



2026-2027

STUDENT HANDBOOK

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WELCOME

Welcome to The Christian Academy (TCA). We know that God has brought you to us. We pray this will be a successful school experience for your family. The pages of this handbook are filled with vital information regarding school policies and procedures. Parents and students should review the contents together. If you have any questions, please call the school office. We feel that open and clear communication between school and home is important to the success of our educational program. We welcome your participation and prayerful support as we seek to do the will of God and align our goals for educating students with biblical principles. Working together, we will be able to reach our collective goals and celebrate the achievements of our students. We will strive to make TCA a safe place for students to learn and be drawn closer to God.

Vision

It is the vision of The Christian Academy to offer students a non-denominational Christian education without discrimination against sex, race, color, or ethnic origin. We will strive to provide an education where the whole person (mind, body, and soul) will be nurtured in Christ's teachings. The Christian Academy will strive to be a valuable witness to the kingdom of God.

Philosophy

The educational process in a Christian school is dependent on a biblical philosophy, which provides the right world view and essential truths for life so that children may be prepared to assume their proper places in the home, the church, and the state. The Christian Academy's curriculum shall take into consideration the spiritual, physical, and intellectual development of its students. The teachers and staff should endeavor to relate to the students in a loving way, and to develop an atmosphere of trust in which the spiritual development of each student can be maximized. In seeking to establish an environment in which Christian nurturing can occur, the school will not neglect its stated purpose to provide quality academic education. The school's academic goals are met through the employment of academically qualified teachers and a sound curriculum. (John 13:34, Galatians 5:22-23, I Corinthians 16:13-14)

Non-Discrimination and Anti-Harassment

The Christian Academy Board of Directors is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities, and facilities. In accordance with law TCA strictly prohibits discrimination and harassment against employees, students, or others on the basis of race, religion, sex, national origin, ancestry, disability, age, genetic information, or any other characteristic protected by law. TCA is an equal opportunity employer.

Mission

The mission of The Christian Academy is to partner with parents to provide students with a biblically based education and worldview. The integrity of God's Word is maintained in all curricular and co-curricular instruction as students are taught and trained as disciples of Jesus Christ.

Core Values

1. Provide a high-quality Christian education through:
 - Training that uses a Christ-centered curriculum and following Christ as our example for living.
 - Offer students a traditional education consistent with Bible truths.
 - Increasing student awareness of worldviews and events that influence our culture.
 - Preparing students with the knowledge to participate in society while fulfilling the great commission as witnesses for Christ.
2. Educate the whole child—spiritually, emotionally, physically, and intellectually by:
 - Encouraging growth in Christian character in each student, helping the student to accept his responsibility to live a Christian life through daily Bible teaching, scripture memorization, and prayer.
 - Equipping the student with the fundamentals of the Christian faith; stimulating the student to evaluate knowledge in the light of scriptural truth and providing opportunities for each student to receive Christ as his personal Lord and Savior.
 - Balancing academic growth with social development and physical development, all of which are conducive to the healthy maturation of the child.
 - Utilizing curriculum that promotes a well-rounded approach to a Christian education.
3. Provide a Christ-centered atmosphere through:
 - Christian Administrators and teachers who promote and exemplify examples of Christ in the classroom, in school-related functions, and in everyday life.
 - Creating a positive learning environment that recognizes the value of each child and his success in learning and maintains positive discipline that teaches respect.
 - Recognition of the importance and potential for achievement in each child.
 - Encouragement of Godly parental involvement.
 - Encouragement for developing positive Christian relationships between students and peers, students and faculty, and faculty and parents.

Expected Student Outcomes

1. Academic

Students will be:

- A. well prepared in all academic areas including the sciences, proficient in communication skills and critical thinking.
- B. prepared to represent the gospel to others through Christ-centered curriculum while having knowledge of other world cultures viewed through the lens of God's word.
- C. prepared for college or career by displaying good study habits and research skills to accomplish their own personal goals.

2. Spiritual

Students will be able to:

- A. apply their acquired Biblical knowledge to everyday life situations.
- B. understand the Trinity as revealed in the Holy Scriptures that salvation comes through Jesus Christ, God's one and only son.
- C. demonstrate a Christ-like lifestyle in all situations.

- D. understand that all actions and choices have consequences.
- E. demonstrate their faith through prayer, Bible study, scripture memorization, worship, and service.

3. Physical

Students will be able to:

- A. understand that all people were created by, loved by, and valuable to God.
- B. maintain mind, body, and soul through a lifestyle of purity in all things.
- C. glorify God by taking care of their physical bodies.
- D. apply biblical principles to maintain physical, social, and emotional health.

TCA recognizes the importance of the child's home as their first classroom and the most influential and lasting force in building his character. The teachers at our school have a responsibility before God in assisting in molding the character of each student after Christ in order to provide a firm foundation for each child's future. Our school demonstrates a loving concern for each child under our care.

The Christian Academy can exercise the right to retain any student for academic performance or attendance.

Statement of Faith

- There is only one true God, who eternally exists in three persons: Father, Son, and Holy Spirit - The Trinity as revealed in the Holy Scriptures and taught by the historic Christian church (Gen. 1:1; Matt. 28:19; John 10:30,37,38.)
- The Bible is the divinely inspired, only infallible, inerrant word of God for faith and practice. All other so-called divine revelations are not of God (2Tim. 3:16; 2 Peter 1:21).
- God became flesh and dwelt among men as our Lord and Savior Jesus Christ (John 10:30). We believe in His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35), in His sinless life (Hebrews 4:15; 7:26) in His miracles (John 2:11;), in His vicarious and atoning death through His shed blood (1Corinthians 15:3; Ephesians 1:7; Titus 3:5), in His holy resurrection (John 11:25; 1 Corinthians 15:4), in His ascension to the right hand of the Father (Mark 16:19), and His personal return in power and glory (Acts 1:11; Rev. 19:11-16).
- Each person born into this world is born into sin and therefore is in need of a Savior (Romans 3:23; 5:8-9; Eph. 2:8-10).
- Our salvation is through Christ alone and He came to earth to save us from our sins through his death and resurrection, so we might have eternal life (John 3:16-19; Eph. 2:8; Acts 4:12; Romans 5:21; Titus 3:5-6).
- Christ is the head of the church and the head of our school (Eph. 1:22; Colossians 1:18).
- The term "marriage" has only one meaning: the uniting of one man and one woman in a single exclusive union, as delineated in scripture (Genesis 2:18-24). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18; 7:2-5; Hebrews 13:4). We believe that God's command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman (Hebrews 13:4; Romans 13:13).

- God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26-27).
- We believe in the present ministry of the Holy Spirit by who's indwelling the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18).
- We believe in the resurrection of both the saved and the lost; that they are saved unto the resurrection of life, and that they are lost unto the resurrection of condemnation (John 5:28-29).
- We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 2:12-13; Galatians 3:26-28).

Policy of Presenting Doctrine

The Christian Academy understands that our school has many denominations represented among our staff and student body, yet we strive to have unity within our school. God has blessed this ministry, as we seek to place Jesus Christ first above all else. We will not compromise the fundamentals of our faith as based on the Word of God. When there are disagreements or questions regarding particular practices within a denomination, we will seek the Bible for answers first. Our school understands that the final authority is God and if the answer to doctrinal questions cannot be found in scripture, then The Christian Academy staff will not engage in interpretations and will refer students to discuss their questions with a parent, pastor, or elder in their local church.

CURRICULUM

The Christian Academy uses the BJU (Bob Jones University) textbooks for most of our needs. Our history curriculum conscientiously teaches the facts of history in Christian perspective, and the science curriculum is presented from a creation perspective. Teachers are allowed to use other resources to aid in their teaching. Homework, reports cards, concerned teachers and informed parents are the rule, not the exception. All students will also have the following classes:

Bible: Bible is taught as a part of the daily curriculum. We encourage the students to have faith in God as we open our classes in prayer. The Christian Academy is a CHRISTIAN school. Our students and staff members come from a wide variety of churches and denominations. Our Statement of Faith gives an overview of what is taught in the classroom and chapel services.

Music and Art: The purpose of the music and art programs is to provide an opportunity for every child to develop an awareness of the beauty in art and music, as well as his/her own musical and artistic abilities. We believe that learning and participating in these areas helps to form a well-rounded student.

Physical Education: The physical education program is designed to enhance the student's physical capabilities, add to their knowledge of sports and games, and further enhance their emotional and social growth. With an emphasis on sportsmanship, fair play, and the unique interaction possible during physical activity, the emotional and social growth of the individual will be enhanced.

Library: Our librarian will allow students to check out books beginning in kindergarten. Students who take books home assume responsibility for the care of the book. All books must be returned in the condition they were in when they were checked out. If not returned, you will receive a bill from the librarian and your student may not have the privilege of checking out books any longer.

SCHOOL INFORMATION AND PROCEDURES

Aftercare

An aftercare program is available for students who are in good financial standing. Children may remain at school until 5:30 p.m. The charge for aftercare will be \$5 per day, per child. The fee will be billed at the beginning of the following week. Payment should be made by that Friday. There will be outdoor activities (weather permitting), indoor activities and a snack for the children. For security reasons, children may only be picked up by individuals identified on their Pickup Permission list. No one else can pick up the child unless you have called the office and given permission. Picture identification may be required. Parents are encouraged to deposit money in their child's aftercare account in advance to cover these fees.

Athletics

We currently offer co-ed volleyball, girls' basketball, boys' basketball, or co-ed basketball (depending on the number of participants) to students in the 5th-8th grades.

In order to participate in school athletic activities, students must follow these guidelines:

- Students must show good citizenship in and out of school at all times.
- Students must be in good academic standing. **(No grade below 70%) If a grade falls below 70%, he/she will be suspended from participation until the grade is brought up.**
- Students must be present at school on game days to participate.
- Students must have a current physical evaluation form filled out by parents and a physician.
- Students may attend our athletic events at no charge. However, all adults will be charged an entry fee. An annual athletic pass is available for purchase in the office, or you can pay as you go.
- Athletic fee must be paid prior to the first ball game.

Attendance

School Start Time - School doors will be open at 7:30 a.m. All grades will begin PROMPTLY at 8:00. Students arriving after 8:00 should be **signed in by a parent** and will be counted as tardy.

Tardies - The first 30 minutes of the day are spent taking roll, saying pledges and prayer, turning in homework, and receiving instruction for daily work. Late students disrupt the class, cause a delay for all students and duplicate work for the teacher. Considering these problems, and in an effort to encourage promptness, the following tardy policy has been adopted:

Beginning at 8:00, students are considered tardy if not in their classroom. **Please escort your child into the building and SIGN THEM IN.** Tardies will affect the student's attendance record (5 tardies = 1 day of absence). Parents who have a child with excessive tardies may be called to meet with the Administrator.

Dismissal Time:

All grades will be dismissed at 3:00 p.m. Parents are asked not to wait in the hallways or near the school "EXIT" door for their children at dismissal time. **Pre-K through 6th grade parents**, please pull into the car pick-up line, closest to the building. **Do not park on the street in front of the building.** Students will be dismissed from the front door and escorted to their cars. Parents should send a note to school or call the office if someone will be picking up their child who is not on the pick-up list.

7th grade through 12th grades, please stay in the car pick up line closest to the street. Students will be dismissed from the front doors.

Dismissal is not an appropriate time to talk with the Administrator or your child's teacher. If you need to speak with the Administrator or a teacher, please call and schedule an appointment. Students not picked up by 3:30 will be sent to aftercare and billed accordingly.

Leaving Early -. All students leaving school early **must be signed out by a parent.** Please refrain, if possible, from checking out your child within the last 15 minutes of the school day. This is important class time that includes last minute homework reminders and instructions. The parking lot will also be congested. Any time your student leaves school early, it will count as hours on perfect attendance.

Absences

Any time a student is absent, it is necessary for the parent/guardian to contact the school office and provide a reason for the absence by 8:00 a.m. However, if the office staff is unavailable to answer the phone, please leave a message. An excused absence will be defined as:

1. Illness
2. Illness in immediate family
3. Death/Tragedy in immediate family
4. Medical Appointment – Timed note required from physician's office on return to school.
5. Absence which has strong educational or family value and approved by the Administrator.

Make-up work will be ready at 3:00 p.m. unless other arrangements are made with the teacher. Students will be allowed one day for every day of an excused absence to complete make-up work after returning to school. Students should have all homework ready to turn in on the day they return to school. Students with excessive absences (10 or more) will be asked to provide a written excuse and may be referred to the Administrator.

Perfect Attendance

Perfect Attendance is awarded to students that have **less than 3 hours of absences, and less than 5 tardies for the year. Excused absences are still recorded as an absence and will be counted against perfect attendance. Please remember that any time a student is checked out of school throughout the day the minutes/hours will accumulate to count as an absence.**

Bad Weather Conditions

If The Christian Academy must close due to inclement weather, you will be notified by one or more of the following ways:

- Facebook
- Remind App
- Website

An announcement will be aired on the following station: KFVS-TV Channel 12 and www.KFVS.com.

Birthdays and Classroom Parties

Birthday parties are not permitted at school. However, parents may **send or drop off** treats to the office for their child's birthday that will be given out at a convenient time designated by the teacher. Any special deliveries for students (such as flowers) will be kept in the office to reduce classroom distractions. Students will be allowed to go to the office to see the gift but will need to pick it up at the end of the day. Party invitations can only be handed out at school if all students in the classroom are invited.

Classroom parties (Fall, Christmas, Valentine's Day, and Easter) will be handled by the individual teachers. Parents will be notified of the plans by the teacher or parent volunteer. We encourage you to participate in these types of activities.

Contact Information

Phone: 573-481-0216

Fax: 573-481-9485

Mailing address: 103 E. Kathleen, Sikeston, MO 63801

Mike Jensen – President mjensen@thechristianacademy.org

Laurie Ross – Admin Assistant lross@thechristianacademy.org

Heather Hays – Admin Assistant/PE/Art hhays@thechristianacademy.org

Ashley Gaab – Pre-K agaab@thechristianacademy.org

Grace Qualls – Kindergarten gqualls@thechristianacademy.org

Amanda Perry – 1st grade aperry@thechristianacademy.org

Gennice Gipson – 2nd grade/music ggipson@thechristianacademy.org

Gabi Urrutic – 3rd grade/ Admin Assistant gurrutic@thechristianacademy.org

Holly Peters – 4th grade hpeters@thechristianacademy.org

Corrie Pfefferkorn- 5th/6th grade cpfefferkorn@thechristianacademy.org

Kathleen Ellison – Jr. High kellison@thechristianacademy.org

Carla Marsh – Head of School/Sr. High cmarsh@thechristianacademy.org

Jaime Burger – Teacher's Aide jburger@thechristianacademy.org

Brittany Chaney – Teacher's Aide bchaney@thechristianacademy.org

Teresa Jensen – Librarian/Tutor tjensen@thechristianacademy.org

Court Ordered Custodial Information

In the event of a court ordered custodial agreement, copies of all such documents must be given to the Administrator to be placed in the child's permanent file. By the state law of Missouri, all biological or legally adoptive parents have the right to take their child from school unless legal custodial documents are in place which says otherwise. Only biological parents or court ordered adoptive parents or court ordered legal guardians have the right to name who may pick a child up from school, or who may receive information about their child. If your child has some sort of legal restrictions as to whom he/she can be released or to whom the school can give information concerning the child, please make sure the Administrator has copies of these documents.

Dress Code

APPEARANCE PHILOSOPHY

As a Christian school, we have a unique responsibility in the area of dress. We are judged largely for our appearance but are not blind to the changing styles of the day, nor do we want to appear so "dated" that we are viewed as rigid and irrelevant to a world we seek to reach for Jesus Christ. TCA's goal is to present our appearance as conservative and in good taste so as to "adorn the Gospel."

Interestingly, appearances subtly demonstrate or are suggestive of "values;" therefore, it is the desire of TCA that students in attendance possess and project an image of personal and academic integrity. It is also the desire of the school to be perceived by the public as having instilled into the students the values and character befitting an education at a Christian school. As a result, TCA students are to be neatly, modestly, and uniformly dressed when arriving, attending, and leaving school.

In all matters of standardized dress code or personal appearance interpretation, the school administration has the right of final decision. We trust these guidelines will be helpful and serve as deterrents to potential problems. It is our intention that these guidelines contribute to the training and development of godly character concerning obedience and a correct response to authority.

Students may not like or agree with the dress code; however, keeping a right attitude and teachable heart is important in the eyes of the Lord. Once again, our desire is for students to possess and project an image of personal and academic integrity.

Classroom temperatures vary. Some students may be warm and other students feel cold. Please be prepared with light sweaters or cardigans for indoors. Large/puffy winter coats are not permitted to be worn in class.

Spirit Week and Dress Down days: Students are not required to wear school uniforms on these days. Although everyone must go by the school dress code for the fit of clothing that is chosen to wear.

DRESS CODE CHART

ITEM	STYLE & DESCRIPTION	COLOR	APPROVED SOURCES	DRESS DOWN PASS GUIDELINES
Polo Shirts T-shirts or tanks may be worn under polos. They must be solid in color.	Short or long sleeve	Any Color and/or Pattern No Words	May be purchased from any source – TCA monogram/logo is permitted but not required.	Wording and/or designs must be appropriate for a Christian environment No sleeveless tops No crop style shirts/sweaters (shirt length must cover torso when arms are lifted)
Sweatshirts	<u>Plain or appropriate designs only.</u> Students must prove they are wearing uniform polo under sweatshirt or hoodie.		May be purchased from any source.	Wording and/or designs must be appropriate for a Christian environment
Cardigan Sweater	Plain, Solid in color – Button front	Any Color	May be purchased from any source.	No ripped and/or torn styles
Pants, Capri Pants, and Shorts	Pants, Capri Pants, & Walking Shorts (no more than 2" above knee) Casual Dress style or pull-on elastic waist- Style can be flat front or pleated. Regular or wide leg- Cotton/Twill Fabric Pants must fit loosely! No form fitting legs to ankle or "skinny" fit , no jeggings, spandex, knit, or yoga pants, knit pants or shorts/pants with ruffles. No torn material/worn material. No elastic fit at the ankles. No holes	Navy, Black, gray, khaki, brown or denim (can be worn any day).	May be purchased from any source.	All shorts for boys and girls must be no more than 2 inches above the knee No bike shorts No skinny or form fitting jeans, leggings, and/or yoga pants
Skorts, Skirts, Jumpers	Not more than 2" above knee. Leggings can be worn under skorts and jumpers. (Solid in color)	Navy, Black, or Khaki, gray, brown or denim.	May be purchased from any source.	Must be no more than 2 inches above the knee in length
Hair/Hair accessories	No Hats. crowns, tiaras, etc.			No Hats. crowns, tiaras, etc.

Socks/Tights or Leggings	Leggings or tights may only be worn under skirts, skorts, or jumpers. (Solid in color) Leggings, tights or leggings like shorts and/or pants cannot be worn (even on dress down days)		May be purchased from any source.	Leggings like shorts and/or pants cannot be worn unless they are worn under skirts, skorts, jumpers or dresses.
Shoes	Regular, athletic, or crocs and sandals <u>with a back strap around the heel.</u> <u>Shoes must be worn indoors at all times.</u> No flip flops, slides, or heels of any kind- safety hazard on stairs and playground.	Any Color	May be purchased from any source. <u>MUST HAVE TENNIS SHOES FOR PE MON & FRI!</u>	No flip flops, slides, or heels of any kind- safety hazard on stairs and playground.
School T-shirt	Students are allowed to wear the TCA t-shirt (short or long sleeve), sweatshirt or hoodies and either uniform shorts/pants or jeans.		Can be worn any day	
Jeans (Can be worn any day)	Regular waist or slightly below the waist no more than one inch below the navel. No skinny or form fitting jeans to the ankles. No holes, fringe, ruffle, lace, rips, or tears No elastic around ankles. No Glitter, sequins, etc.		May be purchased from any source	No skinny or form fitting jeans to the ankles. No holes, fringe, rips, or tears No elastic around ankles. No Glitter, sequins, etc.

Dress Code Violations

- First Offense - Note sent home and returned signed by parent, student may be asked to change clothes.
- Second Offense - Miss 1 recess and note sent home and returned, signed by parent, student may be asked to change clothes.
- Third and subsequent - Student will wait in the office until appropriate attire is brought to school. Any missed work will be made up at recess. Note sent home and returned signed by parent.

Enrollment

Students entering pre-kindergarten 3/4 must turn 3/4 years old prior to August 1 of the current school year or be approved by the Administrator. Students entering kindergarten must turn 5 prior to August 1 of the current school year or be approved by the Administrator. Immunization records, a copy of birth certificate, and social security card must be on file in the school office along with a **current enrollment** form and fee. There is a non-refundable enrollment fee of \$100 for a new student.

Re-enrollment for the 2024-2025 academic school year will be contingent upon the successful completion of the current academic year and the payment in full of any past due accounts.

The Christian Academy can exercise the right to retain any student for academic performance or attendance.

Students are considered enrolled for the entire academic year and tuition is calculated on this basis; therefore, no reductions can be made for vacations and school holidays. No tuition reduction will be made during the academic year, regardless of the cause of such absence.

Tuition refunds will be allowed only when the school is given a 30-day written notice of withdrawal; no refund will be allowed when notice of withdrawal is given less than 30 days prior to the date of withdrawal. **Enrollment fees are non-refundable.**

The Christian Academy reserves the right to withhold students' report cards and prohibit class attendance until all sums due are paid in full, including late fees or amounts owed for other services provided by the school.

Discipline problems, inability to perform at grade level, and false information given at the time of enrollment will be considered reasons for revoking acceptance at TCA. The Administrator has the right to test and recommend grade level placement according to what is best for the child. At this time, TCA may be unable to enroll students who have a 504 Plan, Individual Education Plan, that has been diagnosed as behavior disabled, learning disabled or emotionally disabled. The Christian Academy does not presently have the resources necessary to address these needs. New students are accepted on a probationary basis of 90 days.

Field Trips

Properly supervised and planned educational field trips can be an important part of the instructional program. A signed permission form from a parent or guardian is required for all field trips. Parents may be asked to volunteer to help with supervision of students during these field trips. Transportation will be provided by volunteer drivers in church vehicles and/or personal vehicles. However, children may walk to field trips that are within walking distance from the campus. Please keep the following pointers in mind when you volunteer to help on a field trip:

- Parents attending a field trip will be assigned supervisory responsibilities. Students assigned to your care will remain under your care for the duration of the trip.
- If a student is uncooperative or becomes a discipline problem, please refer him/her to the teacher immediately.
- Parents attending a field trip should plan to follow the class schedule. **Please do not plan personal family activities during the field trip.**

Transportation Policy

Occasionally the Christian Academy requires assistance in providing transportation to students. Should parents and/or TCA employees be required the following guidelines are to be followed:

When the transportation is in connection with a school function or event that the school has undertaken to participate or to sponsor or provide the participation of students; and 1. The function or event is a single event that is not part of a scheduled series or sequence of events to the same location such as, but not limited to, a field trip, a recreational outing, an interscholastic competition or cooperative event, an event connected with an extracurricular activity offered by the school, or an event connected to an educational program such as, but not limited to, a job interview as part of a cooperative education program; 2. Transportation is not available, as a practical matter, using a school bus or school district passenger car; and 3. Each student's parent is notified, in writing, regarding the transportation arrangement and gives written consent before a student is transported in a privately owned motor vehicle.

When a school bus is not available or it is impractical to travel by school bus, it is permissible to transport students by private vehicle. The following shall apply: 1. "Field Trip Request When Buses Are Not Used" is completed and the field trip is approved in advance by the school principal. 2. Each student's parent or guardian is notified in writing regarding the transportation arrangement and gives written consent before a student is transported in a privately owned motor vehicle. This is accomplished by the use of form "Parent's Release." 3. Each driver of a private vehicle transporting students is required to complete "Private Vehicle/Insurance Information" form. This enables the principal to ensure to the best of his/her ability that the driver of the vehicle is a responsible, safe driver and the driver has been notified that all passengers are to be seated in designated seating positions and required to use the occupant crash protection system provided by the vehicle manufacturer (i.e., seat belts in vehicles so equipped). Each passenger is to use the approved restraint device provided. 4. All drivers are to be 18 years or older.

If students leave home to go to school, work, or another activity within the general area of the community, that decision rests with the parents. If the students leave school for such activities, then the sponsor/teacher should make sure that all parents agree and accept full responsibility. Be cautious and use good judgment.

In case of an emergency/accident while away from campus the following steps will be implemented.

1. Local authorities will be notified by calling 911.
2. Responsible person will contact The Christian Academy.
3. The principal, secretary and/or designee will contact parents utilizing one or more of the following: phone, text, Remind or email.

Fundraisers

From the beginning, TCA has strived to offer an affordable Christian based education to the families in our area. This is why our tuition is considerably lower when compared to other private schools across our state. However, this means our tuition does not cover all of the expenses the school incurs. The yearly cost to educate a child at TCA is currently around \$8,500. The scholarship money comes from generous donations and our fundraisers. **We ENCOURAGE our families to participate in the fundraisers, so we can keep our tuition at an affordable rate and make school improvements.**

Providing private education is an expensive endeavor, one in which additional revenue is needed to maintain financial sustainability. A gap exists between the actual cost of educating students and what can be charged for tuition; therefore, a commitment to help raise additional revenue is highly encouraged from those being served.

I Corinthians 4:2 "Moreover, it is required of stewards that a man should be found faithful."

Romans 12:4-6b "For as in one physical body we have many parts and all of these parts do not have the same function or use, so we, numerous as we are, are one body in Christ and individually we are parts one of another [mutually dependent upon one another]. Having gifts that differ according to the grace given us, let us use them;"

Graduation Requirements

The following requirements must be met in order to graduate at TCA:

English – 4 units

Science – 3 units

Social Studies – 3 ½ units and pass the Missouri & US Constitution tests

Math – 3 units

Bible – 4 units

Practical Art – 1 unit (FACS, Life Skills, etc.)

Physical Education – 1 unit

Personal Finance – ½ unit

Fine Art – 1 unit (Music, Band, Orchestra, Art)

Electives – 3 units

Students must have a total of 24 units.

Grievance Procedures

A Christian school is comprised of people- students, parents, teachers, staff, and administrators. Unfortunately, as with any organization and even with Christians, disagreements, misunderstandings and at times, conflict occurs. The following procedures should be followed to facilitate a quick and godly resolution; they are based on Matthew 5 and 18.

Parents:

1. Remain calm. Remember you are to be an example to your student in how you react or respond to any given situation. It is crucial that you do not undermine the authority figure in front of your student in words, actions, or deeds. Pray about the situation or incident.
2. Know in your heart that you and the staff member are on the same team.
3. Make sure you hear both sides of the situation before you predetermine what your next step will be. You will find that most situations will resolve themselves and are the result of a simple misunderstanding.
4. Do not take sides. Be ready to resolve the situation in a godly way.

5. To the best of your ability, try to resolve the situation with the teacher/staff member. If the issue remains “up in the air,” set another meeting with the teacher/staff member. Other parents should not be notified or consulted about the situation.
6. Should an issue become impossible to resolve, set an appointment with the principal for resolution.
7. It may become necessary to involve the TCA Board if resolution is not achieved in cases that become a major issue or concern.
8. **Every effort and consideration should be given to maintain confidentiality throughout the process. Confidentiality is vital and necessary to handle the situation biblically.**
9. Please remember the importance of forgiveness. As disciples of Jesus, we must be willing to forgive and be forgiven because no one is perfect but Him.
10. Love believes the best in others. The devil has a mission with conflict, strife, and discord- division and every evil work.

The staff of TCA and the TCA Board are committed to follow these principles and those set forth in the ACSI brochure entitled, “The Matthew 18 Principle for Solving School Problems,” written by Dr. Paul A. Kienel

Health Forms and Immunization Records

Missouri State Law, Section 187.181 RSMo 19 CSR 20-28.010 Immunization Rule requires school age children to be appropriately immunized or exempted in order to enroll OR attend school. Please submit a new copy of immunizations when there have been any changes. Immunizations can be taken care of through your physician or local health department authorities. **NO CHILD WILL BE ADMITTED TO CLASS UNTIL IMMUNIZATIONS ARE COMPLETED AS REQUIRED BY LAW.**

Each child **MUST HAVE** a current **HEALTH FORM** on file, signed by a parent or guardian.

Illness/Medication

The Christian Academy does not employ a school nurse at this time. Students who are injured or become ill while at school will be directed to the school office where school personnel will assess the student's needs.

IN CASE OF ILLNESS: Please keep your child home if he/she has any of the following symptoms:

1. A temperature of 100 degrees or higher in the past 24 hours.
2. Vomiting or diarrhea in the past 24 hours.
3. Head lice - students must be cleared in the school office before returning to class.
4. Any illness of a contagious nature or when the student is obviously unable to concentrate in the classroom.

A child's parents will be contacted to pick him/her up should any of the above symptoms develop while he/she is at school. First aid is administered for minor cuts, bites, and stings.

MEDICATION: Any over the counter medicine or Prescription medicine that is prescribed three times a day can be given before the student comes to school, after school, and again at bedtime. However, if medication **MUST** be given during school hours a parent or designee of the parent must come to the campus to administer the medication or provide written approval for TCA to administer. Cough drops

are considered medication and must be kept in the office where their use can be monitored. Parents of students with asthma or severe allergies should notify the teacher and/or Administrator. An inhaler or Epi pen should be kept at school with a doctor's prescription label on the container. Ibuprofen and Acetaminophen are the only medications kept and given out in the office for minor aches. Records are kept showing when medication was given.

Indoor Recess

Students will be kept indoors for recess and PE on days when the temperature is 32 degrees or below. (Wind chill factors will be given consideration). PLEASE SEND THE PROPER OUTDOOR WEAR WITH YOUR CHILDREN (coat, hat, gloves) as they will be expected to go outside unless the temperature dips to 32 degrees or it is raining.

Library Book Selection

Because it is the school's desire to teach students to critically evaluate what they read, some non-Christian materials may be included. It is important for parents to know that we encourage them to be actively involved in helping their children evaluate what they read and further censor where they feel it is necessary. While the librarian and Administrator make every effort to acquire appropriate material for the library, books containing inappropriate language or images may occasionally find their way to our library shelves. A parent who becomes aware of a book he/she feels contains objectionable material should make a verbal or written complaint to the librarian detailing his/her concern. The librarian will respond in writing to the complaint. If the issue remains unresolved, the parent may request a meeting with the Administrator.

Lunches

TCA does not currently have a lunch program so students will have to bring a packed lunch every day. **There are no microwaves available for students to use, and meals will not be warmed up.** Fast food or delivered meals are permitted on special occasions only. Fast food and outside lunches are permitted on special occasions only. Please do not bring in fast food on a regular basis as it creates unnecessary distractions in class and delays lunch if food is not delivered on time. Each teacher has a different policy for birthday parties so please contact them directly regarding those. If it becomes an issue, appropriate actions will be taken by office staff/administration.

Telephone

Students will not be permitted to use the school telephone except in case of emergency or at the direction of a teacher. **Forgetting homework or lunch is not considered an emergency.**

Cellular Telephones and Electronic Communication Devices Policy

A student may possess a cellular telephone and smart watch in school, on school property, at after school activities and at school-related functions, providing that during school hours the cellular telephone and smart watch are turned into the front office. Students may use their cellular telephone during school hours with permission of The Christian Academy staff.

The requirement that cellular telephones must be turned off will not apply when the student obtains prior approval from the building principal or TCA staff.

Possession of a cellular telephone by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the cellular telephone. If the cellular telephone is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequence that is imposed.

The student who possesses a cellular telephone is responsible for its care. The Christian Academy is NOT responsible for preventing theft, loss, damage, or vandalism to cellular telephones brought onto its property.

Parents/guardians are advised that the best way to contact their child during the school day is by calling the school office at 573-481-0216.

Mandated Reporting of Child Abuse or Suspected Abuse

In accordance with state law, school staff are obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. The school may or may not contact parents in advance of making a report to authorities. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of "reasonable suspicion" of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

Tuition/Financial Obligations

There is a yearly tuition for each student. You may pay the full amount at the beginning of the school year or make monthly payments August through May. Tuition is due on the first of each month. After the tenth of the month, delinquent payments could be charged a \$20 late fee unless you have contacted the office to let them know when payment will be made. Please do not hesitate to communicate with the office if you know your payment will need to be late. If payments reach 2 months overdue without prior arrangements made, the student(s) will not be permitted to return, and all records will be held until the balance is paid.

Enrollment Fee - (Non-Refundable)

New Students - \$ 100.00 per student

Tuition fees:	Yearly	Monthly	Combined Total
1st Child	\$4,000	\$400	\$4,000
2nd Child	\$4,000	\$800	\$8,000
3rd Child	\$4,000	\$1,200	\$12,000
4th Child	\$4,000	\$1,600	\$16,000

Pre-K3 Tuition fees:

Monday - Friday	Full Days	8:00 - 3:00	\$400.00
Monday - Friday	Half Days	8:00 - 12:00	\$350.00
Mon - Wed - Fri	Full Days	8:00 - 3:00	\$315.00
Mon - Wed - Fri	Half Days	8:00 - 12:00	\$290.00

*All students in pre-K3 must be 3 years old by August 1 and completely toilet trained.

Withdrawal- Tuition refunds will be allowed only when the school is given a 30-day written notice of withdrawal; no refund will be allowed when notice of withdrawal is given less than 30 days prior to the date of withdrawal. **Enrollment fees are non-refundable.** If a student withdraws or transfers from TCA, a per-day tuition cost will be charged for each completed day of school.

Aftercare fees are expected to be paid as described in their section of this handbook.

STANDARDS OF STUDENT CONDUCT

Philosophy of Discipline

The very last thing Jesus Christ did on the earth was to command His followers to make disciples of all people (Matt. 28:19). Being aware that the words “discipline” and “disciple” come from the same root word, it is clear disciples are not made without discipline. Therefore, it is the policy of The Christian Academy to maintain loving, but firm disciplinary procedures. The key principles which provide the basis for TCA standards of conduct are RESPECT, RESPONSIBILITY, and INTEGRITY.

General Behavior Policies

The staff requests parental support in helping maintain appropriate conduct in the school and at all school activities. Student’s behavior should reflect self-respect and consideration for the rights, feelings, and property of others.

- No electronic devices (except calculators and cellphones) are allowed at school. All other personal “toys” or items may come only on specific days arranged by the classroom teacher.
- Foul language or questionable slang expressions/gestures will not be allowed.
- Name calling or any derogatory remarks toward another person will not be allowed.
- All faculty and staff will be shown continual respect by the students.
- Christ-like behaviors demonstrating love, joy, peace, patience, kindness, gentleness, goodness, faithfulness, meekness, and self-control will be encouraged.

There will be **No Tolerance** for the following behaviors:

- Threatening to harm or hurt students or TCA employees will not be allowed. Threatening others may result in the student having to obtain a letter from a facility such as Bootheel Counseling stating they are safe to attend TCA.
- Parents who show disruptive or threatening behavior to any TCA staff will be asked to leave immediately. If this behavior continues, local police authorities will be summoned.

- Any form of weapons, tobacco, drugs, or alcoholic beverages will not be permitted on the school premises at any time. State and federal law prohibit the use of these items near the school.
- Cheating: The assignment will be taken, and the student will receive a "0" for the work. (Students voluntarily supplying work for other students to copy will receive the same consequences.)
- Abusive or disruptive behavior such as Hitting, Kicking, Pushing, Pinching, Spitting, Stealing, Tripping, Fighting, Pranks, or tampering with another person's personal property will have consequences and be dealt with immediately. Such intentional violent actions violate the rights of others and cannot be allowed to continue and will be dealt with immediately.

In such instances, parents will be called to meet with the Administrator and the child to determine a plan that will ensure this behavior is stopped. We recognize some of this behavior is developmental in our Pre-K and Kindergarten students and will be handled by the teacher in a manner that will instill what is acceptable.

Video Surveillance Policy

The TCA Board authorizes the use of video cameras on school property to ensure the health, welfare and safety of all staff, students, and visitors to school property, and to safeguard school facilities and equipment. Video cameras may be used in locations as deemed appropriate by the administrator. TCA shall notify staff and students through student/parent and staff handbooks that video surveillance may occur on TCA property.

The Christian Academy takes necessary steps to ensure the confidentiality of all students. TCA realizes that innocent students might be captured on video. Due to the confidentiality of all students the surveillance video will only be viewed by the administrator and by any TCA employee that the administrator deems necessary.

Students or staff in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. If deemed necessary by the administrator, local law enforcement may be notified.

Discipline

Our school will primarily use a behavior modification system that includes a combination of structure, grace, and accountability. The system requires that each student names their inappropriate behavior, takes responsibility for their actions, makes a plan to deter the behavior, and accepts the appropriate consequence for the behavior. Teachers are not allowed to use consequences that are demeaning or cruel in nature.

The purpose of this behavioral system is to help students distinguish appropriate behaviors in order to have success in the classroom. It also mirrors the way God deals with each of us. God is forgiving and patient, but He allows us to face the consequences of our choices. The basis for this system comes from Genesis, where God deals with Adam and Eve. Teachers need to set definite expectations and

boundaries. Younger students should be asked to identify those often, so they understand appropriate behaviors.

In those instances when inappropriate behavior continues, the Administrator may call the parents. A meeting may be scheduled to come up with a plan to change the behavior.

School Suspension

In-School Suspension: A student will be isolated from his/her classmates during the school day. He/she will be given class work to complete, and all grades will be recorded. In-school suspension will be for a period of 1-10 days and will be the result of repeated actions such as the following: use of profanity, indecent actions, fighting or threatening to hit another student or staff member, stealing, lying/deception, cheating, direct rebellion, bullying other students and open defiance against authority.

Out-of-School Suspension: A student will not be allowed to attend school and will receive a "0" for any recorded grades for the time of the suspension. Suspension will be for a period of 1-10 days and will be the result of behavior such as endangering the life, health or safety of others, drug paraphernalia, continued stealing, lying/deception, repeated cheating, direct rebellion and continued open defiance against authority.

*Students may not attend an extra-curricular activity during their suspension without permission of the Administrator.

Classroom Expectations

Classroom expectations will be discussed at the beginning of the school year in all classes. Awards and privileges for respect of these expectations as well as consequences for not following rules will also be discussed. Students are expected to follow the rules set forth by the teacher. Continuing problems will lead to consequences determined by the teacher and/or administrator as well as a parental visit with the Administrator.

Academic Integrity

Honest behavior is an expectation for all students at The Christian Academy. Our goal is to create and maintain an ethical academic atmosphere. Acts of academic dishonesty which will not be tolerated at The Christian Academy are listed below but not limited to:

- Cheating on any classroom assignment, test, or quiz
- Plagiarism- copying or representing another's ideas, words, or work as one's own without properly citing the source. *Plagiarism includes the misuse of published material, electronic material, and/or the work of other students. The original writer who intentionally shares his/her work for another to copy, without permission of the teacher, is also engaged in plagiarism.*
- Fabrication (any falsification or invention of date, citation, or other authority in an assignment)
- Theft or alteration of materials
- Unauthorized collaboration
- Unauthorized use of electronic devices

Honor Code

TCA has an Honor Code to abide by the principles found in His Word, the Bible. These principles will guide students in daily choices and decisions and are based upon the willingness to have a lifestyle that reflects a relationship with Jesus Christ as Lord and Savior. This code is about the willingness to have a personal love and commitment before him and to be a student of integrity in attitude, words, actions, and deeds. Below you will find TCA's student Honor Code:

1. Love the Lord my God with all my heart and with all my soul and with all my strength and with all my mind.
2. Love others.
3. Love and obey God's Word, the Bible.
4. Choose to forgive others.
5. Submit to and have respect for those in authority.
6. Apply wholeheartedly to the academic responsibilities at TCA.
7. Have a "can do" attitude.
8. Allow the Holy Spirit to develop His fruit in your life - But the fruit of the [Holy] Spirit [the work which His presence with accomplishes] is love, joy (gladness), peace, patience (an even temper, forbearance), kindness, goodness (benevolence), faithfulness, gentleness (meekness, humility), self-control (self-restraint, continence).
9. Demonstrate a servant's heart and will put the needs of others before my own.
10. Take care of your body by developing healthy habits. I will refrain from all immoral and illegal acts of behavior which are contrary to the Bible and are described in the TCA handbook.
11. Develop a personal relationship with the Lord through daily Bible reading, scripture memorization and prayer.
12. Faithfully attend a church where God is honored and glorified.
13. Be a reflection of Jesus in words, actions, attitude, and deeds.
14. Honor and abide by the rules of TCA.

The Christian Academy is dedicated to our mission to teach and train godly young men and women, to have an unshakable relationship with the Lord while preparing and equipping each student for their callings in the service of Jesus Christ. The Word of God is given preeminence in all instruction as academic and spiritual excellence is pursued.

Human Dignity (Harassment)

TCA intends to provide an environment that insures respect, equality, and safety for all. We expect all persons to treat each other with dignity because they are created in God's image. Students should realize that their commitment to living a life of integrity and following the standards set forth in God's Word (the Bible) is ongoing, not limited to the school day. TCA does not condone or allow harassment of others by teachers, administrators, support staff, students, or parents. Any person who believes he/she has been subjected to harassment should report it immediately to an appropriate faculty member, administrator, or Board member. Each report will be given serious consideration and investigated appropriately. Inappropriate conduct is unacceptable whether intentional or unintentional. Harassing behavior is not limited to but includes the following:

- Making sexual advances or comments
- Cyber bullying, which includes intimidating harassment or creating profiles on Twitter, Instagram, Facebook, or any social media.
- Engaging in inappropriate physical contact
- Writing a note to someone else, either electronically, by hand, through social digital or social media, with content that may be construed as sexual or “unwholesome” as defined in Ephesians 4:29.
- Using inappropriate words (written or spoken), pictures, objects, gestures, or actions.
- Intimidation or bullying of any kind.

Lifestyle Agreement

The biblical and philosophical goal of The Christian Academy is to develop students into mature, Christ-like individuals who will be able to exhibit a Christ-like life. Of necessity, this involves the school’s understanding and belief of what qualities or characteristics exemplify a Christ-like life. Even though students may personally believe differently, while enrolled at The Christian Academy, all students are expected to exhibit the qualities of a Christ-like life espoused and taught by the school and to refrain from certain activities or behavior. The Christian Academy retains the right to refuse enrollment to or to expel any student who engages in: #1 sexual immorality, including any student who professes to be homosexual/bisexual or is practicing homosexual/bisexual, (Leviticus 20:13, Romans 1:27); #2 alcohol, tobacco, and drug abuse; #3 verbal, electronic, or physical bullying; #4 criminal behavior of any kind; #5 any student who condones, supports, or otherwise promotes such practices listed.

Social Media

Social media has many benefits, but when social media postings violate the law, school policies, or create a disruption to the school community, TCA will respond and take appropriate action, including but not limited to investigation and discipline.

It is important for parents and students to understand that:

- In this digital age, there can be no expectation of privacy in online media or digital forums.
- All individuals are responsible for the information they post, share, or respond to online. Anything posted on the internet may be subject to public viewing and republication by third parties without a person’s knowledge or consent.
- Posting inappropriate, threatening, harassing, racists, biased, derogatory, disparaging, or bullying comments, videos, or other types of communication toward or about any student, employee, or member of the school community anywhere on the internet is prohibited and may be subject to discipline, even when a posting was initially believed to be private.
- All threats will be taken seriously and are subject to law enforcement intervention, including but not limited to formal threat assessments.

TCA may discipline students who violate rules of appropriate online and offline conduct, which includes but is not limited to, the use of social networking sites during or outside of school hours.

Additionally, TCA will not be able to protect or assist individuals who incur legal action from a second party in response to student behavior in a social networking, file sharing site or online activity.

When using social media, students, parents, staff, and administration must remember they represent TCA, but more importantly they represent Jesus Christ. Careful attention must be given to what is said or written or how it is said or written. Ephesians 4:29 states, "Let no foul or polluting language, nor evil word nor unwholesome or worthless talk come out of your mouth, but only such as is good and beneficial to the spiritual progress of others, as is fitting to the need and the occasion, that it may be a blessing and give grace to those who hear it."

Embracing and applying the principles of "netiquette" is one way to appropriately use social media. "Netiquette" is the correct or acceptable way of communicating on the internet. Listed below are simple guidelines to follow:

1. Be polite. Be kind. Use appropriate language. Swearing, vulgarities, suggestive, obscene, belligerent, or threatening language is prohibited.
2. Avoid communication that may be offensive to others. Do not use, make, distribute, or redistribute jokes, stories or other material that is based upon stereotypes or slurs relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
3. Guard and protect the identities of others and their reputations. Integrity and honesty are vital. People believe what they read. The Word of God says, "love covers a multitude of sin." People will always make mistakes. As a child of God, we do not need to broadcast others' faults to the world. The Golden Rule is a great guide to follow when using social media. It states, "Do unto others as you would have them do unto you."

Care of School Property

The school building is used by everyone and the condition in which we find our school is a result of our own actions. All students are expected to take care of the school property:

1. Keep classrooms, halls, and ground free from litter and clutter.
2. Keep feet off furnishings and not sit on top of desks, tables, or chair tops.
3. Keep hands and feet off walls, glass, and doors.
4. Report hazardous or broken items to their teacher.
5. Throw away their own trash.
6. Items that become damaged/or lost such as textbooks, library books, Chromebooks or iPads will be charged the price of replacement.

Failure to follow the above-mentioned will result in consequences that coincide with the violation (ex. Cleaning of furnishings, repairing and/or replacing damaged property and loss of library and/or technology privileges).

Locker Policy

Lockers are an option made available for student use during the school year as a privilege.

Lockers are the property of The Christian Academy and should be treated as such. Students may not write on their lockers or put stickers on their lockers. Any damage to a locker by a student will be the responsibility of the student/parent to pay for damage.

The locker is to be used solely for storage of outerwear and school related materials. All food must be stored inside a lunch box container. Drinks will be in a sealed bottle (no straw type cups may be used)

The student is responsible for their assigned locker. The locker is not to be used by any unauthorized person other than the person assigned to that locker.

The school is not responsible for loss or theft, or damage of materials stored in the student's locker. Valuables should not be left in the lockers.

The Christian Academy staff retains the right to inspect the lockers and their contents, without the student's knowledge or permission, to ensure that the locker is being used in accordance with its intended purpose. The lockers will be checked for fire hazards, illegal substances, weapons, and other offensive materials as needed. Locker inspections will be held on a regular basis.

If a student has a reason to believe that any locker contains material that might threaten the safety of other people, that student is expected to immediately report the information to a teacher or to the school administration. Lockers will not be allowed to be locked.

Clubs and Activities

Participation in clubs and activities is voluntary and considered a privilege. Students who display inappropriate behavior may be excluded from participation. Students are expected to have rides prearranged.

ACADEMIC POLICIES

Achievement Tests

Standardized achievements tests will be given in the fall and spring to students in 1st grade through the 12th grade. The tests are given through ACSI (Association of Christian Schools International). These tests consist of the core curriculum areas and will give you a snapshot of where your child falls compared to other students nationally. Keep in mind that this is not the ultimate determinate in whether or not your child is ready to move to the next grade or of their overall academic performance. It is just one of the measures we use to help us evaluate our school's academic performance. Parents will be notified when the tests results are received.

Grading Scales

The following grading scale will be used for all core subjects in 2nd through 12th grades:

Letter Grade	Percent Range	Honor Roll points	Letter Grade	Percent Range	Honor Roll points
A	95-100	11	C	73-76	5
A-	90-94	10	C-	70-72	4

B+	87-89	9	D+	67-69	3
B	83-86	8	D	63-66	2
B-	80-82	7	D-	60-62	1
C+	77-79	6	F	Below 60	0

The following grading scale will be used for kindergarten and 1st grades:

Letter Grade	Percent
O - Outstanding	90-100
S+	83-89
S - Satisfactory	76-82
S-	69-75
IM - Improvement Needed	60-68
UN - Unsatisfactory	Below 60

Homework

All homework assignments have the same educational value as classroom assignments. As a general rule, homework should not take more than 10 minutes times the grade level of the child. However, there are students who do not use class time wisely or work slowly and may require more time to complete his/her assignments. Late homework will receive a grade reduction of 10 points per day with the students receiving a "0" for the assignment if it is not returned within 5 days. The student will receive an "I" (incomplete) on the report card until all work has been satisfactorily completed and turned into the teacher. It is not acceptable for a student to decide not to complete an assignment and take a "0". All assignments must be completed.

Honor Roll

The Honor Roll awards are given out each quarter by the Administrator for students in grades 3-12. It is based on an 11-point scale for all core subjects using the A-F grading scale. Art, Music, PE, Handwriting, etc. will not be calculated for honor roll purposes. Students must have an 8 average for the quarter and can have **NO** grade below D-. The scale is as follows:

Grade	Points		
A	11	C	5
A-	10	C-	4
B+	9	D+	3
B	8	D	2
B-	7	D-	1
C+	6	F	0

Students who achieve the honor roll for all four quarters of the school year will receive the Principal's Honor Roll award.

Parent Portal

The Christian Academy teachers are using Quickschools, an online school management software that keeps track of your child's grades and attendance. **Parents of 2nd-12th grade** students can get updates

on their child's progress via their Quickschools account. Parents will receive an email with a username and password to login. Just follow the link provided. We use the email information you provided on your child's enrollment form. If your email address has changed or you did not provide your email address and would like to participate, please contact the school office.

Parent-Teacher Conferences

Teachers will conduct the parent-teacher conferences at the end of the first and third quarters on an appointment basis, devoting approximately 15 minutes for each conference. If more time is needed, plans may need to be made for another day. Additional conferences may be scheduled throughout the year by appointment with teachers or the Administrator. **Teachers will not accept school-related phone calls from parents after regular school hours. Please do not call teachers on their personal phone lines. Leave a message during school hours at school, and the teacher will call you back as soon as possible.**

Permanent Records

Records are maintained for all students attending The Christian Academy. The grades, absences, tardies, behavior and financial statements are all recorded and locked in the school office. Records are released to requesting schools if all fees have been paid and the parents have signed the appropriate release form.

Report Cards

Grades will be reported to parents at the end of each quarter. A mid-quarter progress report will be sent home. Parent conferences will be scheduled at the end of the first quarter and third quarter. Other special conferences may be scheduled throughout the year to address specific problems.

It is imperative that the school office be notified immediately when a change has been made to an address, home, cell or office telephone number, or emergency information.