

**THE CHURCH
CHRISTIAN ACADEMY**

STUDENT HANDBOOK

**A Ministry of
The Church**

Revised 2019

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1. Philosophy and Objectives

The Church Christian Academy, TCCA, utilizes the Accelerated Christian Education (A.C.E.) curriculum. This program is based on two major tenets: individualized mastery based curriculum and Biblically-based character-building principles. During its 50 years, the A.C.E. curriculum has been tried and proven to be effective, and it's currently being used all over the world.. The goal of The Church Christian Academy is to train young people of every ability level academically, in the highest principles of moral character, self-discipline, individual responsibility, personal integrity, and exemplary citizenship. TCCA purposes to work together with parents to educate, challenge, and achieve God's purpose in the life of their child.

Attendance at this school is a privilege, not a right. The Church Christian Academy exists to provide a quality, Christ-centered education that will challenge students both academically and spiritually. TCCA strives to produce young people with an academic ability to become servant-leaders that can, and will, impact their generation for Christ. With that said, **TCCA is not a reform school.**

The students will be assisted in their academics by trained staff members. The school staff wishes to work closely with parents in order to train the child, academically, emotionally, mentally, physically, and above all else—spiritually.

We don't discriminate on the basis of race, color, national or ethnic origins. TCCA is a faith-based educational program guided by God's word. As such, we reserve the right to select students who are in agreement with our statements of faith, purpose, and philosophy. We are a Christian school educating young people from a Christian world view.

ELECTIVS

Foreign Language Electives

Spanish I	PACEs 1 - 12	1 credit		
French I	PACEs 1097-1108	1 credit		
Rosetta Stone - examples include				
Arabic	German	Japanese	Spanish	Chinese
Greek	Korean	Swedish	Dutch	Hebrew
Latin	Tagalog	Farsi	Hindi	Polish
Turkis	French	Irish	Portuguese	Vietnamese
Italian	Russian			

one credit is awarded for each level. If a student completes all three levels he would earn 3 elective credits in foreign language.

College Electives

Greek I	Self-Pacs 121-132	1 credit
Greek II	Self-Pacs 11 - 20	1 credit
College Math I	Self-Pac 1 - 10	1 credit
College Math II Pre-Calculus	Self-Pac 11 - 20	1 credit
Intro to Physical Sciences		
English Composition I		
English Composition II		
Origins in Science		

In the A.C.E. curriculum the student is introduced to God and His creation. Science teaches about God's physical creation. Social Studies presents the world as ruled and ordered by God and history is "His Story". Math presents facts about God's orderly world. English teaches the student the importance of communication in Godly living. Word Building improves vocabulary skills and proper word usage. Literature and Creative Writing reinforce English communication skills and encourages students to think critically and independently. All PACEs are designed to give the student harmonious academic training from God's point of view.

ELECTIVES

Bible Electives

Christian Growth	Self-Pacs 133-138	½ credit
Life of Christ	Self-Pacs 133-144	1 credit
NT Survey	Self-Pacs 97-108	1 credit
OT Survey	Self-Pacs 109-120	1 credit
NT Church History	Self-Pacs 121-132	1 credit
Intro to Missions	PACEs 1-6	½ credit
Practical Missions Organization. & Soul winning (Participate in Service Adventure)	PACE	½ credit

Business Electives

General Business	Self-Pacs 97-108	1 credit
Personal Finance	PACEs 1 – 6	½ credit
Business Math	PACEs 1 – 12	1 credit
Accounting	Self-Pacs 121-132	1 credit

Government Electives

Collectivism	Self-Pacs 133-138	½ credit
The Constitution	Self-Pacs 133-136	½ credit *

Fine Arts Electives

Advanced Art	Self-Pacs 97-108	1 credit
Music	PACEs 1 – 6	½ credit
Speech	PACEs 1 – 6	½ credit
Computer Science	CPU Projects	1 credit
Health	PACEs 1 – 6	½ credit

*The Constitution course must be completed in conjunction with Collectivism in order to receive ½ credit

2. Statement of Faith

The Church Christian Academy is inextricably tied to The Church of Sutersville. TCCA is a ministry of The Church of Sutersville and is foundationally, philosophically, and financially tied to The Church. The basis of The Church Christian Academy shall be the Word of God interpreted by the following Statement of Faith:

- 1 The Bible is the inspired and infallible Word of God; it's the authoritative rule of faith and practice. The Bible is made up of sixty-six books and is free from error.
- 2 There is one triune God, eternally existent in three co-equal persons—Father, Son and Holy Spirit.
- 3 Jesus Christ is the Son of God. He was born of a virgin, lived a sinless life on earth was crucified, buried, and rose again. Jesus Christ ascended into heaven and is currently at the right hand of God the Father. Jesus Christ will physically come again and set up his kingdom on earth.
- 4 The human race was created in the image of God. Through sin, mankind brought a curse of death upon himself and his posterity. Not simply physical death but spiritual death, which is separation from God. All humans possess a sinful nature. As such, man is condemned to hell and completely unable to remedy his lost condition by himself or by ecclesiastical rite.
- 5 We believe that the salvation of the lost and sinful man is a free gift of God's grace apart from works. This "gift" is based solely upon Christ's vicarious and atoning death, affected by the regenerating work of the Holy Spirit, and is simply received by trusting in Christ's finished work on the cross.
- 6 The Holy Spirit exists and presently ministers on earth. The Holy Spirit's dwelling enables the process of sanctification in the Christian's life.
- 7 The bodily resurrection of both the saved and lost. Those that are saved will be raised to the resurrection of life, and those that are lost will be raised to the resurrection of damnation.
- 8 Those who have accepted the gift of Christ's atoning blood will live eternally to rule and reign with Christ.

3. Brief Overview of The Church Christian Academy

The Church Christian Academy was established in 2001 with the intent to train Godly young people in both academics and the foundational truths of the Bible. TCCA began using, and continues to use, the Accelerated Christian Education A.C.E. curriculum. We firmly believe that this individualized, biblical, and mastery-based educational program is the absolute best for students. As TCCA grew over the years, we remodeled the Sunday school area and began using it. We used that area for a number of years until we were able to build the building we are currently in. For more information on TCCA and to keep up with current events please visit our website and follow us on Facebook. www.thechurchchristianacademy.com.

There are also a number of different Student Programs available thru A.C.E. and TCCA. They are designed to build servant leaders and give students the opportunity to compete against students from other schools in over 140 different events in categories including academics, art, photography, needle and thread, athletic, color guard/flags, music, and platform division.

These include:

- Regional Student Convention
- International Student Convention
- 24/7 Squad
- Service Adventure
- BLESS - Basic Literacy Education Saving Souls
- Educational Assistance

For more information on A.C.E., the curriculum and student programs please visit their website www.aceministries.com or our website

4. The Church of Sutersville

The Church Christian Academy is inextricably tied to The Church of Sutersville. TCCA is a ministry of The Church of Sutersville and is foundationally, philosophically, and financially tied to The Church. The Church of Sutersville also provides scholarships for eligible students.

Vocational Preparatory Course Study

Subject	Minimum Credits Required
English	
48 PACEs (as Diagnosed)	4
Math	
36 PACEs (as diagnosed)	4
Financial Math (R)	
Science	
Introduction to Science	PACEs 1061-1072 1
Life Science	PACEs 1073-1084 1
Earth Science	PACes 1085-1096 1
Social Studies	
Introduction to World History	PACEs 1061-1072 1
Introduction to Civics	PACEs 1073-1078 ½
State/Provincial History	PACEs 1079-1084 ½
Introduction to Natural History	PACEs 1085-1096 1
Bible	2
Physical Education (R)	2
Electives	5
Minimum Total Credits 23	

General Course Study

Subject	Minimum Credits Required
Math	3
Algebra I (R)	
Geometry (R)	
Algebra II (O)	
Business Math (O)	
English	4
English I (R)	
English II (R)	
English III (R)	
English IV (R)	
Science	2
Biology (R)	
Physical Science (R)	
Social Studies	4
World Geography (R)	
World History (R)	
American History (R)	
US Civics (R) (½ credit)	
Economics (R) (½ credit)	
Bible/Christian Growth	2
NT Survey (R)	
Additional Bible Elective	
Electives	
Etymology (R)	1
Computer Science (R)	1
Speech (R)	½
Music (R)	½
Health (R)	½
Physical Education (R)	2
Additional electives	2 ½
Minimum Total Credits 23	

5. Necessary Enrollment Forms

Any student who fails to submit any of these forms could be denied enrollment into The Church Christian Academy. Every student needs to reenroll each academic year

- Student Application or Reenrollment Form.
- Records Release Form
- Student Conduct/Expectations Form
- Parent Expectations Form
- Emergency Contact Form
- Student Pickup/Release Form
- Permission Slip
- Liability Release Form
- Photo Release Form
- Handbook Pledge/Agreement Form
- Signed Financial Commitment
- Copy of Health Insurance Card
- Student Drivers—copy of drivers license & proof of insurance

New Students

- Pennsylvania State Law requires that each child provide proof of all immunizations or an exemption immunizations form
- Medical History – It's important that we have accurate and complete details.

Please note: The Church Christian Academy requires that **BOTH** parents who have custody and/or rights to educational decisions concerning the child must sign a form stating that they give permission for their child to attend The Church Christian Academy. *If both parents cannot sign this agreement, sufficient documentation is required.*

College Preparatory Course of Study

6. Staff

Administrator: **Pastor Frank A. Rocco**
 (724) 872-7389 - home
 (724) 446-1550 – church office

Principal/Supervisor **Pastor Michael E Baumiller**
 (724) 972-9361 – cell
 (724) 446-4020 – school office

Learning to Read Supervisor: **Mrs. Rhonda Miller**
 (724) 205-1183 - cell

* All staff has been trained and officially certified according to Accelerated Christian Education criteria, and recertified every five years.

Anyone interested in volunteering at TCCA please contact
 Pastor Frank Rocco or Pastor Mike Baumiller

Subject	Minimum Credits Required
Math	3 ½
Algebra I (R)	
Geometry (R)	
Algebra II (R)	
Trigonometry (R) (½ credit)	
English	4
English I (R)	
English II (R)	
English III (R)	
English IV (R)	
Science	3
Biology (R)	
Physical Science (R)	
Chemistry (O)	
Physics (O)	
Social Studies	4
World Geography (R)	
World History (R)	
American History (R)	
US Civics (R) (½ credit)	
Economics (R) (½ credit)	
Bible/Christian Growth	2
NT Survey (R)	
Additional Bible Elective	
Electives	
Etymology (R)	1
Computer Science (R)	1
Speech (R)	½
Music (R)	½
Health (R)	½
Foreign Language (R)	2
Physical Education (R)	2
Additional electives	2 ½
Minimum Total Credits 25	
Must have 88% overall average, reading rate in excess of 500 WPM	

Honors Course of Study

Subject	Minimum Credits Required
Math	3 ½
Algebra I (R)	
Geometry (R)	
Algebra II (R)	
Trigonometry (R) (½ credit)	
English	4
English I (R)	
English II (R)	
English III (R)	
English IV (R)	
Science	4
Biology (R)	
Physical Science (R)	
Chemistry (R)	
Physics (R)	
Social Studies	4
World Geography (R)	
World History (R)	
American History (R)	
US Civics (R) (½ credit)	
Economics (R) (½ credit)	
Bible/Christian Growth	3
NT Survey (R)	
OT Survey (R)	
Additional Bible Elective	
Electives	
Etymology (R)	1
Computer Science (R)	1
Speech (R)	½
Music (R)	½
Health (R)	½
Foreign Language (R)	2
Physical Education (R)	2
Additional electives	2 ½
Minimum Total Credits 27	
Must have 94% overall average, reading rate in excess of 600 WPM	

7. Medical Guidelines for Admissions

No staff member will be permitted to administer any medication without parental authorization in writing. All medicines must be kept in the School Office.

The following medical information is important to school parents and will be requested by our office:

- Every Pupil Must have the following shots or vaccinations:
DTP (diphtheria, tetanus, pertussis-whooping cough),
MMR (Measles, Mumps, Rubella), Polio, Hepatitis B
and HiB: Varicella or immunity
- **All immunizations must be complete before attending school
Or a completed immunization exemption form**

The following Examinations should be acquired by parents
as needed during the school years:

Physical Exam

Grades 1, 6, and 11

Dental Exam

Grades 1, 3, and 7

Hearing Test

Grades 1, 2, 3, 7, and 11

8. Admissions Policies

Attending TCCA is a privilege, not a right, and this privilege may be revoked at any time by the authorities of TCCA. TCCA honors the Civil Rights Act of 1964 does not discriminate on the bases of race, color, national and ethnic origin. TCCA is a faith based educational program guided by Biblical principles. Protected by the Equal Opportunity Act of 1972, we reserve the right to select students and families that agree with our statement of faith, purpose, and philosophy. TCCA adheres to the Biblical teaching regarding moral behavior in the life of a believer. As such, certain lifestyles including but not limited to homosexuality, adultery, fornication, drug and alcohol use are not acceptable lifestyles. We reserve the right to dismiss any student that begins living in these lifestyles.

Students who plan to attend TCCA will be required to submit all forms found under “5. Necessary Enrollment Forms” found in this handbook. **Parents and Students are also required to attend an interview. It is entirely the decision of TCCA staff, concerning whether the student is a good “fit” for the school.** Once the school staff reviews the student’s application and interview, the parents and student will be notified as to whether the student’s application has been accepted or denied.

Once accepted, the **Parents and Students are required to agree to abide by the policies and practices of TCCA. Parents are required to attend a Parent Orientation.**

TCCA is a closed campus and admission is only permitted by the Administration.

9. Financial Policies

The Church Christian Academy highly commends any parent who is willing to make a financial sacrifice of tuition in order to invest in their child’s Christian education. On that note, each parent has been informed of their financial obligations and is expected to pay their bills in a complete and timely manner. Every parent is required to sign a financial commitment. Once a student is enrolled and tuition paid, no

PACE TO GRADE LEVEL CONVERSATION

Conventional
Grade Level

Corresponding Level of PACES

Level 1	<u>1001 1002 1003 1004 1005 1006 1007 1008 1009 1010 1011 1012</u>
Level 2	<u>1013 1014 1015 1016 1017 1018 1019 1020 1021 1022 1023 1024</u>
Level 3	<u>1025 1026 1027 1028 1029 1030 1031 1032 1033 1034 1035 1036</u>
Level 4	<u>1037 1038 1039 1040 1041 1042 1043 1044 1045 1046 1047 1048</u>
Level 5	<u>1049 1050 1051 1052 1053 1054 1055 1056 1057 1058 1059 1060</u>
Level 6	<u>1061 1062 1063 1064 1065 1066 1067 1068 1069 1070 1071 1072</u>
Level 7	<u>1073 1074 1075 1076 1077 1078 1079 1080 1081 1082 1083 1084</u>
Level 8	<u>1085 1086 1087 1088 1089 1090 1091 1092 1093 1094 1095 1096</u>
Level 9	<u>1097 1098 1099 1100 1101 1102 1103 1104 1105 1106 1107 1108</u>
Level 10	<u>1109 1110 1111 1112 1113 1114 1115 1116 1117 1118 1119 1020</u>
Level 11	<u>1121 1122 1123 1124 1125 1126 1127 1128 1129 1130 1131 1132</u>
Level 12	<u>1133 1134 1135 1136 1137 1138 1139 1140 1141 1142 1143 1144</u>

Demerits

This list is not exhaustive

Some offenses carry more than 1 demerit & can result in detention

Not pushing your chair in

Turning around in your office

Having a pencil at the scoring station

Having a red pen at your office

Having a messy office

Not setting or incomplete goals

Changing goals without supervisor permission

Talking at the scoring station or testing table

Getting out of your seat without permission

Any disturbance in the Learning Center

Running inside the school

Writing or passing notes

Leaning back in your chair

Violating the 6-inch rule

Eating in any off limits area

Teasing or name calling

Incomplete homework

Not returning signed homework slip

Leaving PACEs at home

Not posting a goal card

Incomplete uniform

Not returning a parent envelope (after 2 days)

Having unsuitable possessions

Committing scoring violations

Damaging or defacing PACEs or property

Asking permission from another staff member after a refusal

Disrespect, Defiance, or Lying

refunds will be given. There will be no refunds given in cases including but not limited to early withdraw or expulsion, TCCA reserves the right to apply financial penalties to late or incomplete payments. If any account is past due \$500.00 or more, we may ask that the student be kept home until the account is reconciled.

10. Involvement of Parents

TCCA purposes to work together with parents to educate, challenge, and achieve God's purpose in the life of their child. TCCA strives to maintain open communication between the school and the parents. If anyone has any questions, please call.

11. Daily Arrival and Dismissal

TCCA school day runs from **8:00 – 3:15**. Be aware that students must be in the Learning Center and ready to begin opening exercises at **8:00 AM**; therefore, it is wise for students to arrive at least five or ten minutes early to settle in before school begins.

Seven different school districts will provide bus transportation. For a complete list of busing districts please see our website under transportation www.thechurchchristianacademy.com. Students who plan to be picked up from school by family members or friends must submit an **exhaustive list of people who may pick them up. This form must be signed by both parents. Please understand that your child will not be released to any person who is not on the list.** Students will be dismissed at 3:15 PM. **All students are expected to be out of the school building by 3:30.**

12. Attendance

The Commonwealth of Pennsylvania's Department of Education requires excessive unexcused school absences be reported to the school district in which the student lives. If your child isn't able to be at school on any given day, please notify the school the day they are going to be absent and send in a signed written note or doctors excuse with them their first day back.

Medical: A written excuse signed by either the parent or guardian must be given to the supervisor/principal the first day back. **Should the student be absent for three consecutive days, a doctors excuse is required.** If the absence is foreseeable, please send a note in advance.

Illness: If your child has a fever, vomited or diarrhea within 10 hours of being picked up for school, please keep them home. Germs and viruses can be spread rapidly, and for the safety and benefit of everyone, we would like to avoid this

Family Note: In the event of absences for a family vacation, please submit the days to be missed in writing to the school office prior to the event. Also, make arrangements with the Learning Center supervisor to complete the work that will be missed.

13. Tardiness/Early Dismissal

School will begin each day promptly at **8:00 AM**. If a student is not ready to begin at **8:00AM**, they will be recorded tardy. Please send a written note to the school office if your child is going to be tardy

If a student requires an early dismissal from school, please send in a signed written note with the day and time of the early dismissal. **Also note, the student will only be released to someone listed on their “Student Release Pickup Form”.**

14. Contacting Students during School Hours

Cell phones are not permitted in the Learning Center or allowed to be used during school hours. All cell phones must be turned in to the school office upon arrival at school and will be returned to the students at the end of day during dismissal. If you need to get in contact with a student, please call the school office or a staff member who is present at the school. No student is permitted to leave school before dismissal without signed written permission from their parent or guardian. **Any parent who needs to get in touch with their child during school hours, please call the school office (724) 446-4020 or a staff member who is presently at the school.**

Responsibilities and Privileges

Level “A” Responsibilities

- Memorize previous month’s Bible verses
- Complete 2 PACEs a week while maintaining academic balance
- Accumulate no more than 20 Minutes of detention the preceding week

Level “A” Privileges

- Fifteen minute morning breaks-(students without A privileges get 10 minutes)
- May engage in approved extracurricular activities in office after all daily goals are complete (i.e. Student Convention preparation, computer learning time, read approved literature, draw or color) – [must be approved by supervisor & at level]

Level “C” Responsibilities

- Memorize previous month’s Bible verses
- Complete 2 ½ PACEs a week while maintaining academic balance
- Accumulate no detention the preceding week
- Present special monthly five-minute oral report on an interest area or project. (the report qualifies for a four-week period).

Level “C” Privileges

- Twenty-five minute morning breaks
- May be out of seat with a purpose without permission in the Learning Center, ex. May score without asking permission.-but may not leave the learning center without permission
- May engage in approved extracurricular activities in office (i.e. Student Convention preparation, computer learning time, read approved literature, draw or color) or other assignments outside of the Learning Center after daily goals are complete-(crafts, puzzles, or games)
- May serve on approved projects (i.e. errands, office, and student tutor)

Level “E” Responsibilities

- Memorize previous month’s Bible selection
- Complete 3 PACEs a week while maintaining academic balance
- Accumulate no detention the preceding week
- Read and report on a literature book or a book selected from a prepared list. (the book report qualifies for a four-week period).
- Must be engaged in some church related service on a regular basis. (ex. Visiting widows/widowers/shut ins, bus ministry, evangelism, music, janitorial work, greeting, or other approved ministry)

Level “E” Privilege

- Same as “C” privileges, plus - May attend approved off-campus functions of a spiritual or educational nature (i.e., Bible conference, work for a political candidate who espouses traditional values, etc.).
- Be available for participation in activities (i.e. chapel/assembly, and guest tours).

28. Emergency Plan of Action

It is difficult to anticipate a crisis situation. If a crises situation should arise, the following are our guidelines.

In Case of Fire:

All students should evacuate the building using the closest exit. If in the Learning Center, the closest exits would be either the front glass doors at the top of the steps or the flush metal door at the back of the learning center that exits into the side yard. If downstairs, there are several exits that may be used for evacuation. Students will then go straight to the pavilion, which is our primary meeting place. Should there be a reason why students cannot congregate in the pavilion, they should meet at the small block building located in the upper parking lot. Once at the meeting place, roll will be taken to ensure that everyone has evacuated the building. No one will be permitted to re-enter the building until we are assured by professional safety personnel that there is no further danger. If necessary, parents will be notified to pick up students.

In Case of Severe/Extreme Weather:

In the case of a tornado or severe storm, students will calmly be escorted to the nursery in the back corner of the basement of the church. They will leave the learning center, head down the steps and thru the hallway to the basement. At the end of the hallway, they will then make a right turn into the church basement, stay against the back wall and calmly walk to and enter the nursery and sit against the interior wall. Roll will be taken to ensure that everyone is accounted for. If necessary parents will be notified to pick up students.

15. Visitors

All visitors are asked to call ahead of time. While visiting the school, **visitors are asked to take great care not to disrupt the students in the Learning Center during their visit.** Please note that the school doors are locked during school hours.

16. Academic Policies

Upon enrollment, all new students must take diagnostic tests. Based on these results, we will prescribe curriculum appropriate for each subject level based on the academic ability of each student. A student could be working at different levels in different subjects at the same time all based on his or her academic ability. If you have a questions on any of the students' academics, please call the school office. We can review it with you over the phone or set up a mutually convenient meeting time.

When a student transfers in, he/she may have learning gaps that need to be filled in. In these fairly common cases "gap PACEs" will be prescribed and will need to be completed by the student. Some students may be behind several grade levels. Unlike "lock-step" schools which push students through to the next level regardless of their learning, TCCA and the A.C.E. program strives for each student to master academic concepts before they move to the next concept. Upon completion of any necessary Gap PACEs, the student will begin at the academic level determined by their diagnostic test.

One of the tenets of the A.C.E. program and TCCA is academic mastery. As a result, if a student scores below an 80% on a PACE test they will be required to "repeat" the PACE. If this happens, a note will be sent home to let the parent know. A Progress report is also sent home at the end of every nine-week period. They need to be signed by the parents and returned back to school in the Parent envelope.

17. Honor Roll

In order to make **Honor Roll**, a student must meet the following guidelines.

- Memorize their monthly scripture
- a student must maintain academic balance,
- complete at least three PACEs in each subject
- have an overall PACE average of 88-93% for B honor roll and 94-100% for A honor roll.

Students who make honor roll will be presented with an Honor Roll certificate Sunday during our monthly TCCA service. If they are unable to attend our TCCA service, they will be presented during the school's morning announcements/devotions. They will also be awarded 3 dress down slips and extra merit money. \$500.00 for A honor roll and \$200.00 for B honor roll. Please offer encouragement from home.

18. Physical Education PE

Physical education is required by the state of Pennsylvania for students each year through and including their senior year. Gym is graded on a Pass/Fail basis. Any student who misses more than three gym classes per quarter will receive an incomplete gym grade until they can make up the gym time. Gym time can be made up by completing 1 hour of physical activity or exercise. It must be verified by an adult who would need to complete an independent gym form. This form states that you watched the student complete some form of physical activity for an hour. The student will have to complete an hour of physical activity for each gym class missed after the initial three. The form requires the date, type of activity that was done, and your signature.

The PE uniform is a plain white T-shirt, knee-length shorts or athletic pants, and tennis shoes. Girls may wear culottes, knee-length shorts or athletic pants. On gym day, the students are to wear their gym uniform to school and keep it on all day. It's like a "free dress down day" for them. Please keep the dress and styles conservative. No psychedelic colors or patterns.

25. Withdrawal Policies

If a parent wishes to withdraw a student from TCCA, the parent must notify TCCA in writing. TCCA will not refund any money that has already been paid and no curriculum will be released to the parent or student. Upon enrollment in another school, the new school will contact TCCA in writing requesting the student's records. TCCA will then release the records to the new school.

26. Student Drivers

Students who wish to drive to school must follow several school rules. The student must park their vehicle in the school parking lot (upper lot between the front of the school and block building) and may not move it until dismissal each day. **The student may only transport another student if written permission is given from both the student driver's parents and the parents of the passenger.** The student must also provide copies of a valid driver's license and proof of car insurance for the school office. **TCCA reserves the right to search a student's vehicle at any time.**

27. Personal Property

Students are not permitted to bring any electronic items (besides cell phones) to school. **All cell phones must be turned in to school staff upon arrival at school. All students are encouraged not to bring expensive items to school. TCCA is not responsible for any lost, stolen, or damaged property.** Students will not be permitted to bring personal property into the Learning Center. All personal items will be left in the lockers during school with the exception of cell phones which need to be turned in to school staff upon arrival at school. **Please note that TCCA reserves the right to search students' coats, book bags, lockers, vehicles, or any other private property at any time.**

23. Standards of Conduct

TCCA uses a system of rewards and corrections with its students. Students attending TCCA are expected to maintain a standard of conduct that is pleasing in the eyes of the Lord. This means that students will treat other students, school staff, school facilities, and themselves with respect and care. Name-calling, fighting, poor attitudes, disobedience, etc, will be punished through demerits and or detention time. When a student earns three demerits in a day he/she will have earned 10 minutes of detention. They will earn an additional 10 minutes of detention for each additional demerit they earn during the course of the day. Each day the students starts fresh with no demerits regardless of what happened the previous day. In the event detention is earned, a corrective action notice will be sent home for the parents to sign and is to be returned to school with the student they following day. Detention will be served during recess. Please not that some violations will bypass the demerits and go straight to detention. All poor behavior will be handled on an individual basis and resolved through prayer and communication. On page of this booklet is a list of behaviors that will earn demerits or detention. **Please remember that the following list is *not* all inclusive, but only a guide.** Situations will be handled by school staff on an individual basis.

24. Prohibited Articles

This is a list of items that students are prohibited to bring onto school property. Students caught with these items will face disciplinary consequences. **Please note that this is not an exhaustive list.**

- Weapons of any kind; including guns and knives.
- Video games/any electronics (the only exception will be cell phones)
- Inappropriate literature or music
- Fireworks
- Anything that can be used to injure others or vandalize property.
- Any undocumented medications
- Drugs or alcohol of any kind (including medication-all medication must be turned in to the office)

19. Lunch

Lunch will occur each day from 11:30-12:00. Students must bring bagged lunches preferably in insulated lunch bags or boxes. Microwave privileges are available to students depending their ability to use the microwave independently and maturity level. The students may bring a snack for morning and afternoon breaks.

20. Health Services and First Aid

TCCA possesses a first aid kit in the Learning Center, as well as at least one full time staff member certified in First Aid and CPR. The school also has emergency contact information for every student in case of emergencies that require trained medical attention. You will be contacted should your child have an accident or need medical attention. An accident report will be filed in case of injury.

Any medication the student is required to take must be turned in to the school office. We also must have a signed written note from the parents or guardian saying the student is in need of and able to take the medication.

21. School Closings

In the event that school is closed or delayed, we follow the Yough School District schedule. If Yough is delayed or cancelled, we will be delayed or cancelled. Please refer to WTAE, KDKA, or WPXI news stations. Whether we delay/cancel school or not, parents should use their discretion if they drive students to school.

Students attending TCCA who live outside of the Yough school district also follow the delays cancellation schedule of the district you reside in. ***Example: If the district that busses your child delays or cancels, you also would have a delay or cancel. You are not required to attend school that day even if the Yough School District has not cancelled classes. If the weather condition and roads are bad enough in your district to delay or cancel school, we don't want or expect you to travel. This would be considered an excused absence for the student.*** Please let TCCA know as soon as possible if your student will not be attending school due to weather.

22. Dress Standards /Uniform

The purpose of The Church Christian Academy dress code is to maintain a level of professionalism. **TCCA uniforms follow the guidelines laid out by the A.C.E. Student Convention handbook. “The manor of appearance and dress of A.C.E. Student Convention participants reflects an image of Christian modesty, refinement, and self-discipline.” “Appropriateness and modesty are the basic principles governing all appearance and dress for A.C.E. Student Conventions.” In keeping with these guidelines, our uniform consists of:**

Boys - A navy blue polo shirt with school embroidery, khaki dress pants, a black or brown belt, and black or brown shoes. Boys are not permitted to wear earrings or any other body piercing. Clothes are expected to be clean and neat. If the pants have belt loops, a belt must be worn. “The hair is to be tapered or blocked and is to be off the collar. It is to be above the ears, with sideburns no longer than the middle of the ears. Dying or coloring the tips is not allowed. No braided or spiked hair styles. For boys with curly hair or afros, the cut needs to be short, not to exceed 1 inch in length. No facial hair is permitted.” Hair and appearance should be neat. Students are expected maintain good personal hygiene (deodorant, brushing teeth, etc.) If a consistent issue arises the parents will be notified privately

Girls - A navy blue polo shirt with school embroidery, a skirt or culottes no shorter than the bottom of the knee sitting or standing. Black or brown closed toe shoes “Hosiery or socks must be worn.” “Makeup and jewelry should be conservative and minimal-only one earring (smaller than a dime in size) per ear in the earlobe. No other body piercing are allowed.”

The navy blue polo shirts can be purchased embroidered anywhere, we have worked with The Embroidery People in Sutersville in the past. You may also purchase the shirt with the logo directly from The Embroidery People.

The Embroidery People
421 1st Ave
Sutersville PA 15083.
724-872-6117

www.embroiderypeople.com

Any dress code violation will earn a demerit and the parents will be asked to bring a change of clothes to school.

Throughout the school year there will be opportunities for students to earn “dress down” days, where they are not required to wear their usual school uniform. Dress down days are meant to be fun: however, students need to maintain a manner of dress that is both modest and pleasing to the Lord. **The staff at TCCA reserves the right to make discretionary decisions regarding clothes worn on dress down days and may require the student to change their clothes, put on their uniform and or forfeit their dress down. If there are any questions a student may feel free to bring the item to school the day before to ask school staff if the item is appropriate.** “Dresses and blouses must come to the neckline in front (to the clavicle bone) and back (to the bottom of the neck) without see through material.”

Some dress down guidelines are as follows:

- Shorts that are below the knee cap (basketball shorts or capris are acceptable).
- No Yoga pants or form fitting clothes
- Hoodies may be worn only under uniform shirt and hoods must stay off.
- No hats
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- Jeans must not be too tight or too low (this will be left up to the discretion of school staff, but please use common sense).
- T-shirts must not be too short or too sloppy (midriff must be covered. No low cut tops).
- No tank tops (all shirts must have sleeves).
- All clothing must be appropriate. No advertisements for drugs, alcohol, music, language or any other thing that would not be acceptable in school.