Average Price Girls in Grades Pre-k thru 4 th Grade- \$50 (jumper and polo) Girls from 5 th – 12 th Grade- \$50 (skirt and polo) Boys Polo- \$18.00 Adult sizes \$23.00 \$25.00 P.E. uniformSet
Morning or afternoon extended Day	AM- \$5.00 per day, per student PM- \$7.00 per day, per student
Graduation Fee (Kindergarten, 5 th & 8 th grade)	\$60.00 (includes cap, gown, invitation and diploma) Due in March
Lunch (Optional)	\$4.50 a day
Late Fees	\$25

Scholarship Program:

TKCA accepts **Step Up Scholarships and Community Coordinate Care for Children Inc. (4C)**. For detailed information on these scholarships or financial assistant programs visit the following website:

<http://www.stepupforstudents.org>

<http://4cflorida.org>

NEW FOR 2023- Parents are required to pay a parent's fee for anything that is not covered by the scholarship or 4C. If you are not able to pay the parent's fee please contact the office for Financial Aid available to low income families.

Office/School Hours

School Hours for Students

M, T, Th, F	8:30 a.m. - 3:00p.m.
Wednesday	8:30 a.m. - 2:00 p.m.

Students are allowed on campus as early as 8:00 am. All students will wait in the cafeteria/clubhouse until they are picked up by their teachers or dismissed to their classrooms. Classes begin at 8:30. At 8:40 students are considered tardy.

Dismissal begins at 2:45 and at 1:45 on Wednesdays. All students must be picked up by 3:15 unless staying in after care.

Office Hours

Monday through Friday	8:00 am - 4:00 pm
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Extended Day

Extended Day School Care is a program where your students will be taken care of if you need care for them that goes beyond the school day. Daily Activities include homework time, outside play, indoor free play, coloring, and games. Please see the front office to sign up for the extended day program.

Please remember that students must be picked up before 6:00. At 6:00, a late fee of \$5 will be assessed and every 5 minutes after that (example: 6:05 \$10 will be charged and so on). At 6:15 \$2 will be charged every minute.

Extended Day Hours

Monday – Friday	7:00 a.m. – 8:00 a.m. 3:15 p.m. – 6:00 p.m.
Wednesday	2:15 p.m. – 6:00 p.m.

Lunch Program

Hot lunch is available for purchase for all students. Lunch consists of a variety of items Monday through Thursday and pizza on Friday’s. Lunch includes an entry, drink, and desert. See the front office for a monthly lunch menu. If students do not desire anything from the menu please be sure to pack them a lunch.

- \$4.50 per day
- No student will go hungry on campus, however standard lunch will NOT be given for accounts over \$80 (with no intent or notice to pay). They will instead be given a reduced lunch determined by administration and cafeteria manager (Sandwich or Toast).

Uniform Policy/Dress Code

Appropriate clothing and dress encourage responsible behavior. We expect all students to comply with our uniform regulations. Any student, whose appearance does not meet school standards, will be sent to the office and required to call his/her parents for a change of clothes. Disciplinary action may be taken for repeated offenses.

Girls should wear:

- **Elementary**
 - A gray or white polo shirt

- School jumper (Jumper must reach the knees, all girls must wear shorts underneath their jumper)
- **Middle School and High School**
 - Gray or White polo shirt
 - School skirt
- **All girls**
 - Black closed shoes or black sneakers.
 - White or gray socks
 - Must have a conservative hairstyle. Hair color must be a **natural** shade. NO pink, green, blue or unnatural dying of the hair is permitted.
 - Only a small pair of earrings is allowed.
 - If wearing makeup, it should be natural and light.
 - Nail polish should be light and natural. No dark nail polish.

Boys should wear:

- **Elementary**
 - **Burgundy Polo**
 - Khaki pants or shorts
- **Middle School**
 - **Gray Polo**
 - Khaki pants or shorts
- **High School**
 - **Black polo**
 - Khaki pants or shorts
- **All boys**
 - Pants shall always be worn with a belt at the waist and the shirt tucked in .
 - Black dress shoes or black sneakers.
 - Must have a clean-cut hairstyle. NO pink, green, blue or unnatural dying of the hair is permitted.

Tattoos are NOT permitted, whether temporary or permanent.

Jackets must be a solid color or purchased with the school logo. Jackets should not have any kind of obscene writing or images on them.

PE days:

- Black or white sneakers
- TKCA PE shirt
- TKCA PE or black shorts

If you would like to order uniforms, please contact the school office.

Being out of dress code may result in disciplinary action.

Spirit Day/Casual Dress Code

On days where students are allowed to come in casual dress or spirit day attire please adhere to the following:

- No crop tops or midriff showing.
- No obscene language, inappropriate images, or inappropriate show titles on any clothing items.
- Shorts should be arms length
- No tank tops or spaghetti straps
- Tight clothing should be avoided

Any student out of dress code will receive a dress code violation and parents will need to bring a change of clothes.

Dress Code Violations

Dress code violations will be given to students who do not adhere to the dress code policy on a normal day or spirit/casual day. Violations continue throughout the school year (no start over each quarter)

- 1st Violation: The student will be reminded of the dress code policy and receive a verbal warning with a phone call home.
- 2nd Violation: The student will be reminded of the dress code policy and a written warning home. A phone call will be made for a change of clothes. Lunch detention will be given.
- 3rd Violation: The student will be reminded of the dress code policy and will receive detention.
- 4th Violation: The student will be reminded of the dress code policy and be sent home for the day with a referral.

Attendance Policy

Absences

In case of absence, the day the student returns to school, the parent should send a dated and signed parental note or doctor's note explaining the reason for the absence (Florida State Law 232.10). If foreseeable, a note should be sent in advance.

Students absent more than ten (10) days per semester or twenty (20) days per school year will be required to make up missed time. The total of 10 days per semester or 20 days per school year will include both doctor and parental note.

A parent/student attendance contract will be arranged with students that have 10 unexcused absences more in a semester. Students that have frequent absences jeopardize their scholarship and graduation.

Excused

The following reasons for excused absences are:

- Illness of the student
- Medical Appointment
- Death in the family
- Family, church, and educational trips when approved in advance to the school office. **Please acquire a pre-arranged absence form from the office.**

- **Make Up Work:** It is the student's responsibility to contact the teacher about missed work.
- If foreseeable, assignments equal to the number of days for the trip must be gathered in advance, completed and turned in on the first day of school after returning from the approved trip.
- All missed work should be turned in within 2 days of the student's return to class.

Unexcused

An unexcused absence hinders the student's academic progress.

- Neglecting to pre-arrange a foreseeable absence (Pre-arranged means three school days' notice in advance).
- All non-emergency absences for the convenience of the parent or student.

Tardiness

A student is considered tardy if he/she is not in the classroom by 8:35 am. If a student is tardy three times, it will equal **one absence**. The only tardy with no penalties are ones accompanied by a doctor's note or valid excuse. Excessive tardiness will require a parent conference with the administration which could result in probation, suspension, or expulsion.

If tardy (after 8:35), please have your student report to the office before class.

Early Dismissal

If you need to pick up a student, you must sign your name and time of arrival and show proper I.D.

Please avoid picking up early after 2:00. If a student must leave early then please pick up before 2:00.

Visitors on Campus

All visitors who are going beyond the school office must sign in as a visitor and show identification. A visitor's badge or visitor sticker must be worn during the time on campus. If a visitor wishes to eat lunch with a student, please notify the front office first.

Visitors are not allowed on campus unless accompanied by an administrator or teacher with proper identification. Please stop at the front office first.

Volunteers

Parent volunteers are not allowed in the classrooms where their students are to prevent distractions.

Parent volunteers are welcomed on special events or field trips. They must adhere to rules given by the administrator at all times. Parents must follow the following rules:

- They must be in the presence of a staff member or administrator at all times especially when around students.
- They are not allowed to be alone with students at any moment unless it is their own child.
- They must remain in their assigned area at all times.
- They should not reprimand any student, instead bring it to the attention of a staff member.
- Any situation with a volunteer or student should be reported immediately to an administrator.

-If any parent volunteer does not adhere to these rules or those given to them the day they arrive , they will not be allowed to volunteer at any events on campus for the rest of the year for the safety of all students and staff.

Health Policy

Communicable Disease Policy:

These guidelines are designed to assist you in providing a safe, comfortable environment for your child at school. They will help in deciding whether or not to send your child to school or keep your child at home. Also, the office will call the parent if there are any signs of the below sicknesses. The parent will have to pick up the child.

- **Fever**

- **Conjunctivitis (Pink Eye):** Conjunctivitis is contagious. Your child should remain at home, until symptoms disappear.
- **Diarrhea or Vomiting:** If a student has loose, runny stool or persistent vomiting.
- **Lice:** Lice are contagious. Students may not be present at school until the child has been treated with special shampoo.
- **Rashes:** Rashes may or may not be contagious. The doctor will decide whether the child should remain home.
- **Ringworm:** Your child may return to school if he/she has begun treatment.

Medication Policy

Please inform your physician that your child is in school and that you prefer to give medications at home, morning and evening. Knowing this, many doctors will order longer acting medications. Limiting medications dispensed away from home prevents medication errors. Please remember children must feel well to be able to enjoy their educational experience.

Florida law does not permit school personnel to administer medication without explicit written instructions. This includes prescription and non-prescription medication. The following medication procedures must be followed in order for the school personnel to be allowed to administer medication.

If medications need to be administered at school, the following conditions must be met:

- Prescription medication will be accepted only if it is in the original container.**
- Nonprescription medication may only be administered by following the manufacturer's recommendation on the label. Medication must be in the original container and accompanied with a copy of the information given to you by the pharmacy.
- Before any prescription or nonprescription medication can be administered, including sunscreen, we must have permission in writing by the child's parent or guardian. Please fill out the medication forms and enter instructions into the Daily Medication Log Book. Please bring a copy of the information given to you by the pharmacy.
- Medication needs to go home after the last date that the medication is administered. Health forms are required to be completed at the time of enrollment showing any allergies, physical handicaps, a statement of general health, and a current immunization history. These must be updated and kept current.

All medication administered must be logged. This log must be available for the Health Department Inspection.

SAFETY POLICY

Student Accidents or Illnesses

TKCA will not assume any financial obligations for student accidents and illnesses. In case of accident or illness of a student at school this procedure shall be followed:

1. Provide immediate first aid.
2. Parents will be contacted, if necessary and possible. (Depending upon the severity.)
3. If parents cannot be reached, the emergency contact listed on the registration form will be notified. Please be certain that these contacts are up-to-date and appear on the form.
4. A student will not be sent home unless a parent, guardian, or emergency name is contacted.
5. If a student is seriously injured, 911 will be called first then the parents will be notified.

6. An Accident Report Form will be filled out and a copy will be sent home for the Parent/Guardian.

Child Abuse Reporting Law Requirements:

Treasure of Knowledge staff are **REQUIRED** by Florida State law and licensing requirements to report immediately to the police or Child Protective Services (CPS) any instance when there is reason to **suspect** the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation. The staff may not notify parents when the police or CPS is called about possible child abuse, neglect, or exploitation, except on the recommendation of CPS or the police when they are called.

Fire Drill

Practice fire drills are held once a month, during the school year. At the sound of the bell, students are to stand up and march out of the building in an orderly manner to a designated area. After the drill, they will return to the Learning Center in the same orderly fashion. Students must walk in a straight line. They are expected to refrain from talking, pushing, or running. Each Teacher will stay with his/her group.

Emergency School Closures:

In the event of severe weather, TKCA may close. If TKCA is closed, the full day and part day preschool will also close. Announcements of school closure can be heard on: WFTV CHANNEL 9 NEWS. In general, if the Orange County Public Schools are closed, TKCA will be as well. In case of serious emergencies such as hurricanes, fire, storms, loss of power/water, parents will be notified, if possible, and children will be cared for until parents' arrival.

Permanent School Closing Policy

All Files will be turned over to the Church (El Shaddai Christian Church) and the FLOCS organization if the school were to close.

Behavior Code

We believe that all things should be done in order and that our students should be taught to accept responsibility. Here, discipline is firm, consistent, fair, and tempered with love. Therefore, kindness, love, and a genuine regard for the student, is our staff's standard of behavior in the Learning Center. However, when disciplinary action becomes necessary, it is firmly imposed, tempered by good judgment and understanding.

Students must always adhere to the following discipline guidelines:

- 1) Respect all faculty members. Insubordination to authority will not be tolerated.
- 2) Respect classmates. All students should keep their hands "*off other students*". *Keep your hands to yourself.*
- 3) Use language that pleases God. The use of offensive and foul language is not permitted.
- 4) Be honest with your class work. No cheating or stealing.
- 5) Listen and follow directions

When a student's attitude or behavior is not in accord with the school's discipline guidelines, the teacher follows a *Three Step Behavior Policy* when handling discipline issues in the learning center.

- **FIRST STEP:** If a student is misbehaving, the teacher will set the student aside and remind them of the rules. Students will sign a Student Contract Form promising to change behavior.
- **SECOND STEP:** If the first step wasn't successful, the teacher will notify the parent explaining behavior.
- **THIRD STEP:** If the second step wasn't successful, the teacher will arrange a conference with the parent/guardian. Hopefully, this will help change the child's conduct.
- **FINAL STEP:** Once the teacher has used the *Three Step Behavior Policy*, then administration will be handling behavior.

Classroom Consequences

- Losing part of their recess time (up to 10 minutes)
- Loss of privileges or special events
- Lunch detention/ detention
- Phone call home

School Consequences

Administration will only give three (3) opportunities for behavior to be corrected. The following are methods of correction by the administration.

Lunch Detention: Lunch detention is provided for 20 minutes after lunch has been eaten for minor infractions. While there students may make up work missed in class due to behavior disruption or sit in silence away from friends.

Detention: Administration will set up a detention day, usually Wednesday. On that day, students will stay one hour after school in detention. While in detention students will write about how he/she can change their behavior or make up work missed in the class that caused the behavior disruption if applicable.

Probation: Students placed in behavioral probation will not be allowed to participate in any school-sponsored activities for the following nine-week period. School sponsored activities include field trips, special event activities (look at the school calendar for activities provided) and Fun Friday activities.

Suspension: Parent/Guardian of student who has been suspended from school is urged to cooperate with the school in making this correction period beneficial to both the student and the school. It is not a vacation. Students must finish all the required class work at home for the three days missed due to suspension. **If a student's behavior does not improve after the third disciplinary action, then the student will most likely be eligible for expulsion.**

Referrals: Referrals are a document that will be filled out for major behavior or academic infractions as seen fit by administration. Three referrals can result in an expulsion. Referrals are follow the student to other schools if withdrawn.

Expulsion: When all the above methods of correction have been used, then the last step will be expulsion. After suspension, if a student shows no significant progress in the behavior, then administration will resort to expulsion.

Zero Tolerance Policy

TKCA does abide by the zero-tolerance policy regarding violent behavior. TKCA considers violent behavior when a student strikes another classmate or any faculty member and the use of foul language to any classmate or faculty member. The results of violent behavior will be an immediate suspension. Upon investigation expulsion may be considered any violent act resulting in hurting another student.

Bullying is a serious offense and will not be tolerated at TKCA. However, please remember that bullying is a repetitive behavior. When someone is a bully they habitually seek to cause harm, threaten, insult, or are cruel to another person that may be smaller or vulnerable. Please note that sometimes other students are mean to each other but that does not automatically mean it is bullying. Neither will be tolerated but bullying will warrant a higher consequence even the chance of expulsion. If you suspect your child is being bullied, please contact administration IMMEDIATELY to share your concern, even if the student expresses the desire to not to bring it to our attention.

If your child comes home complaining about a policy or disciplinary action, please realize that the school has reasons for all rules and that they are enforced without partiality. Support the administration, give the staff the benefit of the doubt and contact the school for all of the facts.

Coupling/ Relationships

At TKCA there is no personal display of affection (PDA) allowed. Students may not engage in romantic relationships with other students anywhere on school campus. PDA is considered:

- Hugging
- Kissing
- Hand holding
- Intimate hugs
- Touching
- Etc.

None of the above is allowed at TKCA. Any students caught doing any of the above things will result in disciplinary action. Depending on severity it could result in suspension or expulsion.

If a student is receiving any unwanted attention from another student or feels that they are being sexually harassed or assaulted they must report it immediately.

See Something, Say Something

If any student, staff, or parent on campus sees something that is against the rules or that is endangering another student or staff member they should immediately say something to administration.

If you see something, say something. This could help another student or staff member who is in danger of being hurt physically or emotionally.

Academic Probation

Every student is on a 30 day probation upon enrollment to the school. Students must remain in good standing with grades and class work throughout the year. If not, students can be placed on academic probation at any point in the school year.

Students showing little effort to improve, completing less than 3 assignments or goals a week, and refusing to complete the missing goals could be placed on academic probation for 30 days. At this time parents will be notified and both the parent and student must sign the plan of action. Students must show improvement in 30 days or risk being withdrawn from TKCA.

Cell Phone Policy

During school hours, students are required and expected to have their cell phones silenced and put away in their backpacks. They are not allowed to access them during school hours unless otherwise notified by a teacher.

Parents, please support the school's decision with cell phones. Many students have experienced cyber bullying on campus and phones have been known to be a distraction during class time. This is for the best of all students. If it is absolutely necessary to get in touch with your student ***please contact the school***. Many students do not know how to control cell phone usage so it is important to teach students that there is a time and place for cell phones. Class time is not the place. Learning is a priority in school that time should not be interrupted.

During lunch and break students are encouraged to engage in conversations with other students instead of surfing the internet or browsing social media.

Any student using their cell phone during school hours could result in the phone being confiscated.

If any student is found using their phone disciplinary action will be taken. See below.

Cell Phone Policy Warning System:

- 1st Warning: They will be warned verbally and must put it away for the rest of the day in their backpack. They will receive a notification home.
- 2nd Warning: The phone will be confiscated and placed in the office till the end of the day. Students can pick it up at the end of the day.
- 3rd Warning: The phone will be confiscated and parents will be notified to pick up the phone. Students will also receive detention.

Repeated offenses will result in higher disciplinary action.

Communication

Conferences

Conferences and open houses are held throughout the year to keep parents updated on their student's progress.

- Meet the teacher- held at the beginning of every year to familiarize yourself with your students' new teacher and class.
- All parents are required to attend at least one conference during the year.
- For any other conference contact the school or your child's teacher

Parent-Teacher Communication

Parents are encouraged to communicate with their child's teacher through the school email and/or Remind.

The front office may be contacted to speak to your child's teacher via phone. Please do not interrupt teachers during the school day by calling or texting them directly. Please contact the front office if you need to relay a message to your child's teacher during school hours (8:30-2:45)

Notification of Address Change:

If your address and/or phone number has change, please inform to TKCA's school office in writing. This ensures that all communication is received by you in a timely manner.