

# K-12 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 create an environment rooted in the Word of God, providing the best techniques, procedures, and services to teach children how to live and equip them for success.

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 for every student.**

**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 1<sup>st</sup>. 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 OR ACCOUNT BALANCE REACHES OR GOES \$100 AND 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 \$100 must be paid immediately to avoid additional late fees.**

Registration/ Re-enrollment Fee	\$150.00 (nonrefundable) due every year.
Annual Tuition (including book and technology fee)	Request <b>Tuition Breakdown</b>
Uniforms	<b>Sold only at Uniform Outfitters</b> <b>See uniform policy page for more information</b>
Morning or afternoon extended Day	AM- \$10.00 per day, per student PM- \$10.00 per day, per student
Graduation Fee (Kindergarten, 5 <sup>th</sup> & 8 <sup>th</sup> grade)	\$60.00 (includes cap, gown, invitation and diploma) <b>Due in March</b>
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>

**Parents are required to pay a parent's fee for any amount not covered by the scholarship or 4C. A financial meeting (can be in person or over the phone) is required every year.**

### Financial Hardship

We understand and acknowledge that we all go through rough patches financially. Please do not hesitate to communicate your needs with the administration. Although not guaranteed, we will always try our best to accommodate and help out our families. Documentation may be needed so we can seek proper financial aid through donations or other means.

Remember that this institution has its own needs and strives to provide the best education for our students but without funds that is not possible. Please be proactive and communicate your financial difficulties EARLY so we can work together to make the best plan to receive payment. Even one family that cannot fulfill their

responsibility can affect our yearly budget as a school. We appreciate your mindfulness towards our financial policy and your effort to keep up with the agreement.

## 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. Uniforms are mandatory at TKCA. 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.

**All uniforms will now be purchased at:**

**Uniform Outfitters at 1106 North John Young Pkwy, Kissimmee, FL 34741**  
**(more options in store)**

**Girls should wear:**

- **Elementary**
  - A white polo shirt
  - School jumper (Jumper must reach the knees, all girls must wear shorts underneath their jumper)
  - 5th grade girls have the option of wearing the school skirt with a logo burgundy polo
- **Middle School**
  - Gray Polo shirt
  - School skirt (girls must wear shorts underneath skirt)
- **High School**
  - Black polo shirt
  - School skirt (girls must wear shorts underneath 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 (purchased at store)
- **Middle School**
  - **Gray Polo**
  - Khaki pants or shorts (purchased at store)
- **High School**
  - **Black polo**
  - Khaki pants or shorts (purchased at store)
- **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.

***Jackets must be purchased with the school logo.***

## Tattoos and Piercings

Students are not allowed to have tattoos visible. This includes permanent and temporary tattoos.

Piercings on the nose, lip, eyebrow, tongue, septum, or anywhere on the face are NOT allowed. ONLY GIRLS are allowed to have their ears pierced. Ear piercings on boys are not allowed.

## PE Uniform days

- Black sneakers, PE shirt, PE pants or track pants (purchased at the store)

## Uniform FAQ

- **It's cold, can I wear jeans or pants instead of my skirt?**
  - No, you can wear black or gray leggings or fleece lined leggings under your skirt or jumper.
- **Can I wear my hooded jacket to school?**
  - No, you must purchase a school jacket from the uniform store.
- **It's cold and it's PE day, can I wear my own sweatpants?**
  - No, please purchase track pants from the school uniform store.
- **Can I wear my work out leggings instead of PE shorts?**
  - No, please do not wear form fitting leggings or work out pants. Purchase the track pants from the uniform store.
- **Can I wear a plain polo if I don't have the school uniform?**
  - School uniforms are required unless there is a special circumstance. Please wear school polo every day on normal days. If you do not have one please visit the uniform store as soon as possible.
  - If you cannot purchase one due to economic hardship, please reach out to the front office.
- **Can I wear a gray or black shirt instead of my PE shirt?**
  - No, please purchase the PE shirt.
- **I forgot to do laundry, what do I do?**
  - Please notify the front office immediately.
  - These instances will be noted.
  - After three instances, disciplinary action may be taken.
- **My scholarship covers the uniforms, how much can I get?**
  - There are two options:
    - \$240 and \$310 (dependent on tuition choice)
  - The way the money is spent at the uniform store is up to you. However, here is an example of what you can get:
    - Girls:
      - 3 plaid jumpers or skirts, 5 polos, 1 PE set, 1 sweatshirt or rain jacket
      - 2 jumpers/skirts, 5 polos, rain jacket, 2 PE sets, crewneck sweatshirt,
    - Boys: 5 polos, 2 pants, 3 shorts, 1 PE set, 1 sweatshirt
- **Can I order online?**
  - Yes! But if you are using scholarship money you must go in person to the store and alert the attendant that they will be using scholarship money.
- **How do I purchase online?**
  - Go to: <https://uniformoutfittersfl.com/>
  - Click on the tab "preferred group login" in the middle of the page, toward the top
  - Scroll down to the bottom of the next page and click on the TKCA logo
  - It will prompt you for a group password. The password is: TKCA
  - On the next page, click on "shop my Treasure of Knowledge Preferred Group"

## Spirit Day/Casual Dress Code

TKCA does an all year fundraiser on Fridays where students can come “casual” or dress down for **\$1.00**. Students who break dress code often, have behavior issues, or do not pay **\$1.00** will no longer be able to participate. Casual Fridays do not start until the 4th week of school.

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 and skirts should be arms length
- No tank tops or spaghetti straps
- Tight clothing should be avoided
- No ripped jeans

Any student out of dress code will receive a dress code violation and parents will need to bring a change of clothes. No exceptions on casual days.

## Dress Code Violations

*Being out of dress code may result in disciplinary action. Dress code will be enforced after the 3rd week of school.*

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: Students will be required to be picked up or brought a change of clothes. Referrals will be written. **Frequent dress code violations may result in dismissal for negligence to our school policy.**

# Attendance Policy

## Absences

All absences must be reported and the reason for the absence should be provided. Attendance is required in all classes. Students arriving after 11:00 AM will be counted absent for the whole day. There are two types of absences- excused and unexcused. Absences are **excused** for the following reasons:

- 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 (requires 1 week notice) form from the office.**
- Any other reason that is approved by the administration.

**\*\*\* A PARENT MUST NOTIFY THE OFFICE VIA PHONE, WRITTEN NOTE, OR DOCTOR'S EXCUSE to qualify for the excused absence, the day the student is absent or the day the student returns** (Florida State Law 232.10).

**\*\*\*There may be makeup work the student will have to complete.**

**Prearranged Absences:** If a multiple day absence is foreseeable the parent must complete a Pre-Arranged Absence form available in the front office. The form must be signed by the parent, teacher, and principal. There may be makeup work the student will have to complete. The student is responsible for submitting the form one week before the requested absence to receive the make up work on time.

**\*\*\* NOT ALL PRE-ARRANGED ABSENCES WILL BE EXCUSED.**

**Unexcused absences** or absences for which the reasons are unknown will count against the student. If a student has had at least five unexcused absences, within a calendar month or 10 unexcused absences, or absences for which the reasons are unknown, within a 90-calendar-day period, the student's primary teacher shall report to the school principal that the student may be exhibiting a pattern of nonattendance. The principal shall, unless there is clear evidence that the absences are not a pattern of nonattendance, then study the case to determine if early patterns of truancy are developing. If it is found that a pattern of nonattendance is developing, whether the absences are excused or not, a meeting with the parent must be scheduled to identify potential remedies and make an attendance contract. Consequences for unexcused absences may result in:

- Parent Conference- Attendance Contract
- Lunch Detention to make up work
- After school detention
- Referral
- Scholarship may be jeopardized
- Graduation Delayed
- Retention
- Summer School
- Losing Credit (High School)
- Expulsion (severe cases) due to negligence to the school policy

For one day absences, all make-up work for students is due the next day that follows the day they return to school.

**Absent/Make Up Work** may be needed for both excused and unexcused absences.

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.
- If it is a one day absence or an incidental absence (excused or unexcused), all missed work should be turned in within 1 day of the student's return to class or as the teacher determines.

## Tardiness

A student is considered tardy if he/she is not in the classroom by 8:35 am. All students arriving after 8:35 must report to the front office for a late pass. In order for a tardy to be excused students must have an excuse note from their parents or a doctor's note.

Tardy will be excused for the following reasons:

- Doctor appointment
- Illness
- Traffic
- Any other reasons as approved by the administration.

Excused tardies will not count against the student.

**Unexcused tardies** If a student is tardy three times without excuse, it will equal **one absence**. Excessive tardiness will require a parent conference with the administration which could result in:

- Detention (lunch or after school)
- Probation of certain activities

- Suspension
- Expulsion (severe cases) due to negligence of the school policy

If tardy (after 8:35), please have your student report to the office before class. That includes parents walking students to class. Parents walking students to class could result in disciplinary action.

## Early Dismissal/Out

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 for an appointment or something similar, then please pick up before 2:00.

If you are picking up early, the reason must be given along with a doctor's excuse if possible. After 3 early dismissals/outs without excuse they will be counted and treated as a tardy which will be labeled "Early Out"

## 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. Please do not send students to school if you see the following:

- **Fever of 100 degrees fahrenheit or more**
- **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 (If a student vomits at school regardless of the reason they will be sent home to be monitored by a parent or guardian)
- **Lice:** Lice are contagious. Students may not be present at school until the child has been treated with special shampoo. *They will receive a check before returning to the classroom.*
- **Rashes:** Rashes may or may not be contagious. The doctor should 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.

However, if a student must receive medication during the day please note that 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.

An Incidental Medical Services (IMS) form needs to be submitted prior to dropping off medicine. This includes inhalers placed in student backpacks. No medication in pill or liquid is to be stored in a backpack. This includes low dosage pain medication. **PLEASE KEEP IT IN THE OFFICE.**

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.

**It is the parent's responsibility to keep track of expiration dates, supply count, and communicate new physician's orders.**

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

## 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 that requires immediate medical assistance, 911 will be called first then the parents will be notified. If the parent cannot be reached, the next contact on the emergency contacts will be contacted.
6. An Accident Report Form will be filled out and a copy will be sent home for the Parent/Guardian.

## Safety Policy

### 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 the local 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 Policy

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 and Second 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. A behavior report will be sent home in some cases.
- **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 public 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
- Being in unsupervised areas alone

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.

## Drugs, Alcohol, Vapes, and Illegal Substances

For the welfare of students and the school and to promote and insist on a drug-free environment, all staff and students at TKCA including parents and guests, should not be in possession of or under the influence of alcohol or illegal drugs during any activity on our campus or at any TKCA event. Furthermore, it is important that our parents do not condone or allow our students to consume alcohol or any illegal drugs. The cooperation of parents and guests is needed to send a message to our students about the school's position.

Prescription and nonprescription medication is not allowed in student possession without first prior notice to the administration and proper documentation.

TKCA is a smoke free campus.

Any possible suspicion of vaping on campus will be immediately reported to parents even if there is no evidence found yet. Even just talking of vaping, joking or serious, on campus or off campus can result in disciplinary action.

If administration has probable cause to believe that a student has been vaping on campus, that school can perform a backpack search. Probable cause will be the following:

- Video evidence
- 2 or more students have reported the situation
- Suspicious behavior

Vaping is hazardous to a person's health and will not be tolerated.

## Prohibited Items

None of the following items should be in student possession while on school campus or at any school events:

- Nail clippers
- Guns
- Pocket knives or camping utensils
- Toy swords, toy guns including water guns
- matches or lighters
- Slingshots
- Razor blades
- Fireworks
- Weapons of any kind or anything resembling a weapon including imitation ones

## 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.

## Safe Harbor

A student may approach a school official or contracted personnel and voluntarily surrender an object, the possession of which is prohibited by the Code of student Conduct, and will be granted safe harbor and receive no disciplinary action. Unless an investigation by school officials regarding the possession of a prohibited object has already commenced, a student who approaches a school official and voluntarily surrenders such an object may not be subject to disciplinary action.

This also includes notifying administration about a dangerous activity happening on campus- this student will be granted safe harbor, unless there is evidence that student was involved in some capacity.

## Cell Phone/Tablet Policy

During school hours, students are required and expected to have their cell phones silenced and put away in their backpacks or not at school at all. They are not allowed to access them during school hours unless otherwise notified by a teacher. No AirPods, or headphones should be worn either.

Any student holding a visible phone even if it's not being used will be asked to turn it in to the office where it will be kept until the end of the day. Acknowledgment of this handbook is the 1st warning. Every other incident is considered the second warning and the phone or headphones will be confiscated.

Parents, please support the school's decision with cell phones. 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 so that time should not be interrupted.

**NO PHONES ALLOWED DURING BREAKS OR LUNCHES. NO TABLETS ALLOWED ON CAMPUS EITHER. NO TABLETS ALLOWED IN EXTENDED DAY.**

If any student is found using their phone, it will be taken to the office. After just one instance of the phone being taken, parents will be notified and the student will be required to check in their phone every single day or leave it at home.

Repeated offenses will result in higher disciplinary action.

## 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)

## Parent Conduct and Dress Guidelines

When dropping off, picking up, or attending an event on campus we kindly request that all parents adhere to the following guidelines:

- Avoid form fitting clothes
  - Shorts should be fingertip length
  - Workout clothes should be avoided, especially revealing ones.
- Low cut shirts
- Dirty or worn looking clothing/ Pajamas
- Articles of clothing and hats with obscene language, inappropriate brands or artists (ex. playboy)
- Avoid any use of drugs- prescribed or otherwise. Absolutely no vaping or smoking on campus or in parking lots.
- No weapons, even concealed ones on campus (ex. Knives, guns, tasers, etc.)
- Use kind language and refrain from using curse words on campus- even in parking lot
- Refrain from discussing any personal matters or issues with students who are not your children
- Avoid gossiping about teachers, staff, or students- address issues with administration.
- Be respectful and mindful in the carline- keep speed limits to 5 mph and under.

## Notification of Address Change:

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